

Network Access Guide

Your District Username and Password provide secure access to a variety of District services

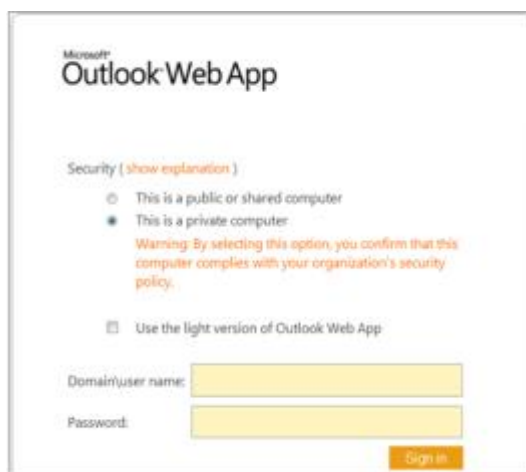
- Windows Login
- Infinite Campus Login
- District email
- Google Applications for Education

Here's how to get started:

STEP 1 – Change Your Password

You have been provided with an initial password that must be changed the first time that you login.

- Go to mail.scusd.edu in your web browser.
- Enter your **user name** and **password**, and then click **Sign in**.
- Create a new secure password and log in.



Step 2 – Create Your Signature

- Click on the Settings icon and select “Options”.
- Expand the Mail | Layout menu on the left navigation panel.
- Click “Email signature”.
- The suggested format is: **First and Last Name**
Position
School or Site Name
Phone and Email
- Click SAVE button to save your changes.

Step 3 – Infinite Campus Login

You are now ready to access Infinite Campus from the District website. Go to www.scusd.edu and click on “Infinite Campus Login: For Staff”.

Smartphone Access

For instructions on accessing your account with a smartphone – an iPhone or Android device, go to www.scusd.edu/smartphone

Professional Usage

All employees should use their SCUSD email address for conducting SCUSD business. By using your work email, you are tacitly telling your recipients that your note is of an appropriate professional nature, not personal. Using a personal email address with students or parents can put an employee at risk should there be any question about appropriate communication