New Teacher To-Do List

Once your network account has been activated, you MUST complete the items below. This is crucial to ensure that you have access to all necessary programs.

TEACHERS

- Login to **Pinnacle** - [http://gradebook.pisd.edu](http://gradebook.pisd.edu) to review your class rosters. Visit the **Pinnacle Support Website** - [http://k12.pisd.edu/pinnacle-support-center](http://k12.pisd.edu/pinnacle-support-center) for detailed user guides.
- Login to **myPISD** - [http://portal.mypisd.net](http://portal.mypisd.net) to create your class site.
- Complete all staff requirements below.

ALL STAFF

- Install and log in to **My Learning Plan** - [http://mlp.pisd.edu](http://mlp.pisd.edu) and set up your user profile (*see attached guide*).
- Install and log in to **PDAS** - [http://pdas.pisd.edu](http://pdas.pisd.edu) and set up your user profile.
- Setup Microsoft Outlook on your school computer (*see attached guide*).
- Call the **Voicemail Center** (469-752-2189 or x22189) to create your outgoing message and set up your voicemail passcode (*see attached guide*).
- If you are interested in installing **Office 2010 (Windows)** or **Office 2011 (Mac)** on your home computer, contact your Campus Technology Assistant (CTA) or librarian to borrow an installation disc.
- Install **Remote Access** on your home computer if you want to be able to access PISD network drives and select pieces of software from home. View the Remote Access handout for instructions on home installation.

**Need help?** First ask your Campus Technology Assistant (CTA) or check the PISD Hotspot ([http://k-12.pisd.edu/hotspot](http://k-12.pisd.edu/hotspot)) to see if your question is addressed there. If you need assistance with your login or password, contact the Help Desk at tsos@pisd.edu or x28767 or 469-752-8767.
Stop You must have logged into your computer at least 2 times before attempting to setup Outlook.

Outlook Setup

1. Click the Windows Start button.
2. In the search field type “Outlook” and press the Enter key.
3. Double-click on Microsoft Outlook 2010 icon that appears in the list.
4. The Microsoft Outlook 2010 Startup window will display. Click Next.
5. Select Yes, and then click Next on the “E-mail Accounts” screen asking you to configure Outlook to connect to an e-mail account.
6. Click Next on the “Add New Account” screen to connect to the mail server and automatically configure your account settings. The fields should auto populate with your name.
7. A new window will appear. Outlook begins to configure your e-mail settings from server. Click Next when this task has completed.
8. A Windows Security pop-up will display prompting you for your password.
   - Remove the (ad.) from the email address or retype your email address.
   - Enter your current network password (even if it appears to already be filled in).
   - Select “Remember my credentials”, then click the OK button.
9. Once configuring is complete, the “Add New Account” window will have three green check marks displayed:
   - Establish network connection
   - Search for {your first name.last name}@pisd.edu server settings
   - Log on to server
   Your email account is successfully configured.
10. Click Finish to exit.

   Launch Outlook and look to the bottom of the window. If a small yellow triangle with an exclamation mark inside it is displayed, you are not yet connected to Microsoft’s server.

   When connected, you will see this:

   Allow a few minutes for everything to update and populate your inbox, calendar, etc.

Opening Outlook

Create a shortcut to your outlook by clicking and dragging the program to your desktop.
Login / Install MLP / Set Up or Edit User Profile

**Login**
- Launch Google Chrome
- Enter mlp.pisd.edu in the browser bar
- Press Enter

- Enter your network user login
- Press Login

**Or if preferred Install App**
- Select APP DEPOT

- Click on Find Additional Applications from the Application Catalog.
• Click on Administrative Tools

• Scroll to My Learning Plan Chrome Shortcut. Click INSTALL, follow prompts.

Select PISD APPS
- Select Administrative Tools

- Double click My Learning Plan

- Enter your Network Login info.
- Press Login
User Profile – Set Up and Edit

- Select LearningPlan tab, then My User Profile

- Do not change your name. Set “Pending Approval Notification” to NO. Set all other buttons to YES. Enter your PISD EMAIL ADDRESS. Enter 3 days or more for email reminders. (Do not enter 0.)
• Verify or select your building. You may select multiple buildings.

Campuses are alphabetical by:
ECS – Early Childhood School
ES – Elementary School
HS – High School
MS – Middle School
SHS – Senior High School

Shiloh / Cox Itinerant Staff do not select each campus served. Instead, select:
ADMIN Cox or ADMIN Shiloh

• Select DEPARTMENTS. Select the group(s) your Principal, Director, Coordinator, or Program Manager has created for you. You may be asked to select more than one.

