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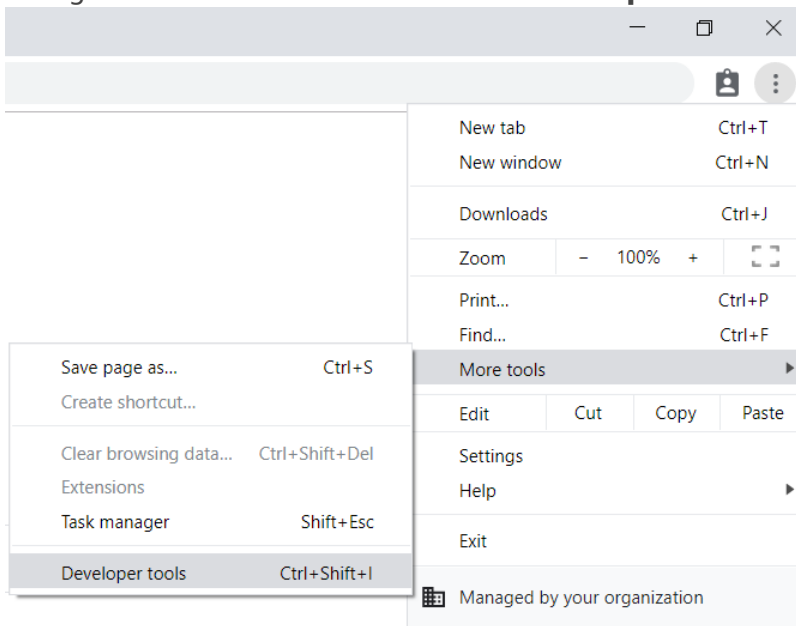
Adobe Flash

Notice: Adobe Flash Player support has been fully removed from all major web browsers as of December 2020. There is no longer any way to enable Flash content on websites. The official announcement from Adobe which links to official announcements from all major browsers is available [here](#).

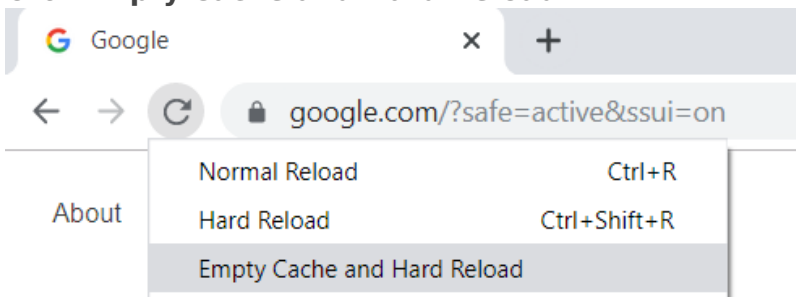
Clear a Web Page Cache

Sometimes updates to a website will cause the site to appear broken for people who have previously visited the site. This is usually caused by caching. The quickest way to fix the issue is to clear your cache for the website that is not working correctly.

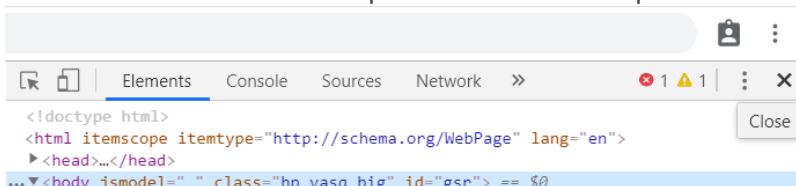
1. Navigate to the web page that is not working
2. Navigate to **Menu > More tools > Developer tools** OR press **Ctrl + Shift + I**



3. **Right Click** on the **Refresh** button
4. Click **Empty Cache and Hard Reload**



5. Click the small **X** in the top-left of the developer tools sidebar to close Developer Tools



Create a Password Protected Document

Overview

This guide will show you how to create a document in Microsoft Office(Word, PowerPoint, Etc.)that requires a password to view. This can be useful to protect documents from being opened until a password is provided, such as for testing.

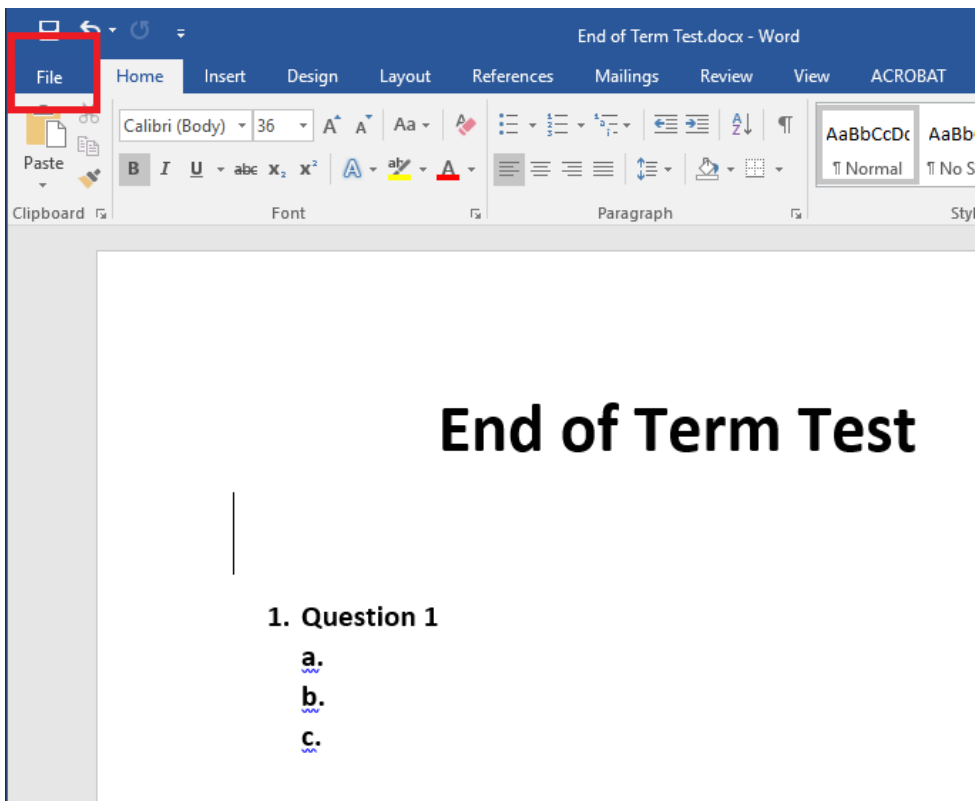
How to add a password to an Office document

