Bedford Central School District
Inspiring and Challenging Our Students

Technology Department
New Employee Technology Onboarding Information

Welcome to the Bedford Central School District! This guide is intended to provide the critical technology information all employees need to know. Please review each section carefully as there are steps you must take to fully set up various accounts. For additional information and questions, please visit your school Computer Aide.

Microsoft & Google:
All employees have a Microsoft Account and a Google Account.
Your Microsoft account allows access to Windows Computers, email and calendar access. Your Google account provides access to Chrome Computers, Google Drive and various apps configured with the "Sign in with Google" button.

The username (account) for both Microsoft and Google will match and be the same as your assigned email address. Your school technology staff will meet with you to assign your email address and have you log in for the first time. You will be required to have a password with a minimum of 15 characters.

New York State Education Department Regulations and District Data Security Protocols require that all employees utilize Multi-Factor Authentication(MFA) for Microsoft and Google. This additional layer of security prevents unauthorized access to your accounts and the private and confidential data it will contain. To establish MFA you will need to download the Google Authenticator App to your cell phone. This app is free and available in both the Apple and Google Play app stores. Be sure to look for the FREE app made by Google LLC. This app does not require the use of data, after it is downloaded to your phone. The steps to set up this app with your new account can be found by clicking here or visiting your school Computer Aide..

Email:
District email is through a Microsoft Exchange service. You may access email on the web by visiting https://outlook.office365.com or utilizing the Outlook software on a Windows computer. If you wish to add your BCSD email to your personal cell phone, you may only do so utilizing the Microsoft Outlook App, available from the Apple App store or Google Play. You cannot utilize the built in Mail app or other email apps.

Device:
Most employees are assigned a Windows or Google device. If you are assigned a Google Chromebook or Windows Laptop, please know that you are responsible for the care and use of this device. You should know where it is at all times.

Voicemail:
All full-time employees receive a voicemail account, regardless of if you have an assigned desk phone. Any voicemail message will be sent to your email as an attachment. You must set up your new voicemail account for all features to function. Your school Computer Aide will have your voicemail number and password.

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LaunchPad:
The District utilizes a single platform for links to online systems. You can access the LaunchPad directly by going to https://www.bcsdny.org/launchpad or by utilizing the link on the BCSD website or most BCSD computer desktops. Initially you must log on to the LaunchPad with your username (before the@) and the same password used for email or your Google account. After logging in to LaunchPad the first time, you can connect the account to your Google account to make the login process faster in the future. To do this, click the icon in the top right and choose "Sign-In Options" and click the blue link in the Google Account box. Once complete, you may use the 'Sign-In with Google" button in the future to log in. Students should connect to Google as well. If you are a teacher, please walk them through the process.

Communications:
The District utilizes ParentSquare for emergency communications to employees. ParentSquare syncs with District systems and employees have an account. After receiving access to your BCSD Google Account, go to https://www.parentsquare.com/signin and click the "Sign In with Google". Once logged in, click your name in the top right corner and choose "My Account", then follow the menu options on the left to add a phone number for phone calls and texts, if you wish. You may also choose to download the ParentSquare app to your phone. If you have a child in a school that uses ParentSquare (BCSD or other), ParentSquare may suggest merging your accounts, after you add a personal phone number. This is your choice and ok to do.

Teachers have access to send communications to parents of their students. To do this, click "New Post" and then select your class from the drop down.

Intranet:
The employee Intranet is where you can find important documents and information related to Human Resources, Professional Development, APPR and Technology. To access the Intranet, click the Staff Intranet link under "Find it Fast" on the District website. Log in with your username (before the @) and the same password you use to access email or your Google account. The Intranet link is also available on the LaunchPad.

Accessing Technology Help:
After reviewing new accounts and receiving your device (if applicable), the best way to receive tech support is to submit a request through the Technology Help Desk. The technology Department is more than the Computer Aide assigned to your school. Completing a Help Desk request allows your request to get to the correct person and you to receive the assistance needed as quickly as possible. There are links to the help desk on computer desktops and the Launchpad. Or, you can go directly to: https://support.bcsdny.org. Log in with your username (before the @) and email password.

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If you are looking for additional information to support your use of Instructional Technology, please visit https://classroom.google.com and check out the EdTech Google Classroom. All teachers are enrolled in this classroom shortly after accounts are established.

Student Information System:
Many employees have access to the Student Information System, Synergy. To access Synergy, click the link on the Launchpad. There is no username or password required to log in.

Guest Network:
The District does offer a guest network for the connection of personal devices. Employees are limited to two personal devices. To join the Guest Network, choose the BCSD-Guest Wifi network and log in with your BCSD account and password. If you choose to not log in, you will find that you will have the strictest Internet filtering.

Internet Filtering:
The district offers tiered Internet filtering. Meaning that students and employees receive different filtering based on the role. (i.e Elementary student filtering is more strict than high school student or employee filtering). If you do receive the block page when trying to visit a website, please read the page carefully. If you do not see your email address, but rather see "anonymous", then click the link on the page to log in to ensure proper filtering. If you are logged in and you believe the website should be unblocked, please visit the website on the block page to request that the site be reviewed and unblocked. (https://www.bcsdny.org/unblockrequest)

Data Privacy Training:
Shortly after logging in to your new accounts, you will receive an email from InfosecIQ with required Technology Data Privacy Training. Please work to complete this training within the first 2-3 weeks. Waiting too long can result in your technology accounts being turned off until the training is completed. All employees are required to do this training annually in August.

Requesting online subscriptions:
All online subscriptions and technology products must be vetted for compliance with data privacy and cybersecurity regulations and policies. To check if something is approved, please visit the technology section of the Intranet. There, you will also find a form to request review of an online platform that you wish to use.