

**TEAM  
MEMBER  
SPOTLIGHT****Ron Timmons**

Ron Timmons is the Network Administrator for Ascension Public Schools. He is a veteran of the US Army, serving as an MP straight out of high school. Ron has been in the field of Information Technology since 1997. He began his career associated with Ascension Public Schools in the late 90s as a contract worker for GE Capital IT Solutions. He was hired permanently as the Network Administrator for Ascension Public Schools in 2008.



As an employee of Ascension Public Schools, you have access to Google's entire suite of products, including Google Docs, Google Sheets, Google Presentations, and Google Classroom. Even if you are using a Windows-based device, we encourage you to use the Google Suite of products.



## Technology Frequently Asked Questions

**How do I change my password?**

Passwords can be reset at any time at <https://pwd.apsb.org>. The first time you access the site, you will need to enroll with your current password. Subsequently, you can click on "Reset" to reset your password. This password will expire every 90 days.

**Which systems are affected when I reset my password at <https://pwd.apsb.org>?**

Resetting your password at <https://pwd.apsb.org> will affect the following systems: Any district device login (including Windows devices, Chromebooks, and MACs), Email, Blackboard, TalentEd, login to any Google service (Drive, Docs, Slides, Sheets, etc.), and Employee Portal. This password reset does NOT affect Power School, Nova Time, Kelly Services, or Safe Schools.

**Checking Email**

School mail can be checked from any web browser, but we highly suggest using the Chrome browser. APSB mail is a Gmail account. It can be checked either at <http://mail.apsb.org> or at <http://mail.google.com>. If you are already logged in to a personal Gmail account, you will need to either "Sign out" or "Add account". Log in using your entire email address ([firstname.lastname@apsb.org](mailto:firstname.lastname@apsb.org)) and the password you use to log into a school device. Your password can be reset at <https://pwd.apsb.org>.

**Why should I enter my own technology work order?**

Teachers and staff should enter their own technology work orders because they can track the progress of those work orders more easily. An email is sent each time the status of the work order changes. Your Sys Op will be copied on any updates to the work order.

**How do I enter a technology work order?**

For a guide to entering a work order, click [here](#).

**Can students access YouTube videos?**

Yes. Any video approved for Ascension Public Schools can be viewed by any student while logged in to their school Google account. All teachers have the permissions to approve a YouTube video for Ascension Public Schools. (Note that you will be allowing the video for all grades.) If a student is having trouble viewing a video that has already been approved, verify that the student is logged into his school Google account and not a personal Gmail account.

**I didn't know I have free access to Office 365. How do I login?**

All employees of Ascension Public Schools have access to a free Office 365 account. With Office 365, you can sync your files with the online account and access them from anywhere. You have access to the online versions of Microsoft Word, Excel, Power Point, and more from unlimited devices simply by logging in. As an employee, you will login with your [username@apsb.org](mailto:username@apsb.org) information. This is NOT your email address. It contains your USERNAME. The password is the same one you use to log into your school device or to check your email. To login, go to <https://www.office.com/>



LACUE: Louisiana  
Association of Computer  
Using Educators

LACUE was founded on October 3, 1985, by Dr. Robert Gillian, Richard Loftin, S.H. Comfort, and Dr. Paul Ohme. The purpose of LACUE is to provide a professional nonprofit organization in the State of Louisiana which recognizes and promotes the use of computers in education.

## LACUE 33<sup>rd</sup> Annual Conference

November 28 – 30, 2017

### Pre-Conference Sessions

Tuesday, November 28

### Conference Begins

Wednesday, November 29

Register [HERE!](#)

APSB Technology Helpdesk  
1707 S. Purpera Ave.  
Gonzales, LA 70737  
225.391.7150 (40150)  
Email: [helpdesk@apsb.org](mailto:helpdesk@apsb.org)  
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# LACUE 33<sup>rd</sup> Annual Conference

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Conference begins Wednesday, November 29

Do you have someone on your staff that is a technology superstar? Do they use technology in innovative ways? Go above and beyond with technology? Nominate your SUPERSTARS for a LACUE award!

We have several categories and would like to see nominations in ALL categories.

Elementary Teacher of the Year (Grades Pre-K – 5)  
Middle/Junior High Teacher of the Year (Grades 6-8)  
Secondary Teacher of the Year (Grades 9-12)  
Leader of the Year (Certified Non-Classroom Personnel)

We want Ascension Public Schools to be well-represented and recognized for the outstanding technology standouts in our schools!

See the link below to nominate anyone you think is deserving of this honor. There are 2 ways to nominate.

- \* Submit a complete form, if you can provide all necessary information
- \* Submit a partial nomination, if you would like the nominee to complete the nomination form

[LaCUE 2017 Nominations](#)

## Cyber Security Threats

### Phishing

Phishing is the attempt to acquire sensitive information such as usernames, passwords, and credit card details directly from users. Phishing is typically carried out by email spoofing or instant messaging, and it often directs users to enter details at a fake website whose look and feel are almost identical to the legitimate one. Preying on a victim's trust, phishing can be classified as a form of social engineering.

Please bring any school board technology to school on a regular basis, shut it down completely, and then restart it to make sure that it gets needed updates. Remember that you also need to update your personal devices at home. This is especially true if you do APSB work or check APSB email on the device.

ALWAYS feel free to contact the [APSB Helpdesk](#) by email [helpdesk@apsb.org](mailto:helpdesk@apsb.org) if you are uncertain about any emails, attachments, or links you may have opened.

