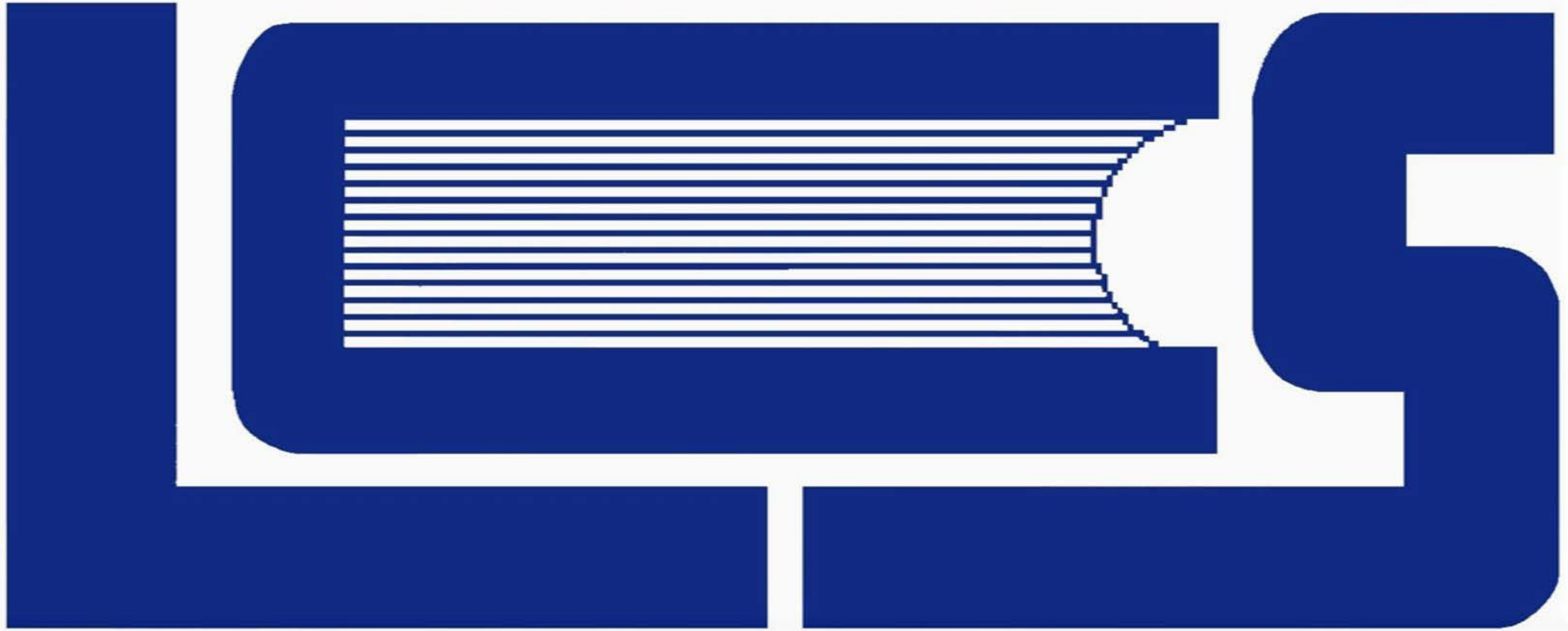


# LEON COUNTY SCHOOLS



**SUBSTITUTE LOGIN PROCEDURES**

# TO DO LIST

- **Receive paperwork from Human Resources with username and password**
- **Login to LCS network using LCS computer**
- **Change password to establish profile setup.**
- **Complete (MFA) Multi-Factor Authentication process**
- **Create/Setup Frontline account**

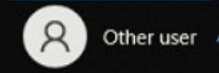


TIS.BC

Password



TIS.BC



Other user

Select "Other User"



Type LCS username (provided by HR) in full email format followed by password then press Enter to login

ex. Name: Duck Donald

username : donaldd + @leonschools.net =  
donaldd@leonschools.net

PW : provided by HR



Other user

donaldd@leonschools.net

..... |  

Sign in to: leonschools.net

How do I sign in to another domain?

*\*For password resets please reach out to the Helpdesk 487-7524.*



TIS.BC



Other user





## Other user

The user's password must be changed before signing in.

OK

Cancel



Other user

donaldd@leonschools.net

••••••••

New password

Confirm password



Sign in to: leonschools.net

How do I sign in to another domain?

Cancel

Create a NEW password which will be active for 60 days.

