

SINGLE SIGN ON SYSTEM

A new system to access district tools/websites

All employees at Salem Public Schools have these two accounts:



Microsoft: first initial+lastname@salemk12.org

(ex: echamberlin@salemk12.org)

- Official email account
- Used to send and receive information related to your role here at Salem Public Schools



Google: firstname+lastname@learn.salemk12.org

(ex: ericchamberlin@learn.salemk12.org)

- Account needed to access SPS Chromebooks
- Allows users to access the Single Sign on Website
- Allows SPS to distribute extensions to the Chrome Browser
- Online storage/sharing through the GSuite(Google Drive, Docs, Sheets, Slides, etc)

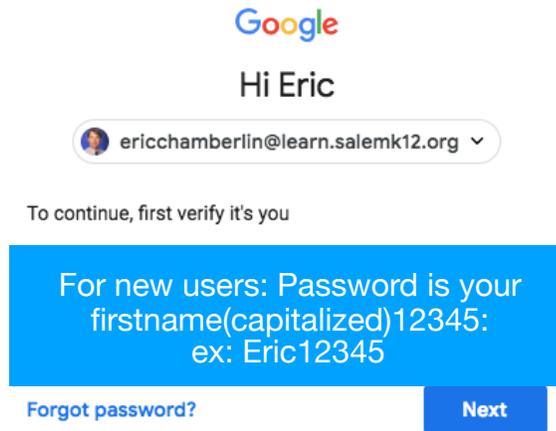
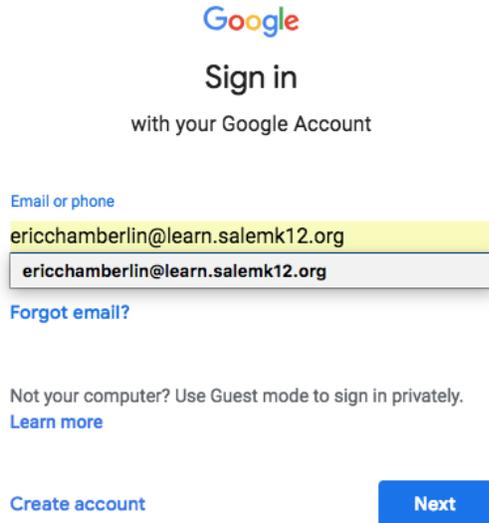
FYI - Office 365 is the official platform for email and communication for the city of Salem which is why we use Outlook for SPS email. The Google Domain is needed to organize and administer the Chromebook program as well as utilize the Google Suite of app. This is why we have the two systems.

It is vital that all staff know how to access both of these accounts for the reasons that will be used in this memo.

In order for all staff to be able to access key software and support, it is **ESSENTIAL** that all employees follow these instructions to access the Single Sign On System. If you have questions or issues, please email echamberlin@salemk12.org or text 978-998-5014.

Directions start on PAGE 2

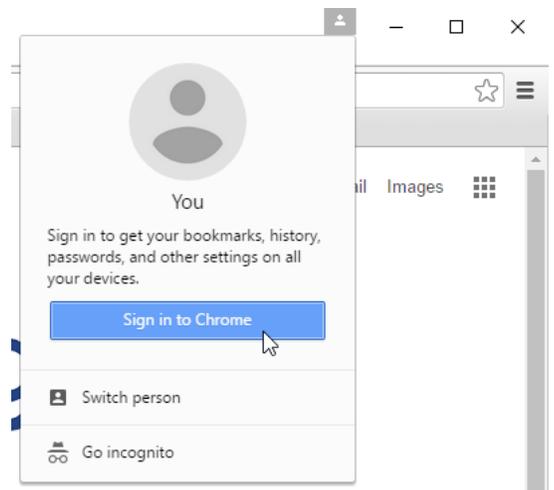
1 - Log into your @learn.salemk12.org Google Account. If you are new to this account, you will need to log in at least once for it to become active and for you to change your password. Your Google login credentials are <first name><last name>@learn.salemk12.org. Your initial password is <First name(capitalized)>12345.



2 - Download the Chrome Web browser - if you do not have it already, you can add it here: [Download Web Browser](#)

3 - Sign into the Chrome browser with your @learn.salemk12.org account.