This tutorial is specific to Microsoft Word, but the same options are available in all Office products(Word, Excel, PowerPoint, Etc.)

PLEASE NOTE: We strongly recommend saving a separate backup copy of the document that you do not intend to share before adding a password in case the password is lost.

First, Open your document that you want to lock with a password.

Click File in the top left corner to access file options



Click **Protect Document** and select **Encrypt with Password**. [Note: In other documents, the Protect option might be slightly different. For instance, in PowerPoint the option is called Protect Presentation. It will do the same thing.]

←

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

End of Term Test.docx - Word

?

—

□

×

Sign in

Info

End of Term Test

Documents

Protect Document

Mark as Final

Let readers know the document is final and make it read-only

Encrypt with Password

Password-protect this document

Restrict Editing

Control the types of changes others can make

Restrict Access

Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature

Ensure the integrity of the document by adding an invisible digital signature

Control what types of changes people can make to this document.

are that it contains:
author's name

r unsaved changes.
ges.

Properties ▾

Size

12.4KB

Pages

1

Words

22

Total Editing Time

2 Minutes

Title

Add a title

Tags

Add a tag

Comments

Add comments

Related Dates

Last Modified

Today, 1:46 PM

Created

Today, 1:45 PM

Last Printed

Related People

Author

Michael Perkins

Add an author

Last Modified By

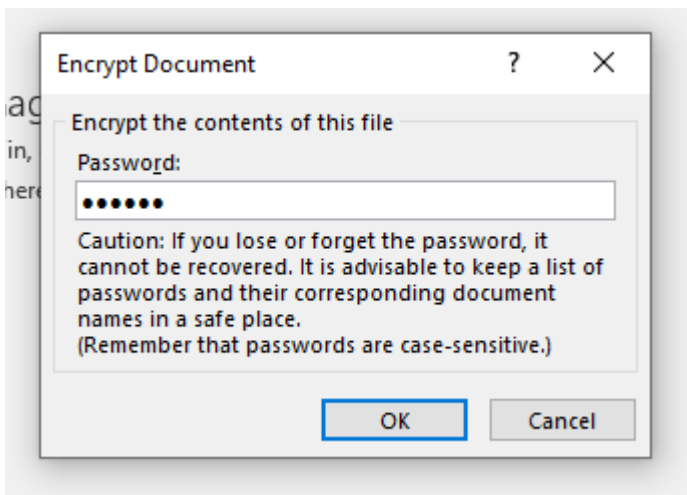
Michael Perkins

Related Documents

Open File Location

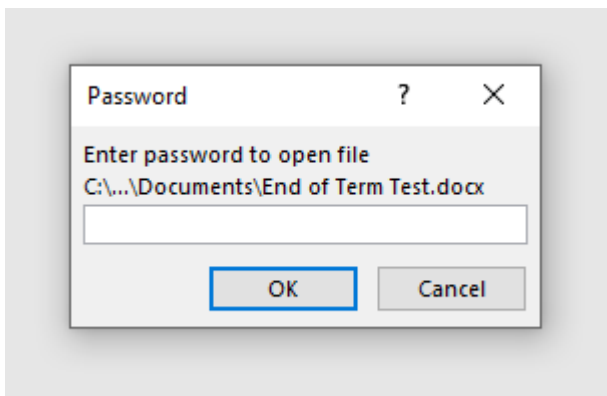
Show All Properties

When prompted, enter a password for this document. **PLEASE NOTE:** This password is case sensitive. Once a password is set, you will not be able to open or modify the document again without entering the password, so the password should be either one that is easy to remember or should be documented so that it is not lost.



Save your document again to verify that the document is save with your password.

The next time the document is opened, it will prompt for a password before the content can be viewed. Enter the password and click OK to view the document.



If you run into any issues in setting a password on your Office document, please submit a help-desk ticket through [Eduphoria](#) and a technician will be able to assist you.

OpenVPN Setup

Some networks restrict VPN usage. If you are experiencing issues, see the troubleshooting section below.

