

**Welcome New Staff
Elkhorn Area School District**

District Login

There are 2 main logins: Networks and Google

Network Login: (computer login, Skyward and HelpDesk)

- User Name: 4 and 2 (4 letters of last name and 2 of first)
- Default Password: Elkhorn101

Google Login:

- 4 and 2@elkhorn.k12.wi.us
- Default Password: Elkhorn101

Changing Passwords

Network Password: Log on computer with default: ctrl, alt and delete, change password.

Go to www.google.com/settings, log in to google account, security tab, change password.

HelpDesk

Help Desk tickets can be accessed 2 ways:

1. Log in the Help Desk System
2. Send a help request through gmail

Help Desk System:

Go to www.elkhorn.k12.wi.us

Click on the District Office Tab

Scroll to 'Staff Resources' in lower left column

Under 'Staff Resources' click on Technology Help Desk

Log in with Network password (4 and 2 login)

Gmail System - Go to gmail account, compose, send to: HelpDesk. Type in subject and body of email and a ticket will be generated.

Network Drives

Once you are logged into the network you will have the following network drives available:

1. H: (Home Directory) - Personal Drive
2. P: (Public Drive) - Administration documents
3. S: (Common Student Drive) - student templates documents
4. T: (Common Teacher Drive) - teacher and substitute documents
5. W: (Student H drive) - View of all students folders

[Click here for You Tube Video on District Drives](#)

Odyssey

Personalized learning paths and activities for elementary and secondary students.

- Access Odyssey from the EASD Website.
- Staff Login: 4 and 2, Default Password: Elkhorn101, Server: Elkhorn
- Student Login: 5 and 3, district password (can be found in Skyward), Server: Elkhorn

[Click here for Odyssey Online Help](#)

Gmail

Your email address is:
4 and 2 @elkhorn.k12.wi.us

To access mail: www.gmail.com
Log into google account
(Default Password: Elkhorn101)

Educator Access Plus

- Educator Access Plus - Contains all student information and your teacher gradebook.
- To access Educator Access Plus go to the Elkhorn School District Website (www.elkhorn.k12.wi.us).
- Go to District Office tab, staff resources on lower left column and Educator Access Plus under resources.
- Log into Skyward - Educator Access with network login (4 and 2) - pw: default password: Elkhorn101

Special Features on EA +

- Message Center
- Widgets
- Skyward Assignments

EASD For Sale Postings

Send an email to: EASD4Sale to post items that you would like to sell in district. Invite will be sent to all staff members at the beginning of the school year.

Staff Directory

- Staff directory is located on the EASD webpage (www.elkhorn.k12.wi.us).
- Staff directory is located under the District Office Tab, Staff directory (lower left column)
- Staff Directory includes staff name, email address, phone # and extension, title and classroom webpage link.

Please check the staff directory and make sure your information is correct. If not, please take the time right now to submit a Help Desk ticket and include the correct information.