

V. How do I log on for the first time?

Once a user's account has been created, he/she can sign on to any of the BISD desktop computers.

For "standard" employees (and Long-Term Subs), the first log in forces the employee to define a password which he/she will use for all of the resources defined here. Substitutes see "*Substitute Logon*".

Passwords must match these requirements:

1. Be at least eight (8) characters long
2. Contain at least one (1) "capital" letter
3. Contain at least one (1) number

The employee should decide on this password prior to logging into the computer system.

On any BISD computer, the employee should:

1. Turn the computer on, or have any current user log off of the computer.
2. Press Ctrl-Alt-Del
3. Click the "Switch User" button
4. Click the "Other User" button
5. Enter the user's user id in the "User name" field
6. Do NOT type anything in the "Password" field
7. Click the "Right Arrow" button
8. Click "OK" on the "The user's password must be changed..." message.
9. Leave the "old password" empty
10. Type the password decided upon above in the "New Password" and "Confirm Password" fields.
11. Click the "Right Arrow".
12. Click the "OK" button.

How do I log on for the first time? (continued)

The password is now set and will be used for all computer, Google and TEAMS access.

It is a violation of the district Acceptable Use Policy to share your password.

Information Services suggests that you WRITE down your password and store it SECURELY in your wallet for future reference.

VI. How do I log on to Email?

BISD utilizes Google Mail (Gmail) as our email system. To sign on to email:

1. Open a web browser.
2. Goto <http://www.gmail.com>
3. Enter the email address, which will be the employee's user id followed by "@bmtisd.com"
I.E.: User Id: jdoe
Email: jdoe@bmtisd.com
4. Click the "Next" button
5. Enter the password defined previously
6. Click "Sign In".

VII. Substitute Log On

Substitute accounts use a predefined password. The password can be found on the "About Me" page (see "*What is my account information?*") beside the heading "Substitute System PIN".

To log in, use steps 1-5 of the log in procedures, but use the "PIN" as your password.



New Employee Technology Information

This brochure covers a few topics to get a new employee started:

- I. Joining the team - Intro***
- II. Trouble?***
- III. Tools***
- IV. Account Information***
- V. Logging in the First Time.***
- VI. Email***
- VII. Substitutes***

Provided by: BISD Information Services

IV. What is my account information?

The creation of ALL BSD employee and student user accounts is automated. All accounts are created this way, and no exceptions are allowed.

After an employee is hired and his/her information is updated in our HR/Payroll system, the employee's account is automatically created on his/her START DATE (as defined by HR).

This automated process generates the privileges described in section III.

To find out an employee's account information (or if he/she has an account):

1. From any BSD computer, go to the "About Me" web page: <https://www.bmtisd.com/aboutme>
2. Fill in the form with the EXACT information that was given to Human Resources: Last Name, Last 4 of SSN, and Date of Birth.
3. This page provides the employee with his/her "User Account ID" (the "user name" used to sign onto a computer and TEAMS), "Email Address" and if a non-standard employee, the employee's status. Substitutes will find his/her substitute PIN number here also.
4. If the information provided in the form is NOT found AND the employee has been with BSD for more than three (3) days, please contact Human Resources.

¹ BSD utilizes an internet filtering device.

III. What tools do I have available?

ALL employees have the following:

- **Computers & Internet** - Employees are given accounts to sign onto BSD computers. These accounts have access to the Internet.
- **TEAMS Employee Service Center** - BSD provides online access to paycheck, tax, attendance and other employee information though the TEAMS Employee Service Center website (located on the web at <https://teams.bmtisd.com/servicecenter/>).

Regular Substitute employees have the following:

- **BSD Substitute System** - BSD provides access to accept and monitor the jobs a substitute takes. (<https://teams.bmtisd.com/employee/substitute/>)
- Standard employees (and "Long-Term" substitutes) have the following:

- **Email and Google G-Suite** - BSD utilizes *Google G-Suite For Education* as a core business tool. G-Suite includes: *Gmail* (for E-mail services); *Google Classroom* (for teachers and students); *Google Drive* (for document storage).
- **TEAMS** - BSD utilizes TEAMS by Frontline as our core business data system. TEAMS is used for Student Information and Business operations data. <https://teams.bmtisd.com>
- **Network Resources** - BSD provides network resources, such as wired and wifi connection, printers, copiers, scanners, data shares, etc. www.bmtisd.com - The BSD website also has a Staff portal built into it where employees can access pertinent district information.

I. Congratulations on joining the BSD Team!

Education is no longer the simple realm of "pencil and paper" and chalkboards. Technology has progressed in the Internet age to become a necessary component of the school business.

As such, employees of BSD are granted the privilege of using our computers, networks, and other technology resources that the district utilizes to run our business.

II. Trouble?

Each campus has a technology "liaison" who should be able to assist with these procedures. He/she is your FIRST place to turn for help.

Please talk to the office staff at your campus to be directed to this person.

No Account?

FIRST, check section IV of this document.

No Access to Resources?

BSD assigns technology resources AUTOMATICALLY, based on the Master Schedule/Job Title in TEAMS. If you find you do NOT have access to something, please have your campus administration check your scheduling information first.

Other Technology Issues?

Information Services Helpdesk 409-617-5079