



Information Technology Services

Information Technology Services is a team committed to leveraging the way information and resources are used in LISD to transform how we learn, work, and improve.

LISD Network Accounts should be created within 24-48 hours of your new employee orientation during the school year and typically ready for you to setup on your first day of employment. For employees starting in August, accounts are created within 24-48 hours after attending orientation and available for setup after April 1st.

NETWORK LOGIN:

IMPORTANT!!! You **MUST** change your password before you can access email.

1. Click on the Staff link from the home page of the Leander ISD website. (www.leanderisd.org)
2. Click on [Password Management](#) under Online Tools.
You can access this portal from any device with an Internet connection and browser.
3. Username: firstname_lastname
Password: FYYYYMMDDI
4. F=First initial(upper case) YYYMMDD-year, month, day of birth I=last initial(lower case)
5. Answer Challenge Response Questions>Click Submit
6. Click on Change Password > Read instructions > Complete form (old/new passwords)> Click Submit

EMAIL: All computers have the Outlook mail client installed. Additionally, you can access webmail from home or inside the district after changing your network password. We use the same login and password for email as we do for the network login.

1. Click on the Staff link from the home page of the Leander ISD website.
2. Click on [Email/Webmail](#) under Online Resources.
3. Username: firstname_lastname
Password: (NEW -see password setup above)
Note your email address is: firstname.lastname@leanderisd.org

Please tell us what you think!
Complete the New Employee Survey
Leanderisd.org > Staff > New
Employee Survey

WEBSITE DIRECTORY: To be listed on the directory page on the district website or on a campus website, please complete the following steps.

1. **Campus employees:** Navigate to your campus homepage | **District employees:** Navigate to the district homepage.
2. Click the "Login" button in the header bar.
3. Username: firstname_lastname
Password: (NEW – see password setup above)
4. Click on your name in header bar, click **Edit User**, click **User Profile** and fill out the following three fields: Job Title, Website (if applicable) and Work Telephone. Click Update User. **Complete the Google Form** at www.leanderisd.org/staff-directory-form to be sorted into the correct group on the directory page.

Please visit www.leanderisd.org/staff-directory-help for additional information and an interactive help guide.

Teachers will be provided technology training based on their teaching assignment. You will receive further information when you report to your campus and/or meet with your curriculum team. If you would like more information now, please visit the EduCafe website: <https://sites.google.com/a/leanderisd.org/educafe/>

Non-Teaching Staff will be provided opportunities for New Employee Tech Training at the Technology Services building. Please contact Colleen Byrne, District Trainer, for more information. colleen.byrne@leanderisd.org

Request permission from your supervisor to attend training sessions. In addition to basic technology orientation; training materials, information on technology classes, and other useful resources can be found on the Technology Training website: <http://goo.gl/P2cZAX>

All Staff: Atomic Learning (now called: Hoonuit) (<https://www.atomiclearning.com/login/Leanderisd>) provides district employees with video tutorials on most software applications. Log in with district credentials to access this resource.