The following steps are followed when onboarding a new user. If at any time there is a problem with the process please look at where the process is held up and contact that person/department to determine the issue so the process can be completed timely.

New Users

	Action	Who
1	Recommendation to hire sent from Hiring Manager to HR – Includes specific position, subjects, grade(s), building(s) (if travel)	Hiring Mngr
2	HR contacts recommendation to make offer	HR ext. 2090
3	New employee completes and submits papers to HR (Advised to return w/in 2 workdays) Benefits paperwork provided, if applicable	New hire
4	New Hire receives fingerprint form to make appointment no later than 24hrs	New Hire
5	Once fingerprinted must return LiveScan form to HR no later than 48hrs	New Hire
6	When ALL paperwork is complete and LiveScan form received	HR ext. 2090
	ID BADGE and access card (if applicable) issued to New Hire	HR ext. 2090
7	HR emails COS to Tech Services and Payroll/Benefits	HR ext. 2090
8	Please allow 3 business days. Account creation is prioritized by position and needs.	Tech Serv ext. 2220
	Tech Serv creates network account, email account, building groups, grade level group - depending on info in change of status. Accounts are based on legal names only.	Tech Serv ext. 2220
9	Tech Serv communicates to building principal and secretary	Tech Serv ext.2220
10	New hire gets login info from secretary	Building secretary
11	IF new hire is a traveling teacher (define) then building administrator requests checkout laptop for teacher. Bldg Admin must identify all rooms and buildings travel teacher will report to. Otherwise, new hire uses the computer at their work location.	Building admin
	Traveling teachers will be set up with a default printer-teacher work room. If the traveling teacher needs other printers they will need to do a helpdesk ticket.	New Hire
12	IF person needs more email groups, grade level, curricular groups, etc., the building secretary does a help desk ticket to update new hire's groups	Building secretary
13	Building secretary adds new teachers to PowerSchool and Foxbright staff directory.	Building Secretary
14	Telephone changes submitted via SharePoint spreadsheet (from August building opening until labor day) or via help desk ticket the rest of the year	Building Secretary
15	If new hire needs access / rostering to software, new hire requests via HELP DESK TICKET, extension 4357 or visiting http://helpdesk.cvs.k12.mi.us onsite, or 723-4357 offsite	New hire

Classroom Software Setups

For helpful resources regarding the softwares listed below go to the Technology Services link in Office 365 for valuable resources. https://chippewavalley.sharepoint.com/Departments/techserv/SitePages/Home.aspx

Program	Purpose	Contact for Account Setup	Contact for Support
Bridges	Elem Math	Math Curricular Leaders	Math Curricular Leaders
Discovery Ed Streaming	Educational videos and lessons	Instructional Tech Coordinator	Instructional Tech Coordinator ext. 2206
Foxbright	Website Management	Building Secretary or Instructional Tech Coordinator	Instructional Tech Coordinator ext. 2206
National Geographic (grades 3-5)	Elementary Science	Science Curricular Leaders	Science Curricular Leaders
NWEA	Progress Monitoring	Done automatically, contact Lori Durkee if issues w/rosters, ID's , etc.	Coordinator of Student Learning Instructional Tech Coordinator for Scores and testing session issues
Office 365	Online document storage and programs	Auto setup using CVS email address and district password	Help Desk ext. 4357 or Instructional Tech Coordinator ext. 2206
PIVOT	Teacher Evaluations	Auto setup, contact Help Desk if issues	Pivot
PowerSchool and Gradebook	Attendance & Gradebook	Building Secretary	Help Desk ext. 4357 or Instructional Tech Coordinator ext. 2206
Rubicon Atlas	Curriculum Warehouse	Ed Services Secretary	Curriculum Leaders or Instructional Tech Coordinator ext. 2206
Safari Montage	Educational videos and lessons	Sign in with district credentials	Help Desk ext. 4357
Read 180	Student Intervention	Ed Services	Ed Services ext.2020
STAR	Student Intervention		Building Lead
iRead	Student Intervention	Automated w/PowerSchool	Ed Services ext. 2020

Other Software Setups

For helpful resources regarding the softwares listed below go to the Human Resources link in Office 365 for valuable resources.

https://chippewavalley.sharepoint.com/Departments/HR/OnboardingTraining%20Docs/Forms/AllItems.aspx

Program	Purpose	Contact
SchoolDude (Secretaries, Custodians, Principals)	Facility Use – Room Reservations	Vicki Marchione ext. 2255
EZCare (SACC Directors)	Billing and payments	Danielle Jacobs ext.2122
PaySchools (Secretaries)	School payments	Janice Mills ext 2125
VersaTrans (Secretaries)	Bus/Transportation information	Brendan Wagner ext 2162
AS400 (Clerical)	Purchasing, Budgets, Accounting	Janice Mills(1st) ext. 2125 Danielle Jacobs (2nd) ext. 2122
PowerTeacher (Teachers)		Building Secretary
PowerSchool (Other staff other than Teachers)	Student information database /Pupil Accounting	Lori Durkee ext. 2024
Data Director		Lynn Baumann ext.
AESOP (All union employees and subs)	Absence call in, Sub system	Ruth Wilson ext. 2100
Pay Check viewing (All) – After first paycheck issued, a letter will be mailed to new hire's home with username and password. Myinfo.misd.net (paystubs)		Payroll ext. 2124 or 2142