



# Technology Division

## District Microsoft accounts for substitute teachers

The mission of the PCSD Technology Division is to Engage, Inspire, and Prepare by providing the technology infrastructure and support for every student and staff member to utilize technology effectively as a vital component of the instructional program. Please follow the instructions below to log in and activate your credentials.

**For your initial password, please refer to the email message that was sent to your personal address.**

To activate your Microsoft credentials, [click here](#). Upon initial login, you will see a prompt requiring you to change the password. Utilize the password requirements listed below to create secure password you can remember, and others cannot guess. **Never share your password.**

Passwords must be eight characters long, cannot be a previously used password, cannot contain the username, and must include **three** of the following items:

- Uppercase letter [A-Z]
- Lowercase letter [a-z]
- Number [0-9]
- Special Characters [!,#,\$]

These credentials are to be used for **TalentEd Records, SmartFind Express, Microsoft Office Online, and district computers**. If you previously activated your credentials, it's the same email and password. If you have forgotten your district Microsoft password, you will need to have it reset by contacting the Customer Care Center at [\(678\) 460-1583](tel:6784601583) with your district email address and employee ID handy.

## Email

Substitute emails are not licensed and do not get a mailbox. Therefore, you are unable to send or receive messages with it. If you are a supply teacher, your email is licensed. You can [click here](#) to log in. Your email address is your login username.

## Employee Online

The Employee Online portal provides paycheck stub and direct deposit information. You can update your address and phone number here as well. It is located on the public PCSD site and staff intranet. To access now, [click here](#).

- For assistance with TalentEd Records and SmartFind Express, email [Human Resources](#).
- For assistance with Employee Online, email [Burton Turner](#) or [Mary Grecco](#).