



Greeley-Evans

Weld County School District 6
1025 9th Avenue | Greeley, Colorado 80631
970-348-6000 | www.greeleyschools.org

Office of Information Technology
2204 5th Avenue | Greeley, Colorado 80631
970-348-6500 | Help Desk 970-348-6565

The Office of Information Technology (OIT) would like to take this opportunity to welcome you and provide you with information you may find useful as you begin employment with Weld County School District 6. You'll find within this document important information about OIT services, user accounts, and policies related to district IT resources.

OIT Services and Responsibilities

OIT is responsible for a wide variety of systems, including the following:

- Audio/Visual Equipment
- Bell and Clock Systems
- Cable Television
- Computing Accounts and Access
 - Email
 - Internet Access
 - User Accounts
 - Remote Network Access
 - Schoolwires account access
- Computing Hardware and Software
 - Applications Software
 - Cloud Services
 - File Storage and shares
 - Hardware (including PCs, Chromebooks, iPads and peripherals)
 - Interactive Whiteboards
 - Network Infrastructure
 - Printers
 - Projectors
- Digital Signage
- Fire Alarms
- Intercom Systems
- Radios
- Security Systems
- Telephones
 - Extensions
 - Voice Mail



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Requests for Assistance

To request OIT support, contact the OIT Help Desk in one of the following ways:

- Call extension x6565
- Send email to OITHelpDesk@greeleyschools.org
- Engage in a conversation with your local building OIT service technician
- Visit the OIT Help Desk

Our customer service technicians can provide immediate answers and solutions for most needs. If needed, Help Desk technicians can access your system remotely or visit your site to resolve problems.

Here are additional details about the Help Desk location, hours, and phone numbers:

Office location:

Weld County School District 6
Office of Information Technology
2204 5th Avenue
Greeley, CO 80631

General office hours:

Monday through Friday 7:00 AM to 5:00 PM during the school year
Closed weekends and holidays

Help Desk hours:

Monday through Friday 7:15 AM to 4:45 PM during the school year
Closed weekends and holidays

OIT telephone numbers:

970-348-6500 during office hours (business calls only)
970-348-6400 afterhours emergencies
970-348-6565 IS/IT/SE Help Desk
970-348-6433 Fax



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User Accounts and Email

All faculty, staff, and students receive the following accounts while employed or attending a district school:

- a Windows user account for local server file storage and Windows computer login
- a Google account for email, Google Apps access, and Chromebook login
- an Office 365 account
- Cloud data storage (both Microsoft OneDrive and Google Drive)

Faculty and staff must contact the OIT Help Desk to receive their account name and initial password. Upon logging in for the first time, you will be asked to change the password to something more meaningful to you. You should not share your account name and password with anyone.

Your account name and password are identical for your Windows, Office 365, and Google accounts. The same account name/password combination work with all of these systems.

Your email address is composed of your account name followed by the district domain *@greeleyschools.org*. For example, user Jane Doe might have the account name JDOE and email address *jdoe@greeleyschools.org*.

OIT uses automated tools to create and update most account operations (e.g., adding new user accounts). OIT depends on information provided by centralized databases for these changes to occur. If you contact OIT to enable or disable an account, please know that OIT may not be able to process your request until your account change paperwork (your Electronic Personnel Action Request, or EPAR) has been processed by district central offices.

If a faculty or staff member or student leaves the district, their account and file storage access will be disabled immediately. Users should plan accordingly by retrieving any items of a personal nature before departing the district, as data and email will not be available after leaving the district.

District Use Policy

All data stored on district resources or in district email is assumed to be for school district use. Know that your use of district resources is governed by your employment agreement, and inappropriate use of district resources can result in consequences as specified within Board of Education policies. Personal use of district resources should be minimized where possible. While OIT does not currently enforce quotas on local file storage, please be considerate and minimize your personal use of local storage, particularly for music or video files or files related to your personal phone. These files can consume a disproportionate amount of storage space and can increase district hardware and administrative costs.



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School Applications Software

If you need additional software installed on your school computer, OIT can provide assistance. Please know that software installations may require approval from the Division of Academic Achievement (DAA), as well as technical approval by OIT. Contact DAA and inquire about the procedure and form for the approval of supplemental resources. The same form is also used by OIT for ensuring software compatibility with existing computer systems. If you have questions concerning the approval of a particular software application, please contact the OIT Help Desk.

Internet Access and Content Filtering

Almost every computer in the district has Internet access capability. Due to federal regulations regarding internet use in educational institutions, our school district uses an Internet Content Filter (ICF) application that prevents access to certain types of web sites.

If you find that access to an Internet site with a legitimate educational content is blocked, you must contact your local building administrator for assistance. Likewise, if you find that a site is not blocked but should be, please contact your building administrator. Your local building administrator (not OIT) makes the determination of whether an internet site should be blocked. Your building administrator will then contact OIT as appropriate to change filtering.

Telephones and Voice Mail

Instructions for using the telephone system and for customizing your voice mailbox are available through your office staff or from OIT. In general, most classroom telephones, and other telephones outside of the immediate main office area are toll restricted. Toll restricted telephones cannot be used to place long distance calls, or other types of calls for which a charge to the school district is incurred. If you have need for these services, please contact your local building administrator and request that OIT remove these restrictions from your telephone.

The district telephone system uses direct inward dial, which means that each telephone can be directly called from any other extension in the school district or from an outside number. The convention for these telephone numbers is 970-348-*extensionnumber*. For example, if your extension number is 4567, then your telephone number would be 970-348-4567.

According to district policy, calls originating from outside the district are not allowed to ring classroom telephones during normal instructional hours. Outside calls will be answered directly by voice mail instead. If you need outside calls to be directly answerable, please contact your local building administrator and request that OIT remove this feature from your telephone.



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Complimentary Office Suite Access

As an additional district benefit, all active district faculty, staff, and students may install the Microsoft Office software suite on their home computers. You can access this software by navigating your browser to <http://office365.com/> and logging into your district account. Once you arrive at the main Office365 page, click on the "Install Office 2016" link at the upper right of the page. This version of the Office software suite will periodically require that you enter your district account name and password. If you leave the district, your home installation of Office will cease working.

Thank You

Thank you for taking the time to read a little about the OIT department, how to contact us, and what services you can expect to receive upon your employment. The OIT department wishes you long and productive employment here at Weld County School District 6.