

## “Today’s Topic” – Portal / Web Networks

Questions call: Karen Tohinaka- 646-4509 ex 4168 or your Schools STS.

The portal is for your use as needed but it is the only place to find your paychecks and tax information. You will find a lot of other school data there too. Below are the basics. As you explore you will find what you need.

1. Go to <https://ssportal.graniteschools.org/> (GSD / Employees / My GSD)
2. Log in with your AD Credentials (Username / password)

### Dashboard:

1. You have 2 dashboards to work with as shown in the Tabs across the top left side (Think Classroom and Personal)
2. Click on the tabs **Main** or **Desktop2** depending where you want to put your components
3. Click on the side bar
4. Click and hold a “tool” then drag it to any green dotted area and let go
5. You cannot move any component into the red dotted area.
6. Continue to do this until you have all the components you want on your dashboard. They are easy to get rid of.

### Applications: - Click on the sidebar, then “Applications”

1. Click, hold and drag Applications to the right side of the dashboard and let go
2. Go to the buttons at the top, click **Account, Password Management**
3. Highlight, delete dots and fill in your username and password for each application, then click **Update Information**
4. Go to the buttons at the top, Click **Account, Personalize** to get back to the Dashboard
5. Click on your application icon that you want to open to test it.

### Files/Home Directories:

1. Click on Sidebar
2. Documents
3. Click, hold and drag **Files** to the right side of the dashboard and let go
4. Click on **Staff Home Directory**
5. Two ways to add files to your Home Directory (from Outside GSD)
  - a. Click Upload, Browse, Choose file: Can only upload files
  - b. Drag and Drop from Desktop: Can upload files and folders

The above information is adapted from Karen’s instructions. It will get you started but I suggest a much more formal training AND exploration.