



## **Technology in IUSD**

Welcome to IUSD! Each IUSD employee is issued a unique username and password. This will get you access to technology resources, including the substitute/absence reporting system, district email, district computers, secure district websites, and wireless on IUSD campuses.

## **Setting up your Username/Password**

Your technology account will be setup within two business days of HR completing the hiring process.

**Step 1:** Change your password at <https://identity.iusd.org> before you will be able to use technology resources.

- Use a laptop/desktop (not a mobile phone) to complete this step.
- Your initial username and password will be:  
Username: Your first and last “preferred” name provided to HR (e.g. *johnsmith*)  
Password: The ten-digit primary phone number you provided to HR

## **Step 2: Access your email from any computer:**

- Go to <http://mail.iusd.org>
  - Username: Your full name, followed by @iusd.org (e.g., *johnsmith@iusd.org*)
  - Password: *Same as above.*

## **Absence Reporting and Substitute Assignment System**

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

- Go to <https://iusd.aesoponline.com>. Enter the username and password described above.
- For detailed instructions go to <http://timereporting.iusd.org>.

## **Updating Your Contact Information**

Contact information updates may be submitted online through the IUSD Staff Portal. Our IUSD intranet provides employee information such as guidelines, calendars, wellness information and more.

- Go to: <https://intranet.iusd.org/apps/staffPortal/Default.aspx>.



### **Access to Websites**

The Children’s Internet Protection Act (CIPA) requires school districts to filter website content that may be considered “obscene or harmful.” However, IUSD recognizes that many sites that may contain questionable content, also host valuable educational resources. Therefore, IUSD employees who take an online course may have access to bypass the filter to access additional content, including popular video and social media sites. The filtering course is open to all employees, including substitutes. You may access the course at <https://intranet.iusd.org/edtech/digital-citizenship.html>.

### **Welcome to Irvine Site**

IUSD’s Into Irvine site contains a brief overview of District priorities and values, as well as practical information related to payroll, benefits and technology. You may access the site from any internet-connected device. <https://iusd.instructure.com/courses/14765>

### **Support**

For support related to any District technology, please contact our Help Desk at [helpdesk@iusd.org](mailto:helpdesk@iusd.org) or 949-936-5060 (M-F, 7am-4pm).