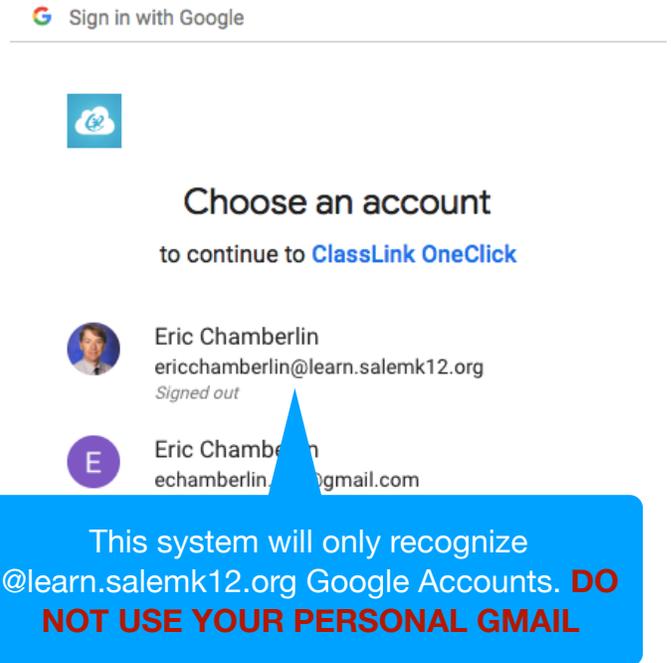
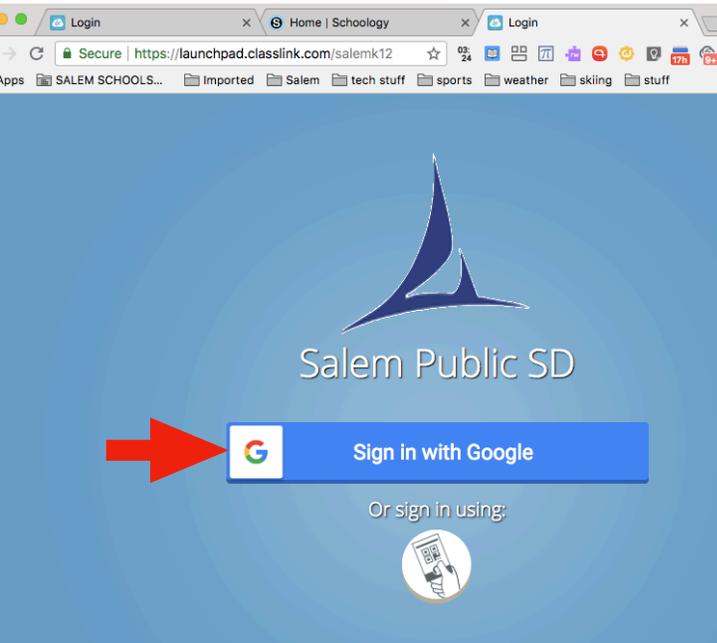
4 - Click on the bust icon in the top right of the browser. IF this is not there, and you have a name there, this means you are already signed into Chrome. Please verify that it is with your @learn.salemk12.org accounts.



By signing into your browser, this allows SPS to add essential apps and extensions to your browser.

SINGLE SIGN ON - New this year is a Single Sign On solution. This portal allows you to access the various apps and programs that SPS has. You can add your own personal apps/links as well. In addition, it allows us to collect valuable usage data to assist us in our professional development plans, software purchasing, etc.

