Lee's Summit High School Technology Cheat Sheet

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1. Staff Help Desk (Old TSR Requests)

https://tmt.lsr7.org/login.cfm?

a. Username= FirstName.LastName (If you are having trouble with this username be sure to try all possible scenarios for your first name, i.e. John/Jonathan).

b. Password= Ls(first initial)(last initial)(last four digits of social). Example for John Doe- Lsjd1234.

2. Network Login

a. Username= FirstName.LastName (If you are having trouble with this username be sure to try all possible scenarios for your first name, i.e. John/Jonathan).

b. Password= Ls(first initial)(last initial)(last four digits of social). Example for John Doe- Lsjd1234

3. Google Drive Login

https://www.google.com/a/lsr7.net/ServiceLogin?service=writely&passive=1209600&continue=https://docs.google.com/a/lsr7.net/%23&followup=https://docs.google.com/a/lsr7.net/&ltmpl=homepage.

a. Username= FirstName.LastName@lsr7.net (If you are having trouble with this username be sure to try all possible scenarios for your first name, i.e. John/Jonathan).

b. Password= Ls(first initial)(last initial)(last four digits of social). Example for John Doe- Lsjd1234

5. Safe Schools Training

http://lsr7.mo.safeschools.com/login.

a. Username= Employee Number (1, birth month, birth day, last four of social).

b. No password needed.

6. Schoology

https://schoology.lsr7.org/home/recent-activity#a.

    a. Username= FirstName.LastName (Again try full names or nicknames for your first name)
    b. Password= Same as used for network login.

7. Power Teacher login

    a. Username= Capital first name initial, Capital last name initial, the rest of your last name (i.e. JDoe)
    b. Password= Capital first and last initial then last four of your social (i.e. JD1234)

PowerSchool Access-

- **Teacher Log In – Use Google Chrome with this link!!**

  https://powerschool.lsr7.org/teachers/

- **Adding PowerSchool as a shortcut to the desktop:**

  Click on the green lock in the address bar and drag it to the desktop.

  Note: This requires setting Google Chrome as the default browser. If the user wants Internet Explorer as the default browser they will need to set up the PowerSchool link as a bookmark in Google Chrome. If PowerSchool is set up as a shortcut on the desktop it will only open in the default browser, and PowerSchool should be opened in Chrome.

- **Setting Google Chrome as the default browser:**

  Go to "Start"; in the right-hand column go to "Default Programs"; go to "Set your default programs"; select Google Chrome; click on "Set this program as default".

- **Adding PowerSchool as a bookmark/favorite in Chrome (when Internet Explorer is the default browser):**

  https://support.google.com/chrome/answer/95739?hl=en

8. Timesheet modifications for workforce

    a. Visit the business services correction site at: https://wfcorrect.lsr7.org/.
    b. Username: Employee Number (1, birth month, birthday, last four of social).

9. Employee Online login

    a. Username: Employee number (1, birth month, birth day, last four of social).

    b. Password: created by you, if you forgot click on forgot password and then enter your employee number and email address and the system will email you a new password.

10. New District Copiers

Information and directions are found at the following link:
http://tech.lsr7.org/category/copiers/
It is strongly recommended that staff always use the secure copier option. Unsecured printing is to only be used when absolutely necessary. Printing to a copier is less expensive than printing to a desktop printer!!

- **Printing and using the new copiers:**

https://docs.google.com/document/d/1ltohP5xxyg3x-1oVDecnm7be5NrVLKT-FcFxyHe9SIE/edit?usp=sharing&pli=1

Remember that the default is set for 2-sided copies!!!

- **Removing old copiers:** *Right click on the copier name (will be on the old server - lshsdc) in your "Devices and Printers" list and choose "Remove device".*
- **Mapping to a printer that is not a copier**:
  (Please see additional attached document)

11. Accessing S, H, Y, and Z drives, (redirecting)

- *Open "Computer"; right-click on the drive and select "Disconnect"; log off, and then log back in. If this does not work, submit a Help Desk Ticket.*