LVJUSD Gmail & Intranet

District Gmail

The Livermore School District has transitioned to **Gmail only**. Gmail accounts end in "lvjusd.org"

To change your temporary password, login to the Single Sign-On Portal at https://portal.lvjusd.k12.ca.us. Follow the password guidelines: 12 characters or more (not to include 3 or more characters in a row from the username). Then set up challenge questions and answers if you ever need to reset your password. You will also be prompted to install the webPass extension. See page two for more Portal features.

Go to https://mail.google.com/ to login to Gmail by entering your email address and password.

Intranet
Find Forms and Guides

The LVJUSD Intranet is a private network accessible only to LVJUSD staff for document sharing and calendars. The Intranet is searchable and contains internal district forms, commonly used links and resources.
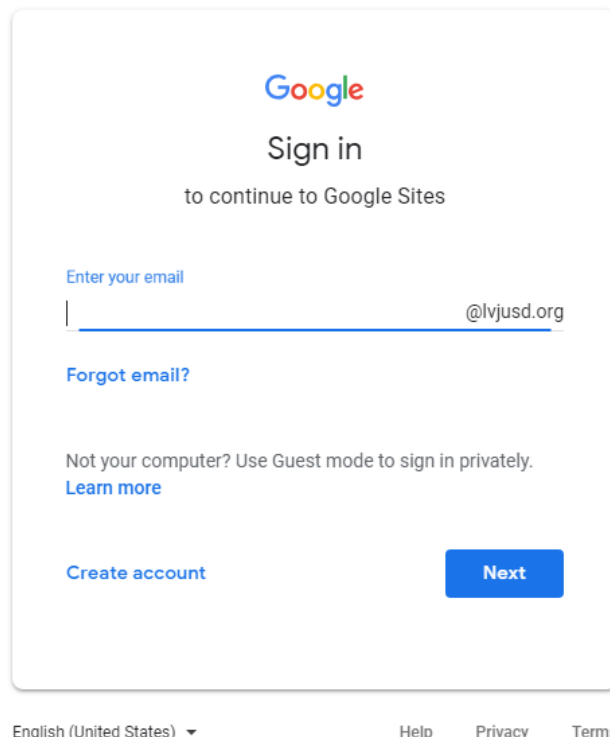
- Go to http://intranet.lvjusd.org
  (Bookmark for future use)

- Enter your lvjusd.org account
  (username@lvjusd.org)

  Click **Next**

- Enter your network password that you use for email, wireless and the Help Desk

  Click **Next**

The Information Technology page has many useful guides and how-to documents on topics including Wireless, BYOD, Google, School Loop, PowerSchool, PowerTeacher, and more. Looking for something specific, use the search bar in the upper right to search the entire site.

Single Sign-on Portal

Type your password once to automatically login to websites you frequently use.

Using the Chrome browser (recommended), go to http://portal.lvjusd.k12.ca.us and login with your current network/computer username (not email address) and password.

*Note: The **Reset Password** link if you forget your password.*

The first time you login, you will need to set up Challenge questions and answers to safeguard your account. You will also be prompted to install the webPass extension. Click Install, Install webPass, then Add to Chrome, and Add Extension. You will not need to install this extension again unless you use another browser.

After login, you will see tabs at the bottom of the page for the different workspaces.

- On the **Home** page, you have 3 rows: Default, Recent, Favorites.
    - The Default row of tiles is locked.
    - The most recently used tiles will appear in Recent.
    - You can Favorite any tile on any page by right clicking over the tile.
- Add custom tiles to the **My Tiles** page.
- Change or view your Challenge Questions on the **Account** page.
- Find additional tiles on the **Applications** page.

When you click on a tile in the Home or Applications page, the portal will automatically launch the application along with the appropriate login and password information. This means you will not have to login each time you click on a tile.

Tiles are assigned by your site and role. For example, an Altamont teacher will have links to the Altamont webpage, PowerTeacher, and Illuminate while administrators will also have access to PowerSchool, etc.

To add custom tiles, check the webstore (to the right of your name in the header). If a search does not find the app, close the webstore (X in the upper right) and right click the desktop to select **Add Tile**.
Fill in the URL, a Title and check if this requires a password. For a required password, follow the directions to select the username and password fields then enter them. Tiles can be deleted, moved and passwords changed by right clicking a tile.

For additional help, submit a Help Desk Request (http://helpdesk.lvjusd.k12.ca.us) under "Training."