1 - click on the link/go to this website: my.classlink.com/salemk12

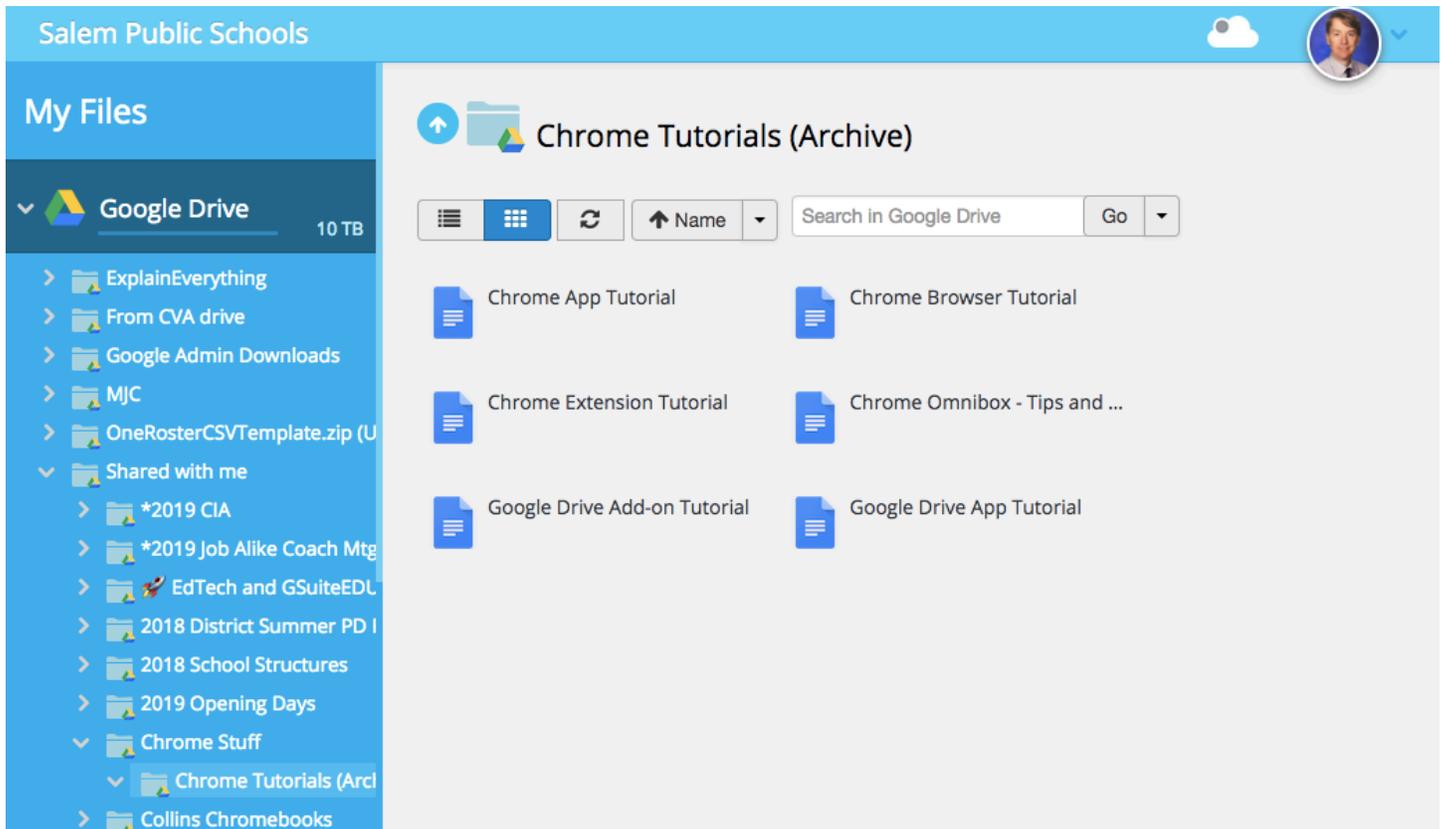


2 - Once logged in, you will be in the Single Sign on Portal(yours will look slightly different than mine). As of now, the system acts as a Password locker. When you FIRST click on an app, it will prompt you to log in. When you click Save, the system will then remember your log in and you won't be prompted for a login in subsequent visits. **If the icon does not have a blue ribbon with a key across the corner, then this is simply a weblink - no password required or saved.



*** IF you click on a link and you get an alert that you need to install a CHROME extension for Classlink - click install, you only have to do this once. ***This will not happen if you are signed into Chrome with your @learn account as advised above.***

OPTIONAL: At the bottom of the Single Sign on Page is a tab for MY FILES. This will allow you to sign into your Google Drive and access all the files and folders.



CONGRATULATIONS!!! If you made it this far, you are into the system. We will be sending out additional instructions very soon on how to use and personalize this tool.