

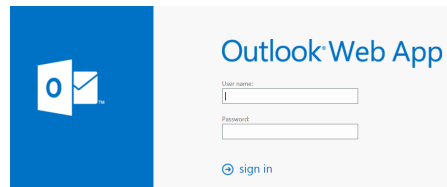
TECHNOLOGY INFORMATION FOR NEW EMPLOYEES

Welcome to Clovis Unified! As an employee you will have a domain account, email, and other district software and resources which require a **username and password**. Below is information on how to set them up.

- Prior to calling the helpdesk, think of a password or passphrase you want to use and have your Employee ID Number ready.
- The new password or passphrase you will be creating will be cAsE SeNsitiVe and must meet the following criteria.
 1. The password or phrase must be at least 8 characters.
 2. It may not contain any part of your username.
 3. The password must contain **3 of the 4 following criteria**:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character (i.e. H3llo@13, He!!0\$13, h3llo%13)
- Standard security procedure will disable any accounts not used after 120 days.
- Tech Tip—Make a strong passphrase instead of a password.
- Call the help desk at 327-9595 to setup your account/password (7:00 A.M.—5:00 P.M.; Monday-Friday)

Accessing Your E-mail from the Web

1. Once you have a district username and password, you can access your email from any computer via the web. Open a browser (Internet Explorer preferred) and go to webmail.clovisusd.k12.ca.us. Once here log in with your username and password.



2. You can also find a link to the webmail from the district home page at cusd.com. Click on Employees in the top menu then Employee Quick Links in the side menu. Once on this page click on the link email.
2. Log in with your district username and password.
3. For security, when using a public computer, be sure to logout and quit the browser.

The screenshot shows the Clovis Unified School District website. The top navigation bar includes 'EMPLOYEES' which is circled in red. A green arrow points from this menu item to the 'Employee Quick Links' section in the left sidebar, where another green arrow points to the 'Email' link. The main content area shows a grid of links for various services like Atlantis, Business Support Handbook, eHelpDesk, etc. A banner on the right says 'EMPLOYEE ACCESS ONLY' and 'Employees must be logged onto the Clovis Unified network to access these resources'.