# **Need Tech Support?**

## **General Technology and Phone Support – Office of Technology**

General computer and phone questions. This email will generate a work order, so please include as much detail as possible. Requests must be made from an EVSC email address.

• If you need help, email: webdesk@evsc.k12.in.us

## **Email Support – Office of Technology**

If you need help, email: bryan.roemke@evsc.k12.in.us

**Employee Access – Office of Human Resources** - Employment Contracts, Pay Stubs, Number of Vacation, Personal, Sick Days, etc.

• If you need help, email: <a href="mailto:empaccess@evsc.k12.in.us">empaccess@evsc.k12.in.us</a>

## RDS Password Re-set – Office of Technology – for Work Orders, Student Management, etc.

Anyone locked out of RDS should use this email address to request a re-set. YOU MUST INCLUDE YOUR RDS USERNAME IN THE EMAIL. For security reasons, requests made from non-EVSC emails will not be processed. An example of a username in RDS would be a version of first and middle initials and last name.

• If you need help, email: <a href="mailto:login@evsc.k12.in.us">login@evsc.k12.in.us</a>

## RDS Parent Access – Office of Technology – Parent Access to Student Grades, Discipline History, etc.

Parents who need to access their student's grades or needing assistance with a current account should use this email address. If needing a password re-set, the parent should include the username.

• If you need help, email: <a href="mailto:parentaccess@evsc.k12.in.us">parentaccess@evsc.k12.in.us</a>

## Data Center Printing Support – Office of Technology – for Labels, Reports, and Documents

For labels, reports and documents traditionally generated by the Office of Technology, the request should be made using the email address below.

• If you need help, email: ticprinting@evsc.k12.in.us

### Aesop – Office of Human Resources – System to Request and Find Substitutes

Anyone needing to find substitutes for their job, should contact Debbie Haire, Office of Human Resources.

• If you need a substitute, email debbie.haire@evsc.k12.in.us

#### Google Assistance – Office of Technology – gmail, Google Drive, Google Docs, etc.

• If you need a substitute, email jackie.egan@evsc.k12.in.us

## Accessing EVSC Employee Website and Portals – Office of Communication

- Signon is your firstname.lastname; and your password is the same as your email password.
- If you need help, email <a href="mailto:sara.dewitt@evsc.k12.in.us">sara.dewitt@evsc.k12.in.us</a>

For more help, visit the EVSC Employee Websites (www.evscstaff.com) and click on "Support" at the top.