

Kalispell School District 5
233 1st Avenue East Kalispell, MT 59901
Phone: 406.751.3400
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**New Employee
Orientation Information**

- District Directory <http://www.sd5.k12.mt.us/staff>
- Password Change <http://www.sd5.k12.mt.us/docs/district/depts/18/forms/windows%20local%20machine%20password%20update%20procedure.pdf>
- IT Home Page <http://www.sd5.k12.mt.us/content/it>
- Power School <http://www.sd5.k12.mt.us/content/490>
- District Forms <http://www.sd5.k12.mt.us/Content2/806>
- Identifying Phishing Emails <http://www.sd5.k12.mt.us/content/740>
- Calendar <http://www.sd5.k12.mt.us/userfiles/38/my%20files/2016-2017%20line%20calendar%20final.pdf?id=5708>
- New Teacher introduction <http://www.sd5.k12.mt.us/Content2/942>
- Cisco Phone's <http://www.sd5.k12.mt.us/content/it>
- KPS Portal <https://srbweb.sd5.k12.mt.us/live/login.aspx?ReturnUrl=%2fFive%2fservlet%2fBroker>
- Network Security <http://www.sd5.k12.mt.us/content/738>
- Google Apps network issues <http://www.google.com/appsstatus#hl=en&v=status>
- Smart-Board Info <http://www.sd5.k12.mt.us/userfiles/-5/my%20files/smartboardsetup.pdf?id=801>

Printer setup With help from the Tech Mentor identify which printer(s) you will need setup for your class instruction. If you have an older Ink-Jet attached directly to your PC, and need drivers they will most likely need downloaded. You can identify some of them via this link: <http://www.sd5.k12.mt.us/userfiles/-5/my%20files/windows7printdrivers.pdf?id=800>

Software Please make sure you have all the software installed you will need to conduct your curriculums.

Help-Desk Info Create an e-mail and send to HELPDESK. The subject line must contain School, room #, and Ext. # if you have one. Please include as much detail as possible regarding the problem your having in the message. The call is routed to the correct tech for either the issue at hand or the school you are in so detail is important. When a tech accepts the call, and auto message is sent to you stating so, and any updates to the call are also sent to you. You can reply to the e-mail you receive with any questions or updates of your own. When the call is completed you are also notified the call is now closed.

Notes: