

Faculty & Staff Links

Faculty & Staff Use

Staff Links

Staff Resources & Forms

Technology Resources

Staff Links Find links for all staff systems and resources

Staff Resources & Forms Administrative, Athletic, Employee, Payroll, SOP, etc.

Technology Resources How-to-documents & videos for using our applications & systems, checklist for exiting employees.

The Wayne Township Learning Center Professional Development for Educators

View and register for classes in various technologies and skill levels for teachers, office professionals and staff.

Go to [CENTRAL OFFICE > Wayne Township Learning Center](#)

The WTLC.

Websites & Building Technicians

A.P Terhune - wayneschools.com/apt	John Celentano
James Fallon - wayneschools.com/jf	Nick Derissio
John F. Kennedy - wayneschools.com/jfk	Nick Derissio
Lafayette - wayneschools.com/lf	Nick Derrisio
Packanack - wayneschools.com/pk	Susan Daniw
Pines Lake - wayneschools.com/pl	John Celentano
Randall Carter - wayneschools.com/rc	Susan Daniw
Ryerson - wayneschools.com/ry	Susan Daniw
Theunis Dey - wayneschools.com/td	John Celentano
Anthony Wayne - wayneschools.com/aw	Nick Derissio
George Washington - wayneschools.com/gw	Susan Daniw
Schuyler-Colfax - wayneschools.com/sc	John Celentano
Wayne Hills - wayneschools.com/wh	Scott Sellitto
Wayne Valley - wayneschools.com/wv	Bill Schmid

Follow Me Printing

Using a WTPS ID card, staff can submit a page to print from their computer and release the document from any copier in the District.

- After your printer is set up on your computer, your default print option will be:

SecurePrint on [ubsquesvr](#)



SecurePrint on [ubsquesvr](#)

- Then, register your ID card to the printer by logging on to any printer with your **network username** and create a **password**. Afterwards, you will only need your ID card to print.
- Your print job will be held securely until you use your WTPS ID card at any copier in the district. For further directions for the logon and release of your Secure Print Job, go to the District website to: [FACULTY & STAFF USE > TECHNOLOGY RESOURCES > FOLLOW ME PRINT DIRECTIONS](#)

Wayne

Township Public Schools



Employee Information Technology Handbook 2020-2021



Username

Password

Remember me

log in

[Forgot Password](#)



Welcome Staff!

The website for the Wayne Township Public Schools puts District resources at your fingertips. You can find specific staff information on the WayneSchools.com website by going to **QUICKLINKS** in the upper right or to **FACULTY & STAFF** on the main nav bar.

Network Login - FIRST TIME

This process MUST be completed for the first time on a District computer.

Your **network username & password** is your login for your computer, email and most systems.

- Your **username** is your first initial and last name, with no spaces (e.g., mscott).
- Your default **password** is Wtps + last 5 digits of your SSN (e.g., Wtps12345). You **MUST** change your password at the first login.
- You must accept the G-Suite EULA to ensure access to Google Apps.

CLASSLINK (Password Recovery Setup)

This will help you recover your password if you ever forget it.

1. Go to Classlinks under the **QUICKLINKS** menu
2. Use WTPS name and your password.
DO NOT put @wayneschools.com
(DO NOT CLICK ON SIGN IN WITH GOOGLE the first time)
3. Click on the user icon at the top right of our screen. Then click on 'My Profile'
4. Stay in the General tab, scroll down, and click on 'Reset Password'.
5. Enter the Old Password. Then enter a New Password and type it in again to confirm and click submit.
6. Still in My Profile, click on Password Recovery Setup

This will help you recover your NEW password if you ever forget it.

For password recovery, choose your mobile phone or select questions.

(You can do both if you want!)

7. **Restart your computer!**

Full directions for this procedure can be found on the District website

[FACULTY & STAFF USE>TECHNOLOGY RESOURCES>CLASSLINK PASSWORD RECOVERY SETUP](#)

Quicklinks

ClassLink A one click single sign-on solution to everything needed with just one password. Easily share files between cloud storage accounts such as Google Drive and even remotely access files on the school network.

Google Apps for Education All staff have GAFE accounts. Click on the grid icon at the top right of the email page to access your apps. Use your **network username & password**.

Email Gmail is accessible from any computer with an internet connection. You can go to **QUICKLINKS** and click on **EMAIL** or you can go to **FACULTY & STAFF** and click on **EMAIL** or go to <https://mail.google.com/a/wayneschools.com>. Use your **network username & password**.

OnCourse Connect/SIS Student Information System/Grade book. Use your **network username & password**.

Realtime/IEP Special Ed IEP System New Employees will receive logon instructions via email from Student Support Services.

Frontline You will receive an email from Frontline to join. Please make your username your full Wayne Schools email and pick a password with 8 characters, including a number and special character.

- **Absence Management (formerly Aesop)** Please contact HR with any logon issues
- **Professional Growth (formerly MLP)** Web-based Observation & Appraisal Management System for teachers, principals, PARAs, SPCAs, and administrators. *If you don't have the MLP module on your account, please contact your building Principal who will put in a request to Technology.*

Help Desk Technology Help Desk (From District Bldg and Remote Access options) Choosing the correct Problem Category & Problem Type will ensure the ticket is routed to the proper Technology Staff. Use your **network username & password**.

HR Portal Weekly payroll stubs and W2 forms. Username = **email address** / Password = **new user registration to make a pw**. To reset or retrieve your password, click on the Forgot Password/New Registration link.

LinkIt! Student Assessment Tool for use by Staff

Username = **username** Password = **Wayne123**



SAFESCHOOLS Online Training System for District employees Username = **email address** This link can be found under **[FACULTY & STAFF USE>STAFF LINKS](#)**