• Scroll down to GRADES. Only secondary teachers select this item. All other district staff including ECS, elementary teachers, campus and district administrators, para-professionals, nurses, counselors, and librarians do not select grades.

• Click SAVE, then RETURN.
Plano Voice Mail Numbers
From district phone: **22189**
From outside phone: **469.752.2189**

Express Messaging
From district phone: **22190**
From outside phone: **469.752.2190**

Accessing Your Voice Mailbox

**Login From Your Phone (Short Cut)**
1. If it is a 650 model phone, press the message button.
   If it is a 330 model phone, press the more button/VM.
2. Press the # key when asked for Mailbox.
3. Enter your password followed by the # Key.

**Login From Another Phone**
1. Press the message button on the phone or dial ext. 22189 or 469.752.2189.
2. Enter your voice mail box number followed by the # key.
3. Enter your password followed by the # key.

**Listen or Send a Voice Mail Message**
- Press 1 to listen to a new message
- Press 2 to listen to other messages
- Press 3 for Advanced Options
  * Press 1 to Reply
- Press 5 to Repeat the message
- Press 7 to delete the message
- Press 8 to forward to another user
  * Enter the voice mail box #
  * Press 1 to prepend the message and # to send
  * Press 2 to send without a prepend message and # to send
- Press 9 to save the message

**Change Voice Mail Password**
1. Login to your voice mail box.
2. Press 0 (mailbox options)
3. Press 5
4. Enter new password followed by the # Key
5. Enter your new password to verify

**Change Your Greetings**
1. Login to your voice mail box.
2. Press 0 (mailbox options)
3. Press 1 for unavailable
4. Press 2 for Busy
5. Press 3 for Name
6. Press 4 to record a temporary greeting.

While listening to a message
- Press # to fast forward
- Press * to reverse

Transfer a Call

**Consulting Transfer**
(to speak to the party before you complete the transfer, caller id will indicate you as the caller)
1. During a call, Press the transfer key.
2. Enter the number to which you want to transfer the call.
3. As soon as you hear the ring-back or after the partner answers (and you speak to the party), press transfer key.

**Blind Transfer**
(to transfer directly to the desired number, caller id of the caller will appear)
1. During a call, Press the transfer key.
2. Press the blind key.
3. Enter the number you would like to transfer the call to

Conference Call
To set up a conference:
1. Call the first party
2. Press the conference button or the soft key menu.
3. Call the 2nd party
4. When 2nd caller answers the phone press the conference soft menu key to join all parties.
Forward a Call on Model 355

All calls forwarding
1. Press the Menu and Select Features/ Forward/ (√)
2. Select the type of forward using down arrow keys.
   A. **Always**: all incoming calls, Enter the desired number to forward all calls. (√)
   B. **No Answer**: (√) Enter number to forward and press the down arrow key enable. Press down arrow key to enter number of rings before forwarding. Set to no more than 2.
3. Press the (√) contact.
4. Enter the number to forward (√)
5. Select ok
6. Press the down arrow key
7. Select (disabled) (√)
8. Press the up arrow key
9. Select enable
10. Select ok
11. Press the left arrow key to save
12. Select yes to save

Disable call forwarding
1. Press the Menu and Select Features/Forward (√)
2. Select the type of forward using down arrow keys
3. Press the (√) contact.
4. Press the down arrow key to the enable
5. Select disable (√)
6. Select ok
7. Press left arrow key to save
8. Select yes to save

Forward an incoming call to another party:
1. With the phone ringing, press the Forward soft key.
2. Enter a number to forward the incoming call to.
3. Press the Enable soft key.
The incoming call is forwarded to the other party. If call forwarding is disabled, all future calls will not be forwarded and forwarding will remain.

Forward a Call on Model 650

All calls forwarding
1. Press the Menu key and select features
2. Select the forward (soft key)
3. Select the type of forward using down arrow keys.
   A. **Always**: all incoming calls
   B. **No Answer**: (√)
4. Enter the desired number to forward all future incoming calls.
5. Press the enable key to confirm call forwarding.

Disable call forwarding
1. Press the Menu key and select features
2. Select the forward (soft key)
3. Press the disable key to turn off call forwarding.
The idle display returns and the regular icon appear as the line indicator.

Forward an incoming call to another party:
1. With the phone ringing, press the Forward soft key.
2. Enter a number to forward the incoming call to.
3. Press the Enable soft key.
The incoming call is forwarded to the other party. If call forwarding is disabled, all future calls will not be forwarded and forwarding will remain.