



FHSD Employee Log-in Guide

2020 - 2021

What are my **AD** credentials?





- **Username:** <First Initial> <Middle Initial> <Last Name> Clark W Griswold would be **cwgriswold**
- **Password:** Create a strong password that can't be easily guessed using 8 -16 characters
Use at least 3 of the following: ▶ Lowercase letters ▶ Uppercase letters ▶ Symbols ▶ Numbers
Note: You may NOT use any part of your name in the password

All Staff are required to change their password every 6 months. To avoid being temporarily locked out of District Websites, change your password prior to it expiring. **You must use a District Computer that is on the FHSD Network (in a building) to change your password.**

To change your AD password prior to it expiring:

PC: Ctrl + Alt + Delete then Change a password

Apple: System Preferences then Users & Groups

www.fhdschools.org District > Employee Links	Credentials:
<p>Frontline Central/Aesop Report/View Absence and view employee file App.frontlineeducation.com</p>  <p style="text-align: center;">or 1-800-942-3767</p>	<p>Username and Password are <u>Employee created</u> To retrieve forgotten credentials select "Forgot Username/Password" (new employees will receive email invitation to create an account) Phone: Pin = 10 digit home/primary phone number Password = 4 or 5 digit pin given when hired</p>
District Computer	AD credentials
<p>Employee Online Paycheck stubs, W2, forms, available leave, change address, emergency contact or phone</p>	AD credentials
<p>HowellNet Intranet Employee Resources & Collaboration</p>	AD credentials
 <p>Infinite Campus Student Information System Attendance & Gradebook</p>	AD credentials
<p>Technology Work Orders Computer, Phone, Email Issues Infinite Campus, Bplus or HowellNet Website Issues</p>	AD credentials
 <p>FHSD Email Office 365 Apps www.outlook.com/fhdschools.org</p>	<p>Username: <code>firstname.lastname@fhdschools.org</code> Password: AD Password</p>
 <p>Google Apps for Education drive.google.com</p>	<p>Username: AD Username@g.fhdschools.org Password: AD Password</p>
<p>Canvas fhds.instructure.com</p>	<p>Username: AD Username@g.fhdschools.org (google email) Password: AD Password</p>
<p>SmartBen Employee Benefits</p>	<p>Username: FHxxxxx (xxxxx = Employee ID #) Password: 8 Digit Date of Birth mmddyyyy</p>
<p>Time Clock Plus Clock in/out</p>	<p>ID Number = Employee ID # Pin Number = Last 4 digits of Social Security # <i>If leading digit is a "0", Pin = last 3 digits of Social Sec #</i></p>