

TO: All District Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional  
Robert Attee, Director of Technology  
Christopher Kenniburg, Supervisor of Network Services and Apps

RE: Computer Access and Basic Skills Training

CC: Extended Cabinet, Building Principals, Building Secretaries, Unions Presidents

DATE: October 14, 2021

In preparation for the non-instructional evaluation and required online courses, support sessions will be available to employees who need support in logging in to their account and finding these required modules. **It is the expectation that all non-instructional employees will complete their self evaluation by December 15, 2021.** It is also the expectation that **all district employees complete the required online courses by December 15, 2021.** The technology department in cooperation with the human resources department, have created a dynamic training opportunity to support staff with login access and basic computer skills.

We are offering (2) two paid in-person sessions at ASC in the Board Room on October 18, 2021 for staff who need assistance. These sessions will provide employees with one-on-one assistance with logging in to their accounts, accessing the required online courses, accessing the non-instructional self evaluation, and viewing the paychecks. Language assistance will also be provided during both sessions. To register, click on the [registration link here](#) to sign up for one of the (2) two hour long sessions available (8:00 a.m. - 10:00a.m. or 2:00 p.m. - 4:00 p.m.). We will have a limit of 40 participants for each session.

Employees who know how to access their accounts but need help with accessing the evaluations and required courses can either join the October 18th in-person session or join the future online (Zoom) sessions that will be offered on Nov 2nd and December 1st. The online sessions will provide employees with step-by-step instructions on how to access these moduses. **Individualized login assistance will not be offered during the Zoom sessions.**

This year's required courses will be uploaded shortly in MyPD. [Here is a brief overview video](#) on how to enroll and access the required courses and receive your certificate for completing the

courses. The required courses have been updated to focus on essential learning content, including a new course on cybersecurity. An additional safety course on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training will be sent to staff via email link. Finally, we will be going through unannounced phishing simulations this year in order to help staff identify potential phishing emails that may come from hackers.

There will be future training sessions on how to access/organize staff emails, view pay stubs, organize Google Drive, and more. A help sheet is [linked here](#).

**Note: Staff attending the sessions will have the chance to win a complimentary prize.**