**Login Information for Alamance-Burlington Student Teachers**

**How Do I Obtain My ABSS Staff Account?**

1. Visit [http://tinyurl.com/Elon-ST-accounts](http://tinyurl.com/Elon-ST-accounts) for all documents referenced below. (Navigate to this page from School of Ed, Resources, Technology Support – last link on page to Staff accounts for seniors). Scroll down to Alamance-Burlington Schools heading.
2. Read the ABSS Employee Acceptable Use Policy.
3. Read, print and sign the AUP signature page.
4. Read, print and sign the one-page non-employee account request form. Print the name of the school where you will be interning at the top, and complete the personal information section including your signature (principal will sign later – you do not need to get this yourself.)
5. Return the two single-page signed forms to Diane Saylor in Mooney 110 and exchange the signed forms for an envelope containing your login and password information. Read the enclosed letter for more information including how to change your password.

**What Will My ABSS Account Allow Me To Do?**

- You will have an ABSS (Google) email account so you can receive emails sent to all staff and communicate with others through an ABSS email address. **Note the following statement from the employee AUP you’ve agreed to with your signature:** “All employees must use the school system network when communicating electronically with students in their roles as school system employees. Employees may not use personal web sites or online networking profiles to post information in an attempt to communicate with students in their roles as school system employees.”
- The system has discontinued its subscription to Discovery Education, but check to see if your individual school has renewed it in which case you will have access to its library of educational videos correlated with standards. You will be able to build assignments, quizzes, and writing prompts connected to video content.
- Even though many ABSS teachers will still have websites created in Schoolwires, you can choose instead to use Google Classroom or Google Sites to create a teacher/classroom website to provide information and resources for students and their parents. You can also create and embed calendars, forms (surveys), documents, and multimedia. If you are planning a lesson that uses outside websites, always test links well ahead of the lesson, and remember there are tighter restrictions (blocking) on student computers than on teacher computers. See new account letter for information about the ZScaler Internet filter.
- If you request access as a co-teacher from the data manager at your school and are approved, you may have access to your cooperating teacher’s student data and information through PowerSchool.
- You will be able to login to any Windows computer in the system to access school software resources, and you will have a roaming profile, so you can save files on the server and access them from any school system computer. You’ll also have access to storage where you can upload documents from home or school.

**Where Can I Learn More?**

- Find out who in your school are the go-to people for technology support; it may be the media specialist, the ITS (instructional technology specialist), the webmaster, other teachers, or the academic coach. Sometimes these are all different people, and sometimes one person wears more than one of these hats. Seek them out and get to know them and learn what school-based technology resources (equipment and personnel) are available at your school and how you can take advantage of them.
- Return to [http://tinyurl.com/Elon-ST-accounts](http://tinyurl.com/Elon-ST-accounts) and check out the following sections:
  - Resources to help you learn including help with SMART Board and Google Sites and
  - ABSS Tutorials/Help where you will find a list of instructional technology specialists and media specialists for each ABSS school (login to ABSS staff account required to view) and help with Google Apps, Google Classroom, and Schoolwires.

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