

MISD SUBSTITUTE TRAINING

Access to Mansfield ISD Resources



Google Drive



Outlook Email



Skyward Business



Google
Drive

Online access
to documents and files



Skyward
Business

Online access to
pay and work history



Outlook
Email







District email account



A digital media management
system with video resources



Teacher Access vs. Substitute Access

Product	Teacher	Substitute
 Microsoft Outlook	✓	✓
 Eduphoria	✓	✓
	✓	✓
	✓	✓
	✓	✓ YouTube Education only
	✓	

BEFORE your first assignment

- ❖ Log in to a district computer before your first day of substituting
- ❖ Contact a school convenient to you to determine a day/time to use a school computer (such as the library)
- ❖ Use the log in credentials sent by email from the substitute office
- ❖ Be sure to present your employee ID upon arrival at the school

BEFORE your first assignment

1. Log in with the username and temporary password shared in the email
2. Follow the prompt to change the temporary password
3. Use the following guidelines when resetting your password

At least 8 characters that include 3 of the 4 listed below:

1. Uppercase
2. Lowercase
3. Numeric
4. Special, such as !, @, #, \$, * (found on the number row of the keyboard)
5. None of your username is accepted in your password



https://omaharentalads.com/explore/transparent-canvas-school/#gal_post_8170_transparent-canvas-school-3.png

MISD Substitute Technology Training

<http://mansfieldisd.instructure.com/courses/1880>

This course is designed so users at any level can walk into a classroom and feel comfortable and should be accessed before your first assignment

Google Chrome is compatible with Canvas

