

NEW EMPLOYEE LOGIN INSTRUCTIONS

The following information will assist you with logging in to the Adams 12 network, applications, Gmail, and the intranet at staff.adams12.org. **PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS.**

Your **universal user ID** is the first 3 letters of your last name followed by your employee ID number (Example: jon123456). Once you establish a password, you will use your universal ID and password to access most Adams 12 applications. (You will be informed of any exceptions.)

Your primary **Adams 12 email address** is universalid@adams12.org (ex. jon123456@adams12.org) with an alias of firstname.mi.lastname@adams12.org (ex. Mary.D.Jones@adams12.org).

You are assigned a **one-time temporary password** when your network account is created. It is the uppercase first letter of your first name, lowercase first letter of last name, followed by the preferred phone number from your application with no dashes. Example: Mj3035551234. You will need this password when you are following the steps below to claim your account.

Setting up and logging in to your account

New password minimum requirements:

- Must be at least 8 characters
- Cannot contain your user ID or any part of your first or last name
- Must contain at least three of the following four character groups:
 - English uppercase letters A through Z
 - English lowercase letters a through z
 - Numerals 0 through 9
 - Special characters !@#\$%^*()_+=[{}]/?<>
 - Do not use ' (single quote), " (double quote), % or &. Some applications do not accept these characters.

Follow these instructions if you are at a school or the District office:

- Turn on the computer. After reading and accepting the superintendent policies, enter your universal ID in Username.
- Enter your one-time temporary password. (See above.)
- Enter and confirm your new password. (See above.)
- See section below **Completing Account Setup**.

Follow these instructions if you are at home:

- Open any browser (Chrome, Internet Explorer, Firefox, Safari) and navigate to <https://myaccount.adams12.org>
- Type your universal ID in Username.
- Enter your one-time temporary password. (See above.)
- Enter and confirm your new password. (See above.)

Complete Account Setup

This section must be completed regardless if you are at a school, the District office, or at home.

- At a school or district office, open any browser, such as Chrome or Internet Explorer on a PC, or Chrome or Safari on a Mac. Enter <https://myaccount.adams12.org> in the address bar.
 - Sign in with your universal ID and the new password you just created.
- If you are at home, you are already logged in to this application and after you create your new password, it will automatically progress to this step.
- Answer three of the challenge questions. This will allow you to perform self-service password reset in the future.

Staff Intranet

Navigate to the website <https://staff.adams12.org> and login with your universal ID and password. This site contains information for staff members only.

- Under Staff Quick Links you will find the following resources:
 - Google Apps (link to Adams 12 Gmail and other Google Apps)
 - Self Service (link to view benefits, paycheck, etc)
 - IT Help (submit requests for assistance from the IT Service Desk)

To recover a forgotten password

You must complete the steps to configure your account on the previous page in order to recover your credentials.

- At a school or the district office:
 - Click the Rapid Identity icon at the lower left corner of the login screen on the device.
 - Follow the prompts to enter your username, then answer one of your random challenge questions.
 - Reset your password.

- At home:
 - Open any browser, and navigate to <https://myaccount.adams12.org>
 - Select "Need help?" above the Username.
 - Choose **Forgot My Password**. (Your username is your email address without @adams12.org on the end.)
 - Follow the prompts to reset your password.

Contact the IT Service Desk 720-972-4120 if you require assistance with any of the login processes.