



# Willard City Schools

## New Employee Technology Help Guide

### Logging in to Your Classroom Computer:

1. First, an Acceptable Use Policy form must be signed and on file in the Technology Director's office. Otherwise, you will not be given the option of using a computer. If you have not signed and turned in an Acceptable Use Policy form you may pick one up in all school offices or download it from the <http://www.willard.k12.oh.us/technology.html> website. Note: Several secretarial and administrative staff have been given access to Fiscal Services through NCOCC's Alpha Server. These people must sign and return a second System User Authorization form before gaining access to these services. These may also be picked up in all school offices or from the website mentioned above.
2. All faculty, administration and secretarial staff are issued a Username and Password to use when logging onto the computers. When your computer is finished booting up you will be prompted to enter this information.

### Logging into Your MyNCOCC Page:

1. All Willard users will also be issued an NCOCC Username and Password. Usernames are always your last name, followed by a period, and your first name (i.e. white.mark). Your first password is auto-generated, but you have the option of changing it once you have logged in at your MyNCOCC page.
2. Open Internet Explorer on your computer and type the following address to locate your MyNCOCC page: <https://my.ncocc-k12.org/default.asp> OR locate the MyNCOCC link on our district website: <http://www.willard.k12.oh.us/>
3. Once you are at the correct page, type your Username and Password in the blanks provided.

### Using Your Cisco Classroom Phone:

1. Each phone is assigned to a classroom and is NOT TO BE MOVED. Your phone is programmed with a primary and secondary 4-digit phone number and your name.
2. The primary number will go directly to your voicemail account. The second number is programmed to ring directly into your classroom (If you are a secretary you have several other phone numbers programmed in your phone. These are principal and assistant principal screening numbers and attendance mailbox numbers).
3. If a message is left for you, the red light on your phone will light up. To access your messages select the hard key with the envelope marked "messages" above it. You will be prompted by a female voice to enter your password. Press the 2-5-8-0 keys (default password). If you are prompted to change your password, select four digits that you wish to make your new password (It may be helpful to use a four-digit PIN #, or the last four digits of your home phone number). Whatever four-digit code you choose as your password must be memorized, as this is the only way for you to gain access to future messages.
4. You will also be prompted to create a greeting for your phone when using it for the first time. Follow the voice prompts to setup these options, as well.
5. When placing a phone call to another phone on the network simply dial the four-digit code of the person you are trying to contact. If you do not know the user's number select the hard button showing an open book and labeled "directories." Use the down arrow in the middle of your phone and scroll down to the "Corporate Directory." Press the "Select" button located directly below the display. Enter the first letter or two of the user's first or last name, then



select “Search” from the same button under the display. Use the scroll arrows again to scroll down to the correct user, then select “Dial.”

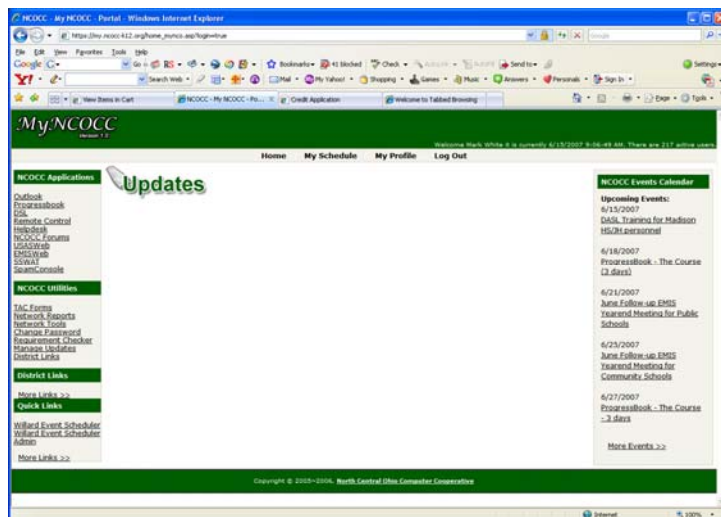
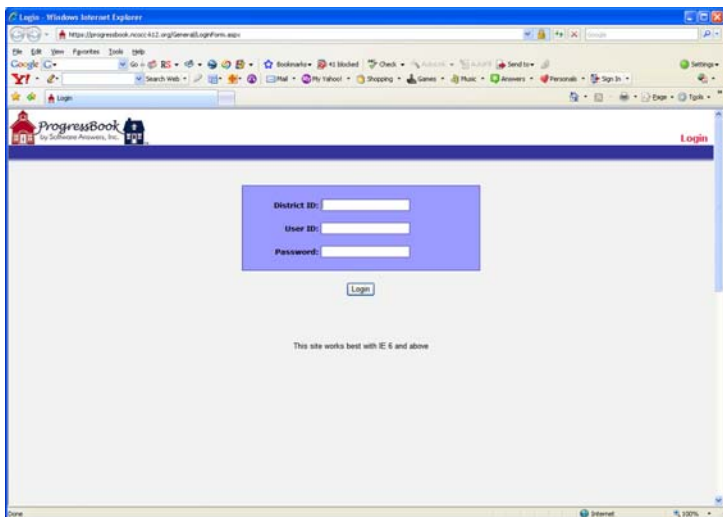
6. When placing a local or long distance phone call you must first dial 9-3-7-4 followed by the phone number.

### **Making a Long Distance Phone Call from Your Classroom Phone:**

1. All Willard Users have been issued a LDAC or Long Distance Access Code in order to make long distance phone calls when necessary. Each user will be issued a card containing this number.
2. First dial 9-3-7-4 (these digits take you to an outside line) followed by 1 and the long distance number.
3. You will hear a beep after the number is dialed. Enter your four-digit LDAC. If the correct code is entered, the call will transfer to the party you are trying to reach. If it does not work contact your friendly neighborhood technology director at extension 2313.
4. Note: You must keep track of all long distance phone calls that you make and to whom they are made. Those logs are to be submitted to your building secretary or principal each month.

### **Accessing Progressbook Online Grading Program**

1. The Willard City School District uses an online grading program called Progressbook to enter and calculate grades for all students.
2. To access Progressbook open Internet Explorer and login to your MyNCOCC page. Progressbook can be located along the left side of the page (see picture below and left). Select it and the ProgressBook login screen appears (see picture below and right). Next to District ID type wil then type your MyNCOCC login name and password next to User ID and Password.





## Accessing Outlook Web Access Email:

1. The Willard City School District provides each user with an email account that may be accessed from your MyNCOCC page. It is strongly advised to check this email daily, as there is often times important district information shared via this email system.
2. To access your district email open Internet Explorer and login to your MyNCOCC page using your username and password.
3. You should see "Outlook" along the left side of the MyNCOCC page (see below and left). Select it and Outlook Web Access should open in another window (see below and right).