Setup

1. Go to <https://vpn.princetonisd.net> in a web browser and log in with your computer credentials
 1. Note: You must be on the district network to complete this step. If you need immediate access and are off-site please call (469) 952-5414
 2. Note: If you are unable to log in, please put in a HelpDesk ticket to request access.
2. Log Out or close the tab
3. Download and install OpenVPN Connect from <https://openvpn.net/client/>
4. Download the **PISD-VPN.ovpn** profile attached to this article (**left side** of the page or **Info** tab)
5. Open **OpenVPN Connect**
6. Click **Upload File**
7. Click **Browse**
8. Browse to and open the VPN profile from step 4
9. Enter your computer username in the **Username** field
10. Check the Save password box
11. Enter your computer password in the **Password** field
12. Click **Connect** to save changes

Connect

1. Open **OpenVPN Connect**
2. Click the on the VPN profile listed
3. Enter credentials if prompted

Troubleshooting

Unable to connect to VPN

If you're unable to connect to VPN try the following.

- Reinstall OpenVPN Connect
- Starting with step 4, attempt to use the **PISD-VPN_Alternate** profile instead of **PISD-VPN**

Unable to access the OpenVPN website

Some networks block VPN related websites. Use our alternate links below.

- [Windows](#)
- [macOS](#)

Manage Student Passwords

Teachers and designated campus managers have the ability to manage passwords for students under their care.

Access the Rostering Portal

1. Log in the ClassLink
2. Click on Rostering Portal (SSO)

Print student logins

1. In the Rostering Portal, go to the **Students** page
2. **Select** the students you want to include (optional)
3. In the upper-right of the student list, click the **printer icon**
4. A printable PDF will be generated

Reset a student's password

1. In the Rostering Portal, go to the **Students** page
2. Find the **student** and click the **key** icon on the far right side of their row
3. Make a **note** of **the new password** displayed
4. Click **Reset Password**

Reset multiple students' passwords

1. In the Rostering Portal, go to the **Students** page
2. Select the students you want to include
3. In the upper-right of the student list, click the **key icon**
4. Make a **note** of **the new passwords** displayed for each student (or click the **printer icon**)
5. Click **Reset Password**

Standardized Testing

Chromebooks

When using a Chromebook for standardized testing there is no need to log in. Click the Apps button at the bottom of the login screen and select the desired test. From there, follow instructions for the specific test which should be located in the testing manual.

Lab Computers

Some computer labs contain Chromeboxes. These labs will have the computers attached to the back of the screen. Use the procedures for Chromebooks when working in these labs.

For TELPAS testing, the testing application is called TestNav. Searching for TELPAS is unlikely to return any results.

When using a lab computer for standardized testing, you must log in with the credentials below. From there, locate the desired test icon on the desktop. If no shortcut appears on the desktop, open the start menu and search for the test there.

Username: test

Password: test.test

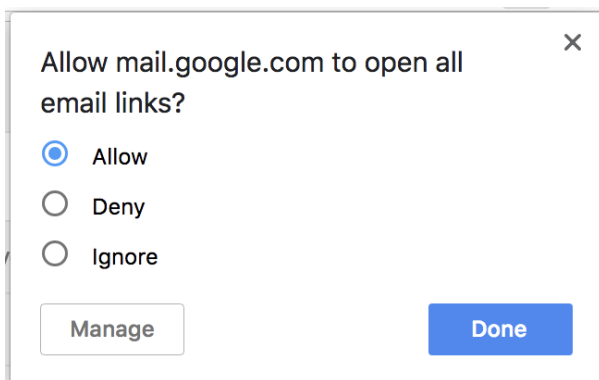
Use Gmail to Open Email Links

In order to open Email (mailto) links, Gmail must be allowed to act as a service handler. This tutorial explains how to do that.

1. Open **Google Chrome**
2. Go to **gmail.com**
3. In the address bar, click the **Service Handler** button (see below)



4. Click **Allow** then click **Done**



5. Email links will now open in Gmail

Use the App Portal on Windows

Princeton ISD provides an app portal which can be accessed from district machines to install district software through a self-service process. For the purpose of this tutorial, Google Drive File Stream will be used but the process is the same for every item in the app portal.

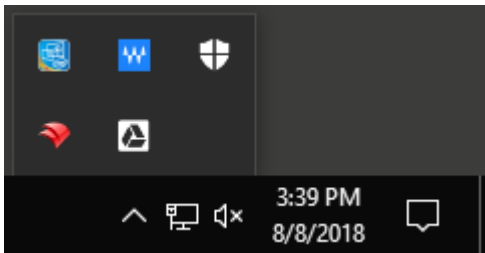
1. Click on the FileWave Kiosk icon in the application tray which is in the lower-right corner of the screen. It should look something like the below picture.



