

# Faculty & Staff Links

<b>Faculty &amp; Staff Use</b>	<b>Staff Links</b> Find links for all staff systems and resources.
<b>Staff Links</b>	<b>Staff Resources &amp; Forms</b> Administrative, Athletic, Employee, Payroll, SOP, etc.
<b>Staff Resources &amp; Forms</b>	<b>Technology Resources</b> How-to documents & videos for using our applications & systems, checklist for exiting employees.
<b>Technology Resources</b>	



**The Wayne Township Learning Center  
Professional Development for Educators**

View and register for classes in various technologies and skill levels for teachers, office professionals and staff.  
Go to [CENTRAL OFFICE > Wayne Township Learning Center](#)

<u>Websites &amp; Building Technicians</u>	
A.P. Terhune - wayneschools.com/apt	John Celentano
James Fallon - wayneschools.com/jf	Andre Aparcana
John F. Kennedy - wayneschools.com/jfk	Andre Aparcana
Lafayette - wayneschools.com/lf	Andre Aparcana
Packanack - wayneschools.com/pk	Susan Daniw
Pines Lake - wayneschools.com/pl	John Celentano
Randall Carter - wayneschools.com/rc	Susan Daniw
Ryerson - wayneschools.com/ry	Susan Daniw
Theunis Dey - wayneschools.com/td	John Celentano
Anthony Wayne - wayneschools.com/aw	Andre Aparcana
George Washington - wayneschools.com/gw	Susan Daniw
Schuyler-Colfax - wayneschools.com/sc	John Celentano
Wayne Hills - wayneschools.com/wh	Scott Sellitto
Wayne Valley - wayneschools.com/wv	Bill Schmid

*The Employee Information Technology Handbook is available on all WTPS websites: Faculty & Staff Use > Staff Resources & Forms*



## Employee Information Technology Handbook 2019-2020





Remember me 
log in

[Forgot Password](#)



# Welcome Staff!

The website for the Wayne Township Public Schools puts District resources at your fingertips. You can find specific staff information on the Wayne Schools.com website by going to **QUICKLINKS** in the upper right or to **FACULTY & STAFF** on the main nav bar.

## Network Login

Your **network username & password** is your login for your computer, email and most systems.

- Your **username** is your first initial and last name, with no spaces (e.g., mscott).
- Your default **password** is Wtps + last five digits of your SSN (e.g., Wtps12345). You **MUST** change your password at the first login.

## Follow Me Printing

New printing software has been installed district-wide. Using a WTPS ID card, staff can submit a page to print from their computer and release the document from any copier in the district.

- After your printer is set up on your computer, your default print option will be: **SecurePrint on ubsquesvr**.



SecurePrint on ubsquesvr

- Then, register your ID card to the printer by logging on to any printer with your **network username** and **create a password**. Afterwards, you will only need your ID card to print.

Quicklinks ▾

- OnCourse (Staff)
- Realtime (Staff)
- Email
- Frontline
- LinkIT!
- HR Portal (Staff)
- Help Desk (Staff)
- Google Apps (Staff and Students)
- SafeSchools (Staff)

- Your print job will be held securely until you use your WTPS ID card at any copier in the district. For further directions for the logon and release of your Secure Print Job go to **CENTRAL OFFICE > TECHNOLOGY > FOLLOW ME PRINT DIRECTIONS**.

# Quicklinks

**OnCourse/SIS** Student Information System/Grade Book

Use your **network username & password**.

**Realtime/IEP** Special Ed/IEP System

New employees will receive logon instructions via email from Student Support Services.

**Email** Gmail is accessible from any computer with an internet connection.

You can go to **QUICKLINKS** and click on EMAIL or you can go to **FACULTY & STAFF** and click on **EMAIL** or go to <https://mail.google.com/a/wayneschools.com>.

Use your **network username & password**.

## Frontline

You will receive an email from Frontline to join. Please make your username your full Wayne Schools email and pick a password with 8 characters, including a number and special character.

- **Absence Management (formerly Aesop)**
- **Professional Growth (formerly MLP)** Web-based Observation & Appraisal Management System for teachers, principals, and administrators. If you don't have the MLP module on your account, please contact your building Principal.

**LinkIt!** Student Assessment Tool for use by Staff

Username = **username**

Password = **Wayne123**

**HR Portal** Weekly payroll stubs and W2 forms

Username = **email address** / Password = **new user registration to make a pw**

**Help Desk** Technology Help Desk (in district only) Choosing the correct Problem Category & Problem Type will ensure the ticket is routed to the proper Technology staff. Use your **network username & password**.

**Google Apps for Education** All staff have GAFE accounts. Click the grid icon at the top right of the email page to access your apps.

Use your **network username & password**.

**SafeSchools** Staff required safety training courses . Use your **email address**.