MCVSD #51 New Hire
Technology Reference Guide

Welcome to Mesa County Valley School District 51. Once ALL completed paperwork has been submitted to HR, a username/password will generate for you and you can contact the Help Desk from 7:00 am to 4:30 pm, at (970) 254-5175 or internal extension 11350, to obtain your credentials. Please allow 48hrs once paperwork has been submitted to HR for your credentials to generate. It is an automatic process and the following information will not be available unless Human Resource's files are complete.

Username:

Password:

ID Number:

Email Address:

To **reset your password**, on a district desktop or laptop computer, press Ctrl+Alt+Delete. This will not work on a district Chromebook.

Email Addresses

All staff have 2 email addresses. There is a **firstname.lastname@d51schools.org** email address and a **username@d51schools.org** email address. Both are valid addresses and deliver email to the same mailbox of your District account.

The **username@d51schools.org** is used for sign in purposes on a majority of your applications.

The **firstname.lastname@d51schools.org** is your default address and will show as the sending address. It is also an aide to finding staff in the Google Directory, as students will not have a firstname.lastname address.

General Guidelines

Use **username@d51schools.org** to sign into applications like Gmail, ClassLink, Office 365.

Give out your **firstname.lastname@d51schools.org** as your email address to others.

Getting Started with Technology

Open a Chrome web page. In the upper right hand corner, login to Gmail or any Google application using username@d51schools.org and the provided password. Once you have logged into Google, you should see the bookmarks ribbon. In the upper left, you will see a folder that says "D51 Bookmarks." In the list of options is Classlink. Login to Classlink with your username@d51schools.org and password. Once in Classlink, you can access a variety of District apps and programs.

For more information on Technology news, training, updates, and references, look for the red app in Classlink that says, "D51 Technology Solutions Site."

How to Access your Email, Classlink, and/or Staff Site from Home or from a non-district Computer

How to log in to computer/applications

Computer (Desktop/Laptop)	Username	Password
WIFI (D51ENT)	Username	Password
Chromebook	Username	Password
Staff Site	Username	Password
TimeClock	Username	Password
Chrome	Username@d51schools.org	Password
Gmail/Google	Username@d51schools.org	Password
Classlink	Username@d51schools.org	Password
Office 365	Username@d51schools.org	Password

Go to d51schools.org, locate the "Staff" button on the green banner. Choose the option desired from the drop down list, and log in according to the directions above.

Mobile Devices: You can download the Gmail app and/or the D51 Classlink app.

If you need access to certain applications or have questions, contact the following people:

System	Owner	Extension
Aesop/Substitute System	Mary Gorsuch	11116
Alpine	Shelly Huskey	13127
Enrich		14147
Lexia	Shelly Fratzke	11115
Instructional Technology		instTech@d51schools.org
Randa	Rachel Talley	11209
SafeSchools	Sue Guadnola	11114
Schoology	Devonee Grams	devonee.grams@d51schools.org
Synergy	Mary Mulcahy	11177
Timeclock	Payroll	11913

For any additional questions
contact the Help Desk:
helpdesk@d51schools.org
(970) 254-5175 or ext. 11350
Help Desk Hours: 7:00am - 4:30pm