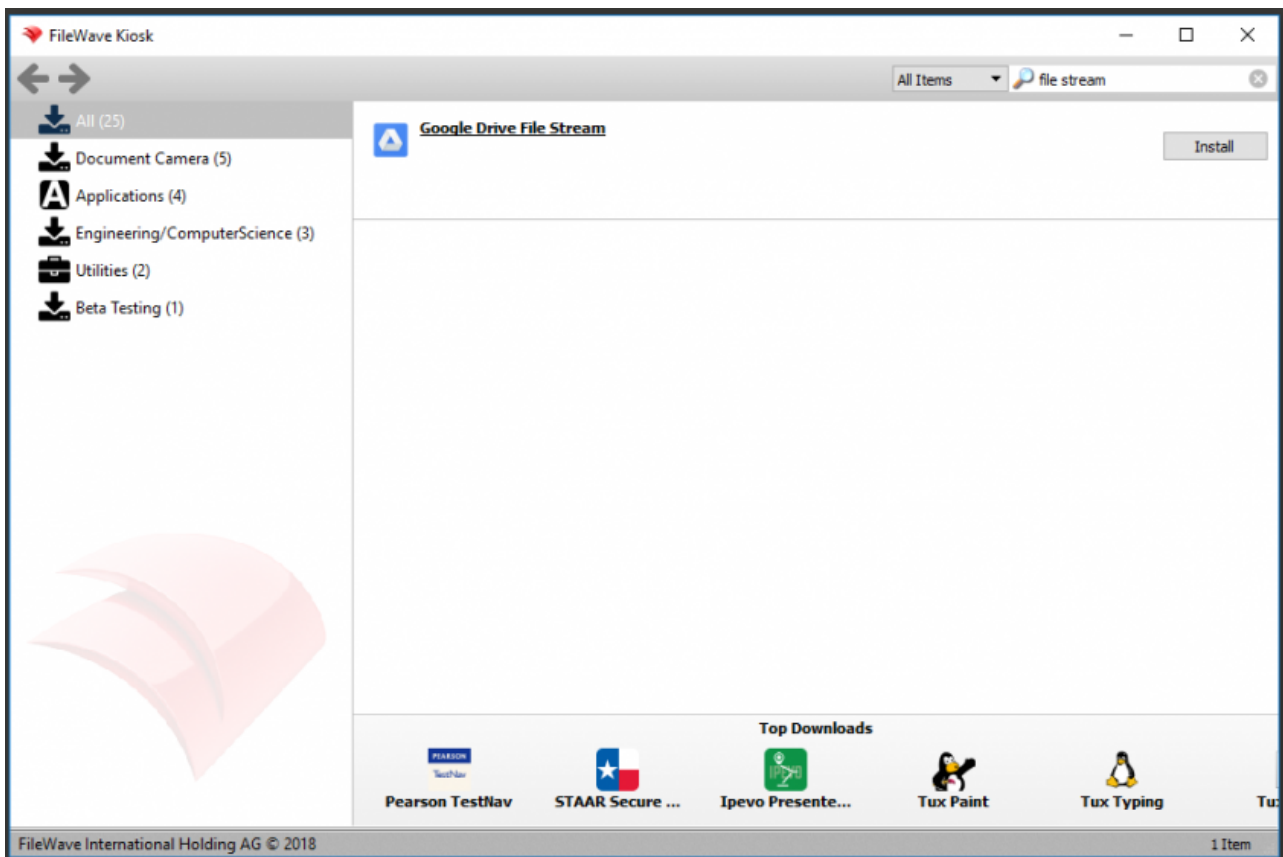
If the FileWave Kiosk does not appear, click the caret icon (see below) to expand the list.



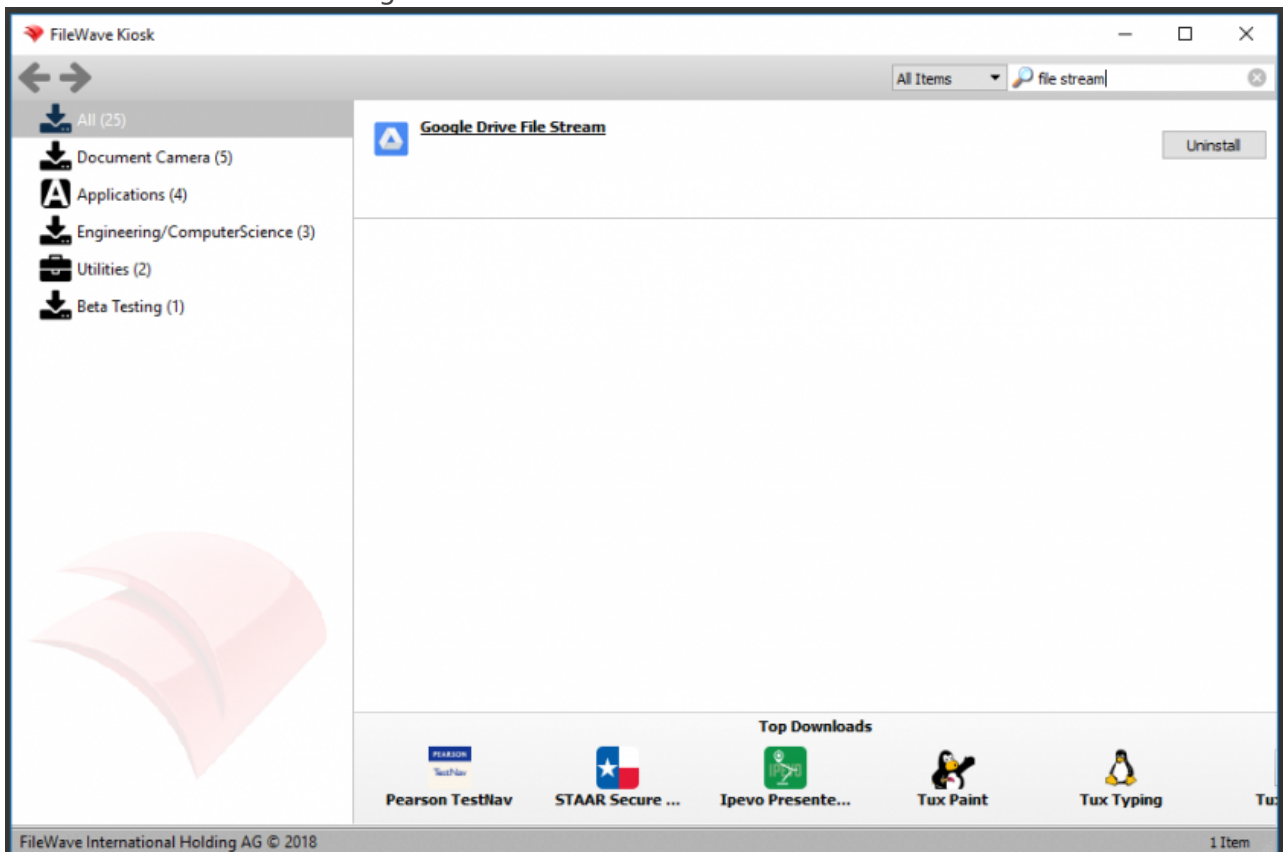
The result should look like the below image.