**MUST HAVE:**  
minimum 8 characters  
1 Capital letter  
1 lower case letter  
1 special character

ex.  
20W!nter22



Recycle Bin



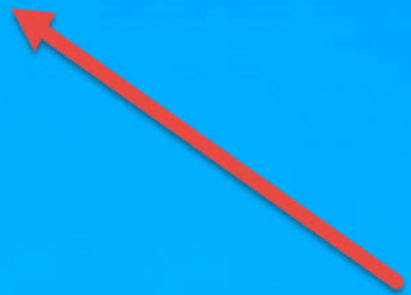
Firefox



Google Chrome



Microsoft Edge



**Navigate to Google Chrome**



Search Google or type a URL



In the Web search URL type in the following: [www.leonschools.net](http://www.leonschools.net)

Then press **Enter**





Our New Employee Job Application System (ATS) launches **December 6, 2021**. To learn more, click this link to [learn what steps are needed to create your new account and application profile](#).  
→ Scroll down on the homepage to see the instructions in the orange box or jump right in @ <https://www.leonschools.net/ATS> ←



For detailed information on how LCS is managing our COVID-19 response, please visit the In Class website. @ <https://www.leonschools.net/InClass>  
For Quarantine / Exposure Specific protocols please visit - <https://www.leonschools.net/Quarantine>



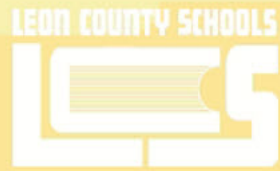
LEON COUNTY SCHOOLS 2021-2022 TEACHER OF THE YEAR

- Focus Portal
- Peachjar
- Bus Routes
- Meals and Nutrition
- District Administrators
- Class Link
- List Serv
- School Zones
- Student Enrollment
- Employment

Click on Classlink

LCS Announcements

ast links



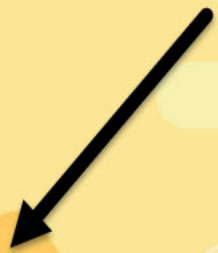
Welcome to ClassLink -

➔ Login with Username & Password

👁 Sign in with QuickCard

[Help, I forgot my password](#)

**Login to Classlink using the password you created to logon to the computer.**



Grid of application icons including: BoardDocs (Public), Can't log in? Clearing Ca..., Canvas - Leon, FOCUS - Leon, LCS Website, Leon LEADS / Prof Develop, Liquid Office (In Network..., Mojo Helpdesk, New! - Barracuda Archiver, New! - Barracuda Spam Ser..., Office 365, PATS, PATS (Hiring Authority), PDF Candy, PDF.Online, Remind, Schoolwires, Skyward, and User Guides.

Enter password you created to logon to the computer.  
 hint: you reset it prior to logon

**Active Directory Credentials**





















Please Enter Your Current Password to Verify

Password

Confirm Password

Cancel Save



 BoardDocs (Public)	 Can't log in? Clearing Ca...	 Canvas - Leon	 FOCUS - Leon	 LCS Website	 Leon LEADS / Prof Develop	 Liquid Office (In Network...	 Mojo Helpdesk	 New! - Barracuda Archiver	 New! - Barracuda Spam Ser...	 Office 365	 PATS	
 PATS (Hiring Authority)	 PDF Candy	 PDF Online	 Remind	 Schoolwires	 Skyward	 Teams	 Tech User Guides					

Find and Click on Office 365





## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Click "Next"



Next

# Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

## Microsoft Authenticator



### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next



[I want to set up a different method](#)

Click on "I want to set up a different method"

## Choose a different method ×

Which method would you like to use?

 ∨

click  
arrow

Cancel

Confirm



## Choose a different method ×

Which method would you like to use?

Phone Click "Phone"

Authenticator app



## Choose a different method ×

Which method would you like to use?

Click Cancel Confirm  
"Confirm"

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Select "Text me a code"

- Text me a code
- Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Must enter your personal Cell phone number

Then Click "Next"

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

We just sent a 6 digit code to +1 8506613578. Enter the code below.

[Resend code](#)

Back

Next

[I want to set up a different method](#)

A text message with a 6 digit code will be sent to the cell number entered on the previous page.

Then Click "Next"

NEXT PAGE : Click "Done"

- Home
- Create
- My Content
- Outlook**
- Teams
- Word
- Excel
- PowerPoint
- Forms

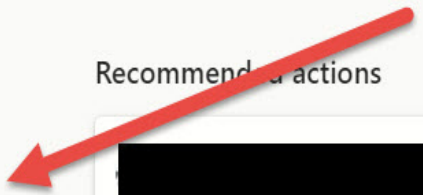
**Find and Click on the *Outlook* icon**

*\*Note: this is your District email*

Install Office

Good morning

Recommended actions



[Redacted]

You said, "I will let you know when I have a solution."

✓ Add to To Do

[Redacted]

[Redacted]

✓ Add to To Do

Quick access

- All
- Recently opened
- Shared
- Favorites

Upload

- Internet Use (AUP) and Security User ID Agreement 27m ago Michael sent this
- 3-8 3h ago

Inbox Filter

- Frontline Education

Dear [Name],

We are pleased to announce that you have been invited to join the Frontline Education platform. To get started, please click on the link below to create your account.

[Click here to create your account.](#)

**Locate and Click** on the email from **Frontline Education**.

Follow this invitation email to *Create/Setup* your access to **Frontline**.

Create a *NEW* username strictly for **Frontline**.

Select an item to read  
Nothing is selected