

Welcome to the Cassia Jt School District No 151

Gmail for Employees

As a school district employee, you have a Gmail/e-mail account.

Email address example: jongeorg@cassiaschools.org

Example full name: George Jones

To access this account from the Novell screen (shown on the right), click on the Gmail icon.

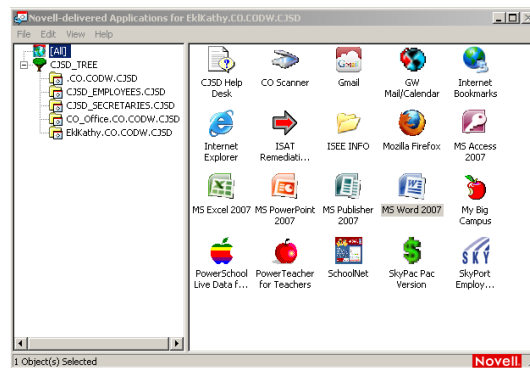


Enter your user name using the following format: first three letters from your last name and up to five letters from your first name, all in lower case.

Your temporary password is: password1

Your new personal password must be at least 6 characters including at least one number.

Log into your Gmail account right away and use it frequently. This is a vital tool for communicating with district office staff, building staff and other district employees.



Skyport Employee Access in Skyward

When Logging In from the Novell Screen, click on the **SKY, Skyport Employ...** icon

Your user name is: firstname.lastname Example: george.jones

Your temporary password is: password13

Your new personal password must be at least 8 characters including at least one number.

You will be able to view your Time Off Status in Employee Access; however, time off requests are entered in AESOP, not Employee Access. (These two programs merge data between the 11th and the 25th monthly updating your available time off balances.)

Additional information found in Employee Access:

District "news and information" under **Calendar Events**

Your work schedule (Employee Management) calendar, Personal assignment/salary information, salary schedule Lane/Step information, professional development (credits) and certification information all found under **Personal Information**.

You can view and/or print paid checks, calculate check estimates based upon desired changes; run reports based upon selected parameters for salary verification purposes and much more. In mid January, you will also be able to view/print W2 information under **Payroll Information**



If you have problems logging into Employee Access or looking up personal information, please call Kathy Morris, payroll clerk or Kathy Eklund, human resources clerk at the district office. Phone: 878-6600

We hope you appreciate having Access to your personal information in Skyward.

AESOP

You will receive an email notice with information on how to login to AESOP and a tutorial for use.

If you don't receive this email or if you have questions regarding AESOP, please call Jessica Grimsman, substitute coordinator at 878-6600. The AESOP Sub Finder link is found on the district webpage under Quick Links for easy access.

SafeSchools Trainings

You will receive an email notice with information regarding assigned online training courses.

Your login is your district email address: example jongeorg@cassiaschools.org

If you don't receive this email or if you have questions regarding SafeSchools, please call Jessica Grimsman, SafeSchools coordinator at 878-6600.

Optionally, you can log in to Gmail, Skyport Employee Access, and SafeSchools from the District web page/Home Page (www.cassiaschools.org). Scroll down below the rolling pictures to Quick Links>Employee Links on the left side of the screen.