2. Once the FileWave Kiosk has launched a list of applications is shown. If you do not see the application you are looking for use the search box in the upper-right corner. Since this tutorial uses Google Drive File Stream, we will type file stream and hit enter. Doing so returns one result as shown below.



3. To install an application, click the Install button to the right of that application. Depending on the application it may take a long time to complete. Once the application is installed, the Install button will change to an Uninstall button as shown below.



4. Repeat the process for any additional applications that you want to install.

Use the Knowledge Base

Navigation

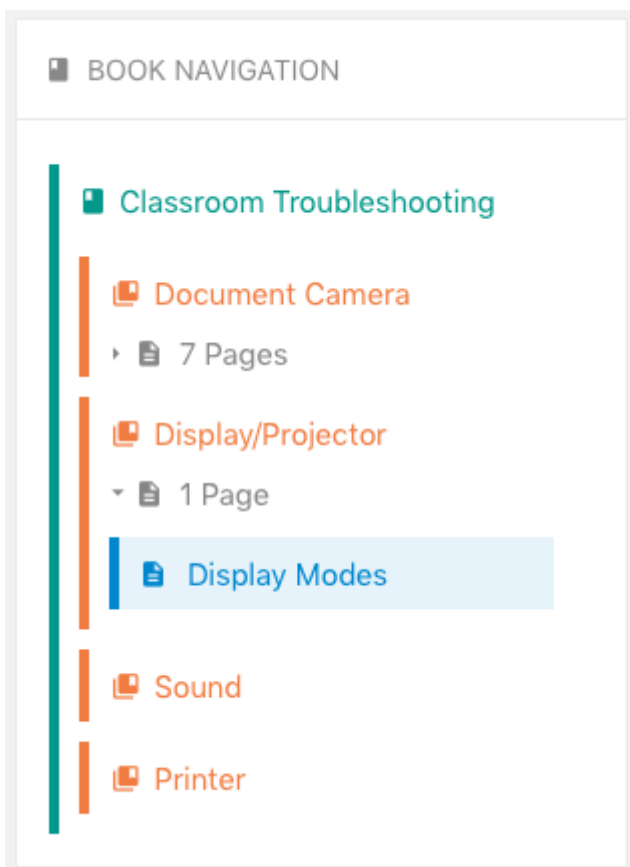
Getting Started

The knowledge base is organized into **books** and **chapters**. The best place to begin browsing at the books page. There is a link labeled Books on the blue bar at the top of the page. Alternatively, click the image below.



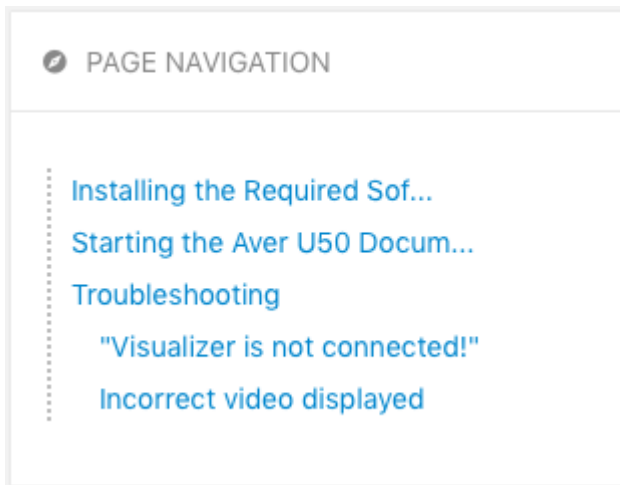
Books and Chapters

Within Book, Chapters, and Pages, a module is displayed on the left side of the screen labeled BOOK NAVIGATION. This module displays a tree view of your current position within the knowledge base. It can be used to navigate easily to another spot in the tree.



Pages

In addition to the BOOK NAVIGATION module, a Page Navigation module is displayed in Page view. This allow for quick navigation to the relevant portion of a given page. For example, in the following article, it is easy to navigate quickly to the "Visualizer is not connected!" troubleshooting steps by simply clicking the link.



Search

The best place to start looking for a solution is to use the search bar at the top of the page. Enter some text and then hit the **Enter/Return** key to search. Results can be further refined by using the tools on the left side of the results page.

