LOGIN INFORMATION FOR GUILFORD COUNTY STUDENT TEACHERS

WHAT DO I HAVE TO DO TO GET AN ACCOUNT?

To obtain access to a staff account in Guilford County Schools, visit their Technology Services quick links page (http://tinyurl.com/gcs-quicklinks-tech) to access documents indicated below.

1. Under Policies, Procedures, Guidelines, & Tech Plan locate and read the following policies on acceptable use.
   a. Board Policy EFE – Acceptable Use of Technology
   b. Board Policy EFE-P – Acceptable Use of Electronic Transmission Capabilities
2. Under TARC Forms, print the TARC Non-Employee Network Access/Email Agreement. Complete the section to be filled out by the non-employee needing access, and sign it indicating your willingness to abide by the above policies.
3. Add a couple of handwritten requests on the form before having it signed and submitted:
   a. List the name of your cooperating teacher since your login information will be sent by GCS courier mail to your school – to the attention of your cooperating teacher. You will need to pick it up from your CT.
   b. Under what access is needed, in addition to a staff email account, request that a Gaggle account also be created for you – note that is Gaggle, not Google!
4. Arrange to meet and discuss your request with your principal who must complete and sign the top part of the form. Request contract start/end dates to extend through your spring student teaching that ends in May 2016.
5. Fax your completed request form to the GCS Technology Center as indicated on the form. You can do this from the school office after meeting with the principal.

WHAT WILL MY ACCOUNT ALLOW ME TO DO?

- You will be able to login to computers in your school and access school software resources available to teachers.
- You will have a GCS email account so you can receive emails sent to all staff and communicate using a GCS address.
- You’ll also have access to storage where you can upload documents from home or school to access in the other location.
- You will be able to access sites that are ordinarily blocked by logging in through your individual account after you request and are granted access to the blocked site.
- You will be able to login to Gaggle (digital lockers, homework drop boxes, blogs, student email) – middle and high school students have their own Gaggle accounts.

WHERE CAN I LEARN MORE?

- In the meantime, you can learn more about technology resources and services from links on the Technology Services page (http://tinyurl.com/gcs-tech-services). Check out the following:
  - Under quick links (menu on the right) - guidelines for Facebook and other social media (under Policies, Procedures, etc.), how to set up GCS email on your phone or change your password (under Employee Resources).
  - Under Training Modules & User Guides (menu on the left) – how to set up guest access on a single personal device, new teacher info, and training materials for using school-based equipment, software, and online tools.
  - Under Software (menu on the left) - a list of standard software and additional software by school level.
- Find out who in your school is the technology contact person; it may be the media specialist or another designated person, and this will be the person who can help you submit help desk tickets. Arrange to meet that person and learn what school-based technology resources (equipment and personnel) are available at your school and how you can take advantage of them.
- Find out what types of websites are blocked if you are planning to use them in a lesson. For example, YouTube and other social media sites are blocked for students, but not if you are logged in with YOUR staff login. Always test out a site several days before you need it, and if something you want to use is blocked, you can request approval and then submit a help desk ticket and explain how it relates to the curriculum and how long you need access to it; if it’s approved, you’ll be able to access it through your individual login.
- Class/teacher websites in Guilford County are created through Edline, and if you would like to set up one of your own to post student and parent resources, you should contact the webmaster at your school and ask that person to create one for you.

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