



WELCOME to the... Mukwonago Area School District

You're a new student, now what?

You have a network **username**

Formatted as first 4 of last name + first 4 of first name

Example - Mickey Mouse = **mousmick**

You have a **default password**

password (YOU ARE REQUIRED TO CHANGE YOUR PASSWORD!)

You have an **email address**

username@stu.masd.k12.wi.us

You have a **Google Drive account**

username@stu.masd.k12.wi.us

By logging in, you agree to all provisions of the Acceptable Use Policy.

This network is the property of MASD, activities may be monitored and logged.



Available from **SCHOOL**



Available from **HOME**



Single Sign On (SSO)

TECH SUPPORT WEBSITE:

Technology policies, roadmaps, and help sheets are available for all users.

Direct Link: <http://www.masd.k12.wi.us/services/ts-support.cfm>

Help Sheets: <http://www.masd.k12.wi.us/services/ts-helpsheets.cfm>

VidBits: <https://www.youtube.com/channel/UCCY1fCuEbUonxa82uxt8ttg>

Twitter: [@MASDITDept](https://twitter.com/MASDITDept)

ACCEPTABLE USE:

MASD monitors and tracks keystrokes for all students, staff, and community members logged into both our wired/wireless networks and/or using our district-owned devices both at school and at home.

Students and parents are required to return a signed acceptable use agreement every year. If they fail to return them by end of September or within two weeks of enrollment, they will have their network account disabled

Direct Links:

- School Board Policies: <http://www.neola.com/mukwonago-wi/>

- Acceptable Use Policy: <http://www.neola.com/mukwonago-wi/search/policies/po7540.htm>

- Student Education Technology Acceptable Use and Safety:
<http://www.neola.com/mukwonago-wi/search/policies/po7540.03.htm>

LOGIN to the Network



- From a **Windows** Device
- **Enter your username**
- **Enter the default password**
- Press **Enter** or click the right arrow



CHANGE Your PASSWORD



Zenworks Application Launcher: Utilities / Password Management

District Website: Home page, Family Login page / Password Management

Direct Link: <https://internal.masd.k12.wi.us/sspr/private/Login?>

Help Sheet: <http://internal.masd.k12.wi.us/cms/ts/HTUsePWDMgmtUtility.pdf>

- Enter **username**
- Enter **current password**
- Click **Login**
- Click **Change Password**
- Proceed to enter your **Password Responses** so you can take advantage of any future **“Forgot Password”** opportunities.

MASD SSO Password Management
MASD Single Sign-On Password Management

Username

Current Password

Regain access to your account if you have forgotten your password.

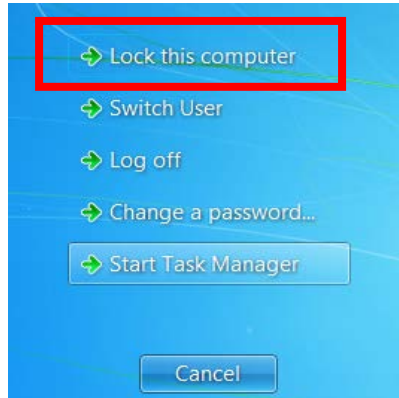
Main Menu
MASD Single Sign-On Password Management

- Change your current password.
- Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.
- Information about your password and password policies.
- Administrative functions
- Logout of the password self service application.

