

## New Employees: Getting Started with IUSD Technology

### Technology in IUSD

Welcome to IUSD! Each IUSD employee is issued a unique username and password. You'll be able to use this username and password to access IUSD technology resources, including district email, computers, secure websites, instructional resources, wireless on IUSD campuses, and the substitute/absence reporting system.

Should you have any difficulty accessing your IUSD account or email on or after your official start date, please contact our Help Desk for assistance. You may reach us at [helpdesk@iusd.org](mailto:helpdesk@iusd.org). Please include "New Employee" in the subject of your email so that we may expedite your request.

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### Getting Started: Setting up Your Username and Password

Your technology account will be set up within two business days of completing your hiring process with Human Resources (HR). Your initial username and password will be:

- Username: Your first and last "preferred" name provided to HR ( e.g., *johnsmith* ).
- Password: **Capital first initial, lowercase last initial, #**, followed by the **ten-digit primary phone number** you provided to HR.
  - ( e.g., *Js#123456789* )

You will need to change your password to a more personal, secure password before you may use IUSD technology resources. To change your password, go to <https://iusd.okta.com>. Detailed instructions for resetting your password are available at <https://support.iusd.org>.

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### District Email

To access your district email, go to <https://outlook.office.com>.

- Enter user username (same as above), followed by @iusd.org (e.g., *johnsmith@iusd.org*)
- Enter your password (same as above)

IUSD employees receive important communications through district email, such as future Reasonable Assurance letters, TB test and emergency notices. We encourage all IUSD employees, including substitutes, to check their district email on a regular basis.

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### Absence Reporting and Substitute Assignment System

IUSD uses the Frontline Absence Management system for employees to record absences and assign substitutes when needed. Substitutes use this same system to search for and accept jobs.

- Go to <https://frontline.iusd.org>  
Note: If prompted, click "Sign in with Organization SSO" (the link below the username and password boxes)
- Enter your IUSD email address (e.g., *johnsmith@iusd.org*)
- Use the same password you use to log on to your IUSD email and computers

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### Technology Support

Our Information Technology Team is available to help you with any questions related to IUSD technology. Please check out our online tutorials at <https://support.iusd.org> or contact us at [helpdesk@iusd.org](mailto:helpdesk@iusd.org) or (949) 936-5060. Our Help Desk is available Monday through Friday from 7am-5pm (excluding holidays).