A screenshot of the Princeton ISD Knowledge Base search results page. The page has a blue header with the Princeton ISD logo, a search bar containing 'document camera', and links for 'Books' and 'Log in'. Below the header, the page title 'Princeton ISD Knowledge Base' is displayed. The main content area shows 'Search Results' for the query 'document camera', with 8 total results found. The results are listed as follows: 1. 'Using the Aver CP135 Document Camera' with a subtext 'Installing the Required Software In order to use the Aver CP135 document camera, the Sphere 2 ...'. 2. 'Using the LadiBug DC-158 Document Camera' with a subtext 'The below procedure is for USB operation only. If the document camera has more than two cab...'. 3. 'Using the Aver 300AF Document Camera' with a subtext 'Installing the Required Software In order to use the Aver 300AF document camera, the Sphere 2 ...'. 4. 'Using the Aver U50 Document Camera' with a subtext 'Installing the Required Software In order to use the Aver U50 document camera, the Sphere 2 so...'. 5. 'Using the IPEVO Ziggy-HD Document Camera'. On the left side of the page, there is a 'SEARCH FILTERS' section with various options: 'Content Type' (PAGE, CHAPTER, BOOK), 'Exact Matches' (Add), 'Tag Searches' (Add), 'Options' (VIEWED BY ME, NOT VIEWED BY ME, PERMISSIONS SET, CREATED BY ME, UPDATED BY ME), and 'Date Options' (Updated after, Updated before, Created after, Created before, each with a 'Set Date' link). At the bottom of the filters is a blue 'UPDATE SEARCH' button.

Logging In

Some Knowledge Base articles contain information that should not be visible to students. In order to view these articles, you need to be logged in using the same credentials you use to log in to your computer.

1. Click the **Log In** button in the upper-right corner of the screen.



2. Click **LOGIN WITH CLASSLINK**.

Virtual Student How-To

Log in to Google Chrome for school

<https://www.youtube.com/embed/HQOHyaUjf28>

Log in to ClassLink

https://www.youtube.com/embed/oQ_IFwvCMvE

Log in to Google Classroom

https://www.youtube.com/embed/C6VBS2W_XVw

Join a Class in Google Classroom

<https://www.youtube.com/embed/yLUngjVz0bQ>

Join a Live Google Meet Class

<https://www.youtube.com/embed/IsGIL32U35Y>

Using Google Meet

<https://www.youtube.com/embed/w3tWfo-MfPk>

Complete and Turn in Google Slides Activity

<https://www.youtube.com/embed/eQlbV7KvcNY>

Complete and Turn in a Google Docs Activity

<https://www.youtube.com/embed/AOjsOwmikQg>

Log in to SeeSaw

<https://www.youtube.com/embed/H5nQ0o-uVGE>

Log in to BrainPopJr

<https://www.youtube.com/embed/HhTkWNj3ReE>

Edgenuity

<https://www.youtube.com/embed/GcqUeRoe7Mk>

Assignment with no Attachement

https://www.youtube.com/embed/57Jpn5XIX_k

Make a Copy of an Attached File

<https://www.youtube.com/embed/HiLbUdkHRfc>

HyperDoc Spanish Assignments

<https://www.youtube.com/embed/FSjvYr0MtAg>

Record Yourself with VLC

It is possible to use VLC to capture audio and video from your webcam to a video file. To do so, follow the instructions below.

1. Open VLC media player
2. Click **Media > Open Capture Device** (or press **Ctrl + C**)
3. From the **Video device name** dropdown, select your camera.
4. From the **Audio device name** dropdown, select your audio device.
5. Click the arrow next to the Play button and click **Convert** (or press **Ctrl + O**)
6. If you want to see yourself as you record, check the **Display the output** box in the **Settings** section.
7. In the **Destination** section, click **Browse**.
8. Browse to the location where you want your video to be saved and enter a name in the **File name** field.
9. Click **Save** then click **Start**
10. Once you are finished recording, click the Stop button at the bottom of the VLC window.

Login Cheat Sheet

This document is intended for staff members. If you are a substitute teacher, please [click here](#).

Overview

Princeton ISD uses multiple systems that you may be required to use. This document outlines some of the more common systems and how to access them. If you are unsure which systems pertain to you, please see your supervisor for more information. If you are having trouble accessing a system that you need, please [create a Helpdesk ticket in Eduphoria](#). You may also contact the Technology Helpdesk at extension 2099 or (469) 952-5414

Terms

ClassLink

ClassLink is the main portal for the district. It contains links to most of the systems that are used across the district. You can learn more about ClassLink by [clicking here](#).

ClassLink SSO

ClassLink SSO means that the app uses ClassLink to sign you in. That means that as long as you launch the app from ClassLink, you will be signed in automatically.

Google SSO

Google SSO means that the app uses Google to sign you in. That means that, as long as you are signed in to your Princeton ISD Google account, you should be able to use the **Sign in with Google** button on the website to log in without a password.

Quick Reference Table

This section is intended as a quick reference. For more information about these resources, please scroll down.