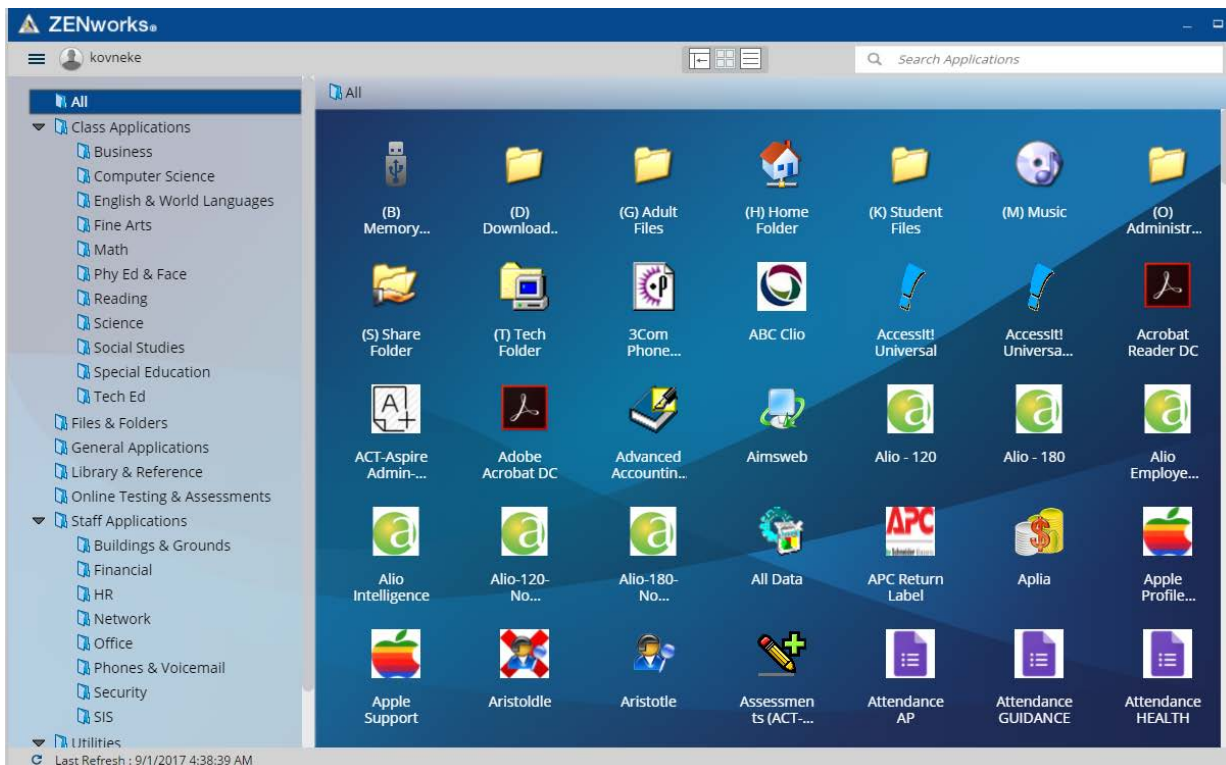
LOCK Your Workstation!



- **WHY?** It secures your Windows device and allows your programs to remain open
- **HOW?** Press **CTL / ALT / DEL** and click
- **RETURNING?** Login by re-entering your password. You will begin exactly where you left off, with all your programs & files left open.



Zenworks APPLICATION Launcher



NETWORK FILE Access



H:\ drive – User home folder (only you can see these)

M:\ drive – Copyright-free music files

S:\ drive – Shared files (files shared amongst everyone at your school)

Handouts → Teachers place “read only” curriculum related files for students

Handins → Students save documents to this folder for the teachers to acquire

WIRELESS Network



- No key required.
- Must click to accept the Terms of Agreement page from a browser app.
- All Internet access is filtered per the district acceptable use policy.

MASDpublic

EMAIL & ARCHIVED EMAIL– GroupWise & Retain



Zenworks Application Launcher: General Apps / GroupWise

District Website: Browser Home Page or Family Login page / Email

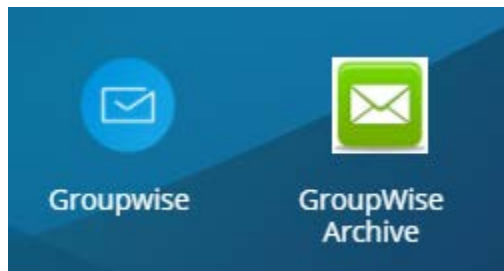
EMAIL

Web Access Direct Link: <https://mail.masd.k12.wi.us/gw/webacc>

Help Sheets: <http://www.masd.k12.wi.us/services/ts-help-email.cfm>

Sync to your mobile device: <https://internal.masd.k12.wi.us/cms/ts/HTGWSyncMobileDevice.pdf>

