

Welcome to Northern Lights School Division #113

Your new ICTS account

As a new employee, you will be provided with a user account for use with computers, payroll information, and Office365 email. Use of your Office365 email account is necessary for all division-related communications, so please check your email often by going to <http://nlsd113.com/>, and click on Webmail Login at the top-right of the webpage.

Your account information will be provided in the following format:

Email address: FirstnameLastname@nlsd113.ca
Username (for computer and payroll): FirstnameLastname
Temporary Password: FirstnameMMDDYYYY (MMDDYYYY=your birthdate)

If you forget your password, don't worry, Northern Lights offers an easy way to reset it yourself. You can easily reset your password 24/7 based on simple, predefined questions. You will be prompted to complete Self-Service Password Reset (SSPRM) Enrollment the first time you logon to a school computer. After you successfully complete the Enrollment, you can reset your own password.

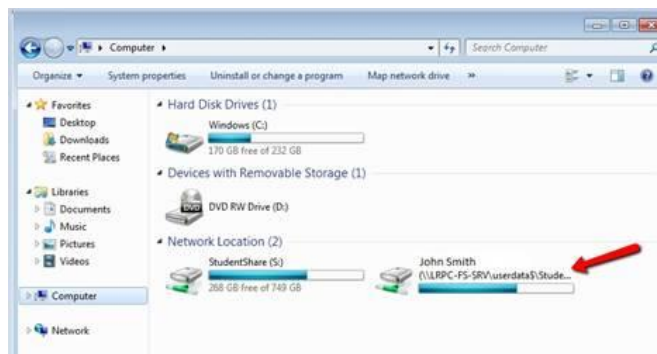
The "Forgot My Password" button appears on the Windows logon screen, or you can reset your password at any time, from any location - even from your smart devices such as smartphones and tablets, at <https://ssprm.nlsd113.org>.

Web Content Filtering

Northern Lights uses iBoss web content filtering to protect division networks and data, and to provide students with a safe and secure learning environment. If you encounter a "block page," you will be provided with the opportunity to enter your username and password to pass through the block. If you encounter a "hard block" that you cannot pass through, please contact the Service Desk. For best results, always test your links well in advance.

Your Data

Northern Lights currently provides two places to store your files, a network folder, and Office365 OneDrive. To guard against potential loss of data, save your files to the network Z: drive (it will be labelled with your name – see below picture example). Data stored in your network drive is backed-up nightly. Information saved to your desktop **is not retained** past logout or reboot. Alternatively use your Office 365 OneDrive linked to your division email account.



Flip the page for more . . .



Got Questions?

For all your technology needs
contact the ICTS Service Desk at:

(855) 425-3302

Hours of operation are
8:00am – 11:30am & 12:30pm – 4:30pm



Or email: servicedesk@nlsd113.ca



Please remember the following



The computers, VoIP phones, network and equipment attached to it belong to Northern Lights.

If you want to move something, [contact the Service Desk](#).

If you would like to disconnect anything, [contact the Service Desk](#).

For any and all changes or additions to existing technology, [contact the Service Desk](#).

No unauthorized devices such as routers, switches, or printers can be connected to the network.

If new software or technologies are required, review AP142 which is available on the division website.

If toner replacement or printer maintenance is required, notify your school administration immediately.