System	Typical Username	Default Password	POC for Access Issues
District Computer	FirstName.LastName	Welcome Email from noreply@princetonisd.net	Technology (469) 952-5414
Classlink	Same as Computer Login	Same as Computer Login	Technology (469) 952-5414
Google Services (including Gmail)	Classlink SSO	Classlink SSO	Eduphoria Ticket
Infinite Campus	Classlink SSO	Classlink SSO	Campus PEIMS coordinator or KPerkins@princetonisd.net
PISD Website	<First Initial><Surname> or FirstName.LastName	P@nthers	Eduphoria Ticket (District Website category)
Eduphoria	Classlink SSO	Classlink SSO	Technology (469) 952-5414
SmartFind Express	Employee ID	Employee ID	payroll@princetonisd.net
Employee Access	Google SSO	Google SSO	payroll@princetonisd.net
TalentEd	Google SSO	Google SSO	payroll@princetonisd.net
Teks Resource System	Self registration	Self registration	Instructional Coach
TimeClock Plus	Employee ID	N/A	payroll@princetonisd.net
EduHero	Google SSO	Google SSO	Eduphoria Ticket

District Computers & Classlink

The credentials for your computer login and Classlink are the same. You should receive these through the Welcome email from noreply@princetonisd.net when you are hired. The Welcome email is sent to your personal email address on file with HR. If you need a new welcome email sent to you, please contact Technology at (469) 952-5414.

URL: <https://classlink.princetonisd.net>

Typical Username: FirstName.LastName (e.g. Princeton.Panthers)

Default Password: Check Welcome email from noreply@princetonisd.net

POC for Access: Technology Helpdesk

PLEASE NOTE: The username is not your email address. Do NOT include the '@princetonisd.net' or the login will fail.

Gmail & Other Google Services

Gmail and other Google services (e.g. Google Drive, Google Meets, etc) can be accessed by using the icons in Classlink. Under ideal circumstances, you will be logged into that Google service without any further effort.

There may be times when you're prompted for an email address to login. Please enter your PISD email address. This should redirect you to the Classlink login page where you can enter your Classlink credentials. You should then have access to the Google service. For more information on this, please visit the knowledge base article [here](#).

Username: Classlink SSO

Password: Classlink SSO

POC for Access: Eduphoria Ticket *or* Technology Helpdesk

Substitute Teachers do not have access to Google services, however your email address can still be used for logging into other services that use Google to sign in.

Infinite Campus

URL: <https://princetontx.infinitecampus.org/campus/princeton.jsp>

Typical Username: Classlink SSO

Default Password: Classlink SSO

POC for Access: Campus PEIMS Coordinator or Ms. Kristin Perkins (KPerkins@princetonisd.net)

Princeton ISD Website

The Princeton ISD website is where your teacher webpage exists. You can login to this site to create and update your webpage.

URL: <https://www.princetonisd.net/>

Typical Username: First Initial & Surname (e.g. PPanthers) *or* FirstName.LastName (e.g. Princeton.Panthers)

Default Password: P@nthers

POC for Access: District Webmaster, Ms. Katie Guinn (katie.guinn@princetonisd.net).

Eduphoria

This platform is used for multiple purposes including Testing, Staff Evaluations, and Maintenance/Technology Tickets. This system can be accessed by using the Eduphoria Icon in the Classlink launchpad.

URL: <https://princeton.schoolobjects.com/>

Username: Classlink SSO

Default Password: Classlink SSO

POC for Access: Technology Helpdesk

SmartFind Express

This system is used to request time off and substitute teachers.

URL: <https://princetonisd.sfe.powerschool.com/logOnInitAction.do>

Typical Username: Employee ID

Default Password: Employee ID

POC for Access: payroll@princetonisd.net

If you have never logged into this account, you **MUST** call (469) 717-4561 to setup your account. PLEASE NOTE: you **MUST** call from a personal phone number; this **CANNOT** be done with a district phone. After completing this phone setup, you will be able to access your account through the login page.

Having trouble logging in? See view the "Flowchart - PowerSchoolAccountAccess" PDF file attached to this article. This **ONLY** works if you have already setup your account through the phone number.

Employee Access

This platform manages personal information and can be used to track Salary/Benefits information.

URL:
<https://efp224eac.efinanceplus.powerschool.com/eFP22.4/EmployeeAccessCenter/Web/ExternalLogin.aspx?districtid=f6681889-502e-4a0a-bc10-4bee3fc8fdae>

URL (Former Employees):
<https://efp224eac.efinanceplus.powerschool.com/eFP22.4/EmployeeAccessCenter/Web/Default.aspx?profile=f2e239b1-4360-4f50-8592-342d2b570d4c>

Typical Username: Google SSO

Default Password: Google SSO

POC for Access: payroll@princetonisd.net

Having trouble logging in? See view the "Flowchart - PowerSchoolAccountAccess" PDF file attached to this article

TalentEd (Employee Records)

This platform is used to fill out employee documents including on-boarding documents, contract renewals, and other employee record-keeping.

URL: <https://princetonisd.tedk12.com/records>

URL (On-Boarding): <https://princetonisd.tedk12.com/sso/newhire>

Username: Google SSO

Password: Google SSO

POC for Access: payroll@princetonisd.net

New hire employees should use the On-Boarding URL. Once your account has been fully setup, you can access your employee records with the normal URL and your PISD email address.

Having trouble logging in? See view the "Flowchart - PowerSchoolAccountAccess" PDF file attached to this article

TEKS Resource System

Access TEKS resources. This system is mostly intended for teachers.

URL: <https://go.tcmpe.org/>

Typical Username: Self registration

Default Password: Self registration

POC for Access: Instructional Coaches

You can reset your password for this system by selecting the Forgot Password option, and entering your PISD email address. It will send an email to your PISD inbox with instructions to reset the password.

TimeClock Plus

This is the system for tracking employee work hours (for positions that require it).