- **GroupWise Client & Web Access Login ID:** *Username*
- **GroupWise Client & Web Access Password:** *Network password*
- **Student Email address format:** *<username>@stu.masd.k12.wi.us*



EMAIL SPAM QUARANTINE - Barracuda



Zenworks Application Launcher: General Apps / Barracuda SPAM

District Website: Browser Home Page or Family Login page / Barracuda SPAM

Direct Link: https://mx.masd.k12.wi.us/cgi-mod/index.cgi?locale=en_US&realm=

Help sheet: <http://internal.masd.k12.wi.us/cms/ts/HTAccessBarracudaSPAMQ.pdf>

- **Login ID:** *Username*
- **Password:** *Network password*



**Barracuda
SPAM**



STUDENT INFO - Infinite Campus



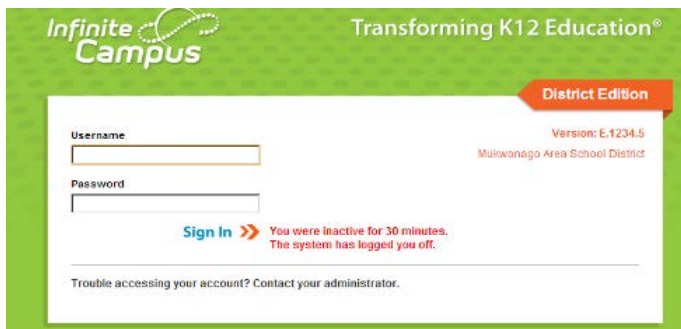
Zenworks Application Launcher: General Apps / IC Portal

District Website: Browser Home Page or Family Login page

Direct Link: <https://campus.masd.k12.wi.us/campus/portal/mukwonago.isp>

Help Sheets: <http://www.masd.k12.wi.us/services/ts-help-ic.cfm>

- **Login ID:** *Username*
- **Password:** *Network password*




- [Portal Login](#)
- [Request Account](#)
- District ID=FGJWRR

Google Apps for Education



Zenworks Application Launcher: General Apps / Google Suite for Students

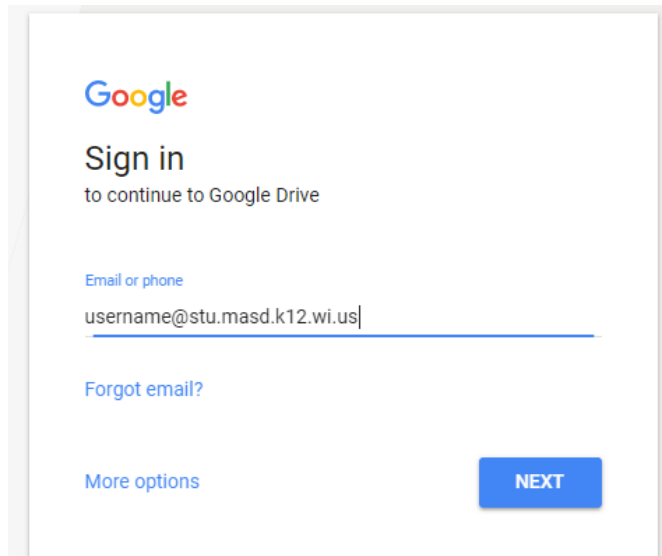
District Website: Browser Home page, Family Login page / Google Suite for Students

Direct Link: [Google Suite for Students Login](#)

Help Sheets: <http://www.masd.k12.wi.us/services/ts-googleeducation.cfm>

- **G Suite & Chromebook Login ID:** *Email address*
- **G Suite & Chromebook Login Password:** *Network password*

NOTE: Chromebook login screen defaults to [@stu.masd.k12.wi.us](#) for easy student access.



LIBRARY Resources - Destiny



Zenworks Application Launcher: Library & Reference / Destiny

District Website: Browser Home page or Family Login page / Destiny

Direct Link: https://mukwonago.follettdestiny.com/common/welcome.jsp?context=saas42_4858836

- Click to select your **home school**
- Click **Login** in the upper right-hand corner
- **Login ID:** *Username*
- **Password:** *Network password*

