

# Technology Support for Teleworking

## Accessing Common Drives

You can access your common drive from any internet connection.

- Login to your email through the county website.
- Click on the **App Center**. 
- Choose **SharePoint**.
- Click on **Document Center**.
- You will see your common drive, curriculum resources and any secure folder to which you have access.

\*\*There is also a link to your common drive inside of Teams under the General Channel.\*\*

## Accessing Files

You can access your files from home or from any internet connection.

- Log into your email through the county website.
- Click on the **App Center** .
- Choose **OneDrive**.

## Accessing PCSD Staff and Student Dashboards

### Student Dashboard:

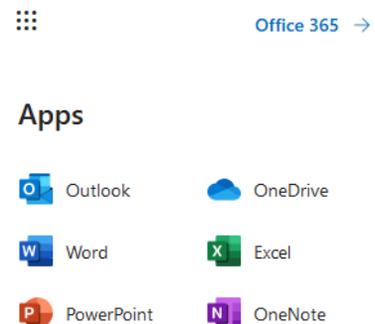
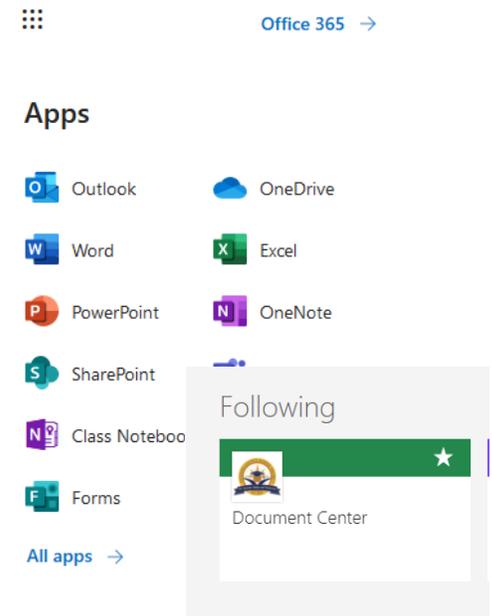
On the Paulding County School District website, click on the Student Dashboard icon on the home page of the PCSD website or from the 'Find it Fast' section.

### Staff Dashboard:

On the Paulding County School District website, click on the Staff Dashboard icon on the home page of the PCSD website or from the 'Find it Fast' section.

## Infinite Campus

You can access Infinite Campus by clicking on the Staff Dashboard icon on the home page of the PCSD website or from the 'Find it Fast' section.



## Accessing Canvas

Click on the Canvas icon on the home page of the PCSD website or from the 'Find it Fast' section.

### Staff Login:

Username: your county email **without** the @paulding.k12.ga.us

Password: your computer password

### Student Login:

Username: student ID number (lunch number)

Password: student computer password

## Helpdesk

While the district is closed, Technology Services has arrangements in place to accommodate critical/emergency technical support. Technology helpdesk tickets and voicemail will be monitored daily.

Address: <https://pcsd.jitbit.com/helpdesk/>

Username: your county email address

Password: helpdesk (If you need to reset your password, there is a link under the login box.)

## Clever and Clever programs

You can access Clever by going to the student dashboards located on the home page of the PCSD website or from the 'Find it Fast' section.

### Staff Login:

Username: your full county email with the @paulding.k12.ga.us

Password: your computer password

### Student Login:

Username: student ID number (lunch number) followed by @paulding.k12.ga.us

[123456@paulding.k12.ga.us](mailto:123456@paulding.k12.ga.us)

Password: student computer password

## Checking Voicemail from home

- 1) Dial 678-460-1584
- 2) Press 1 and wait for the prompt to enter your extension number followed by the # sign.
- 3) When prompted, enter your voicemail password followed by the # sign.

### Voicemail menu

1 for New Messages

2 for old Messages

0 for mailbox options

### Mailbox Options under the 0 menu

1 standard greeting message

2 record your greeting message

3 use standard name

4 record name

5 change password

\* to return to the main menu

Additional Support Resources: **Technology Resources** page of the **Staff Intranet**