URL: <https://274066.tcplusondemand.com/app/webclock/#/EmployeeLogOn/274066/1>

Username: Employee ID

POC for Access: payroll@princetonisd.net

Instructions for setting up the mobile app can be found at
<https://kb.princetonisd.net/books/timeclock-plus/page/mobileclock-app-installation-and-setup>

Time Clock Managers can access their dashboard from
<https://274066.tcplusondemand.com/app/manager/#/ManagerLogOn/274066>

EduHero

This system is used for professional development courses.

URL: <https://eduhero.net/promo.php>

Username: Google SSO

Default Password: Google SSO

POC for Access: Technology Helpdesk

Login Cheat Sheet for Substitutes

If you are a long-term sub or an employee, please see the **full cheat sheet**.

Overview

This document outlines how to access the district systems that substitutes need to use. **If you are unable to access one of these systems, please call (469) 952-5414 for assistance.**

First Steps

All of the systems that subs need use Google to log in so the first step is to get logged in to Google.

1. If you are using a personal device, open an Incognito/Private tab in your browser
2. Log in the ClassLink (<https://classlink.princetonisd.net>).
 1. If you are unsure how to log in to ClassLink, please see the welcome email you were sent when you were hired. If you no longer have access to that email, please contact technology at (469) 952-5414 to have a new welcome email sent.
3. Click on **Gmail (SSO)**
4. If prompted, click **I understand**
5. You will be taken to a page that says you do not have access to Gmail. That means it worked.
6. Close the tab and return to ClassLink. You are now able to log in to other services that use Google to sign in.

PLEASE NOTE: The username is not your Google account. Do NOT include '@princetonisd.net' in your username

EduHero

Access trainings required by the district.

If you have not completed the steps in the [First Steps](#) section, please do that first.

1. Log in to **ClassLink** (<https://classlink.princetonisd.net>)
2. Click **EduHero**
3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

SmartFind Express

Find and accept sub jobs.

If you have never logged into this account, you **MUST** call (469) 717-4561 to setup your account. PLEASE NOTE: you **MUST** call from a personal phone number; this **CANNOT** be done with a district phone. After completing this phone setup, you will be able to access your account through the login page.

If you have not completed the steps in the [First Steps](#) section, please do that first.

1. Log in to **ClassLink** (<https://classlink.princetonisd.net>)
2. Click **SmartFind Express**
3. If you have never logged in to SmartFind before, please complete the steps on the left side of the page to set up your account
4. Click **Google**
5. If prompted, select your princetonisd.net Google account from the list

Employee Access

View and update your personal information. Access pay stubs.

If you have not completed the steps in the [First Steps](#) section, please do that first.

1. Log in to **ClassLink** (<https://classlink.princetonisd.net>)
2. Click **Employee Access**

3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

Talent Ed

Apply for district jobs and sign district documents.

If you have not completed the steps in the [First Steps](#) section, please do that first.

1. Log in to **ClassLink** (<https://classlink.princetonisd.net>)
2. Click **TalentEd**
3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

Activate Unity

Unity is installed automatically where required but activation must be completed by the end-user using the following steps.

1. Open **Unity Hub**
2. Open **Unity**
3. When prompted, click **Open Hub**
4. Click the **user profile** button in the **top-right** of **Unity Hub** and click **Sign in**
5. Click the **Google logo** and follow the process to sign in with your Princeton ISD account
6. Click on the **cog** in the **top-right** corner of **Unity Hub**
7. Click **License Management**
8. Click **ACTIVATE NEW LICENSE**
9. Select **Unity Plus or Pro**
10. Enter **E4-NJY2-XMK3-VZAY-YDQU-UE6H** in the serial number field
11. Click **Done**
12. You should now be able to use Unity

Multi Camera Video Playback (Unifi)

1. Click the link in the table below that corresponds to the campus you're looking for.
2. You will see a message that states **your connection is not private**
3. Click on **Advanced** on the bottom left and then click **Proceed to 10.xxx.246.1 (unsafe)** .
4. Go to **Playback** and choose the first camera that you want to watch.
5. Then look on the bottom right hand side of the video feed and you should see a symbol that looks like 3 squares and a plus sign and go ahead and click on that.
6. You will then be prompted to choose up to three more cameras. You can only look at up to 4 cameras at a time like this. The rest is just like you normally scrub through camera feeds.

If you have any questions please reach out to [Jonathon Yakel](#) or call me at extension 3471.

Campus	IP
Lovelady Indoor	10.144.246.1
Lovelady Outdoor	10.144.246.2
Clark	10.136.246.1
Lacy	10.64.246.1
Godwin	10.68.246.1
Harper	10.72.246.1
Smith	10.76.246.1
Lowe	10.80.246.1
Canup	10.132.246.10
DAEP	10.132.246.11
Daycare	10.132.246.253
Green	10.88.246.1
James	10.92.246.1

Adobe CC Self Service Install

When signing in to Adobe, do not use the Sign in with Google option. Enter your Princeton ISD email and continue through the prompts to sign in.

1. Go to Apps in Windows Settings and remove every Adobe app that is currently installed.
2. Open CMD as administrator and paste the following line then hit Enter
`\\share\techpublic_Apps\Adobe\ACC_SelfService_Windows_en_US_WIN_64\ACC_SelfService_Windows\Build\setup.exe`
3. Go to creativecloud.adobe.com and sign in with a Princeton email. (Do not sign in with Google)
4. Click on the user button in the top-right of the screen.
5. Click Install Creative Cloud Desktop and install the application that downloads.
6. Once Creative Cloud is installed, you should be able to open it, sign in, and download any Adobe products