NEW EMPLOYEE LOGIN INSTRUCTIONS

The following information will assist you with logging into the Adams 12 Five Star Schools network/applications and the Adams 12 Five Star Schools email application (Gmail).

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS

Your user ID for the Adams 12 network and applications is the first 3 letters of your last name followed by your six digit employee ID number example: jon012345. This is referred to as your **Universal ID**. In order to set your **Universal Password**, you must follow the network login instructions below. Once you establish your password, you will use your Universal ID and Universal password to access all Adams 12 applications.

Log into the Adams 12 network from a PC computer at a school or district office:

- Turn on the computer. After accepting the superintendent policies, type your Universal ID (the first 3 letters of your last name followed by your six digit employee ID number) into the User Name box.
- Your temporary password is the uppercase first letter of your first name, the lowercase letter of your first name, and then the preferred phone number from your application, without the dashes. Example; Ni3035551234.
- You will then be prompted to change your password.
- Enter and confirm your new password.

Please adhere to the following password guidelines:

- Password must be at least 8 characters.
- Password does not contain your account name or your full name.
- Password contains at least three of the following four character groups:
    - o English uppercase characters (A through Z)
    - o English lowercase characters (a through z)
    - o Numerals (0 through 9)
    - o Non-alphabetic characters- do not use single quotes, double quotes, % or &.

Setting the password for your Universal Login from home:

- Go to the following link: https://sso.adams12.org/SingleSignOn/PasswordChange.aspx
- Type your Universal ID into the User Name box.
- Your temporary password is the uppercase first letter of your first name, the lowercase first name, and then the preferred phone number from your new hire information form without the dashes. Example; Ni3035551234.
- Enter and confirm your new password.

Go to the following link: staff.adams12.org this site contains information for staff members only.

      Under Staff Quick Links you will find the following resources:

- ➢ Google Apps – Adams 12 Gmail and other Google apps
- ➢ Self Service- View Benefits, paycheck, etc.
- ➢ PDExpress – Staff Development website

Click on Services, select Manage User Profiles, login with your universal login and set your challenge questions, then you will be able to reset your password should the need arise.

Your Adams 12 email address is univeralid@adams12.org example: jon012345@adams12.org with an alias of firstname.middleinitial.lastname@adams12.org example: mary.d.jones@adams12.org.

For more New Employee information, please go to the IT Help FAQ site using **Internet Explorer:** https://sharepoint.adams12.org/depts/IT/Pages/ITFAQs.aspx. If you require further assistance with the login process, please contact the IT Help Service Desk at 720- 972-4120.