



ALVIN INDEPENDENT SCHOOL DISTRICT

2021-2022 NEW HIRE

LOGIN INFORMATION

Welcome to Alvin ISD. Below are instructions on accessing various tools for Alvin ISD.

The majority of new staff members will have a network/email account created using the initial from your first name and entire last name (ex: network/email user name for John William Smith would be jsmith@alvinisd.net). If the user name jsmith already exists, then the network would utilize the middle initial (ex: network/email user name for John William Smith would be jwsmith@alvinisd.net).

NETWORK COMPUTER LOGIN

Username – The first name initial and last name (ex: *jsmith*)

Password – Lowercase first and last initial plus your 4 digit birth year and two zeros (ex: *js197500*)

NETWORK EMAIL Google/Gmail

www.google.com (**Use in district and out of district) OR

www.alvinisd.net

Staff tab

AISD Gmail

Username – The first name initial and last name (ex: *jsmith@alvinisd.net*)

Password – Lowercase first and last initial plus your 4 digit birth year and two zeros (ex: *js197500*)

*use the same password as your network/computer password

Existing employees should use this link to instructions to change password -

https://publicweb.alvinisd.net/portal/docs/Change_Network_Password_Instructions.pdf

For new or returning employees:

IMPORTANT – Change your password as soon as possible. While logged into a computer at school (within district), hold down the CTRL, ALT, and DEL keys simultaneously and click change password. Password must be a minimum of 8 characters. Once changed your password will be used for network (computer), Google/Gmail, Eduphoria and Skyward.

EDUPHORIA – To enroll in AISD workshops, use curriculum management, enter lesson plans, view student testing data: www.alvinisd.net

Staff tab

Eduphoria

Username – Use your network/computer login (ex: *jsmith*)

Password – Use your network/computer password

TECH SUPPORT HELPDESK - To add Technology Help Tickets

www.alvinisd.net

Staff tab

Tech Support Helpdesk

Username – Use your network/computer log in (ex: *jsmith*)

Password – Use your network/computer password

If you are unable to add a help desk ticket, you may call Technology Support Help at “Help” (ext. 4357) or outside the district call 346-347-HELP

EMPLOYEE SELF SERVICE – To view check stubs and benefit information: *(You will not be able to log on until after you receive your first paycheck from Alvin ISD)*

www.alvinisd.net

Staff tab

Employee Self Service

User ID – Your employee ID number (*5 digit number*)

Password - For your initial log in, you will use the last four of your social security number

After logging in for the first time, the system will prompt you to change your password

Click on Employee Self Service (upper right corner)

To view your Payroll Advice, click on the camera icon

FRONTLINE ABSENCE MANAGEMENT/AESOP LOGIN – To find assignments:

www.alvinisd.net

Staff tab

AESOP Online

OR www.aesoponline.com OR 1-800-942-3767

Your Absence Management/AESOP ID and PASSWORD is whatever YOU personally set up when responding to your invitation email (this email will be sent to your personal email address)

Your PIN is 4 digits assigned by the Frontline System (Your PIN is only used when accessing AESOP by phone)

Change Network (Computer) Password

----- IMPORTANT -----

“Failure to follow these steps will cause your account to be LOCKED”

1. Prior to changing your password logoff or shutdown ALL computers you are currently logged into with your Alvin ISD login, including computers, laptops, ipads, or tablets.

2. If you use a personal device to connect to Alvin ISD WIFI, you MUST follow as below.

- **Go to your WIFI settings on your personal device/phone**
- **Choose "Forget this network" for AISD-Secure**
- **Once removed, you can add back with your new password**
- **By following these instructions, this will prevent your network/computer account from being LOCKED**

3. Remember to remove your account information from old devices before getting rid of or repurposing them. Your account credentials are saved within your device's WIFI settings. Refer to the procedure in step 2 (in the instructions above.)

After following the above IMPORTANT instructions, you are now ready to change your password

To change your Alvin ISD network/computer password, you must be logged into an Alvin ISD computer within the district.

1. *Verify you are not logged into any other Alvin ISD or personal device with your Alvin ISD login (by following the IMPORTANT instructions above) or your account will be LOCKED

- Hold down the CTRL, ALT and DEL keys simultaneously
- Click change password
- Your new password must be a minimum of 8 characters
- Your new network/computer password will sync to Google/Gmail, Skyward, Munis (staff only) and Eduphoria (staff only)

2. Once you change your password and if you use your personal phone to access email, please check your phone email settings. Many types of phone and email apps work differently, some may prompt you to enter your new password and some may require you to manually update your mail settings entering the new password.

“NEVER, EVER share your password with anyone”