FHSD Employee Log-in Cheat Sheet
2018 - 2019

What are my ⬭ AD Credentials?

- **Username:** <First Initial> <Middle Initial> <Last Name> Robert John Burbes would be: **rjburbes**
- **Password:** Create a strong password that can't be easily guessed using 8 -16 characters
  Use at least 3 of the following: ▸ <u>Lowercase letters</u> ▸ <u>Uppercase letters</u>
  ▸ <u>Numbers</u> (0-9) ▸ <u>Symbols</u>:**! @ # $ % ^ & * - _ + = [ ] { } | \ : ' , . ? / ` ~ " < > ( ) ;**

Note: All Staff are required to change their password every 183 days. You are encouraged to change your password prior to the deadline by selecting **"Ctrl + Alt + Delete"** then **"Change a Password" on a PC** or **"System Preferences"** then "**Users & Groups**" on an Apple computer.
If you change your password after the deadline, you will be unable to access systems that require these credentials until you update your password on a District Computer connected to the FHSD network (not Wi-Fi).

FHSD Home Page www.fhsdschools.org	District > Employee Links
Aesop Report or View Absence **fhsd.aesoponline.com** or **1-800-942-3767**	**Report Online:** ⬭ AD credentials <u>subs log in differently</u> **Report by Phone:** Pin = 10 digit home/primary phone number Password = last 4 digits of Social Sec. #
District Computer	⬭ AD credentials
Employee Online Paycheck stubs, W2, forms, available leave, change address, emergency contact or phone	⬭ AD credentials
HowellNet Intranet Employee Resources & Collaboration http://howellnet.fhsdschools.org	⬭ AD credentials
Infinite Campus Student Information System, Attendance & Gradebook https://francishowellmo.infinitecampus.org/campus/francis.jsp	⬭ AD credentials *Note: Utilized by Certified Staff*
Technology Work Orders Equipment Issues, Phone/Email issues, Infinite Campus, Bplus, HowellNet	⬭ AD credentials
FHSD Email - Office 365 www.outlook.com/fhsdschools.org	Username:firstname.lastname@fhsdschools.org Password: **AD Password**
Google Apps for Education containing Gmail, Calendar and Google Drive drive.google.com	Username: **AD username**@g.fhsdschools.org Password: **AD Password**
SmartBen Employee Benefits https://www.smartben.com	Username: FHxxxxx (xxxxx = Employee ID #) Password: 8 digit date of birth mmddyyyy
Time Clock Plus	ID Number = Employee ID # Pin Number = last 4 digits of Social Sec #