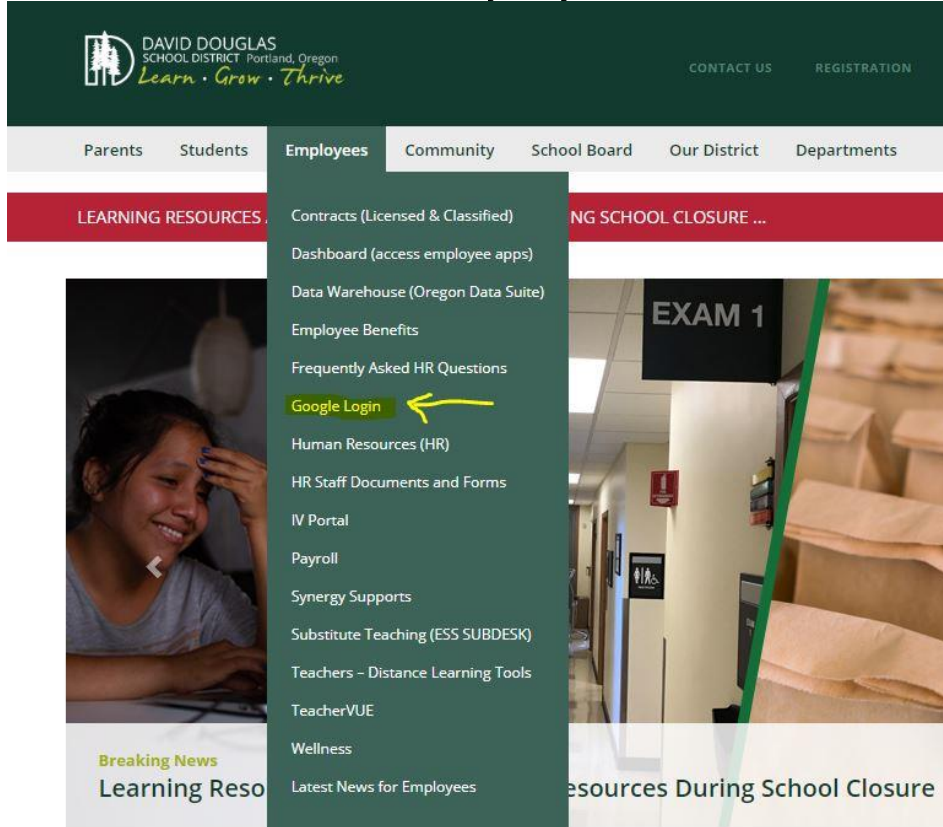


STAFF EMAIL LOGIN INSTRUCTIONS

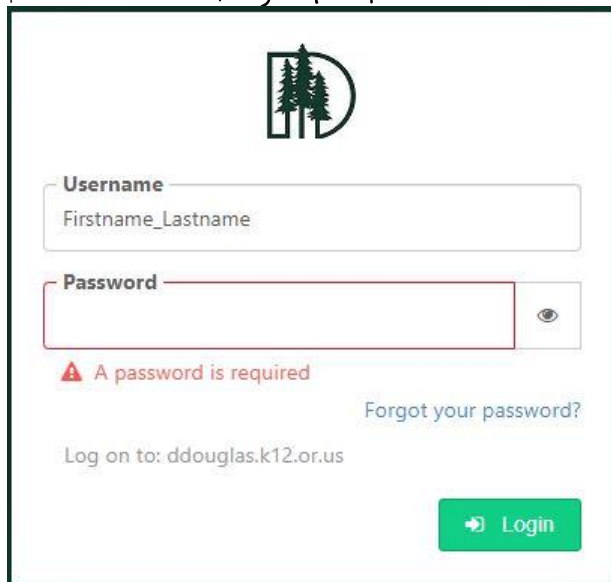
Go to www.ddouglas.k12.or.us webpage

Under "Employees", scroll down to "Google Login" and click!



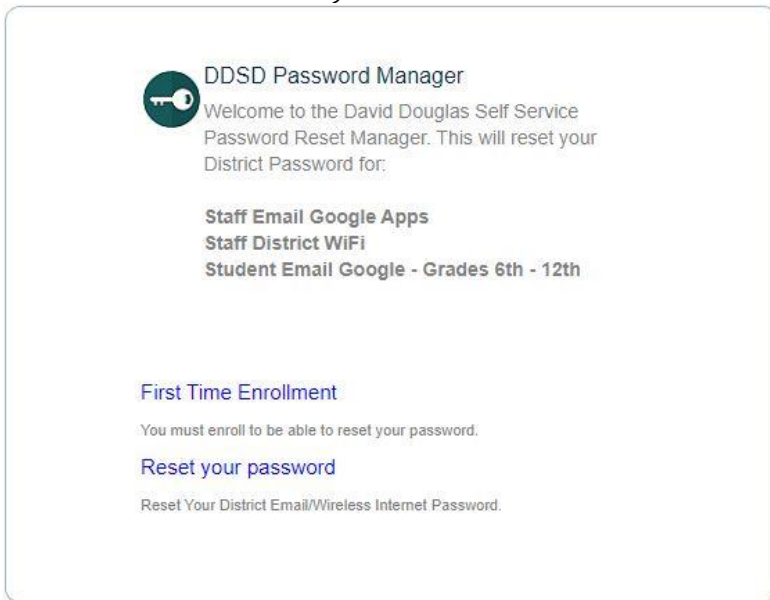
The screenshot shows the David Douglas School District website. The header includes the district logo and the tagline "Learn · Grow · Thrive". A navigation menu is visible with "Employees" selected. A dropdown menu is open under "Employees", listing various resources. The "Google Login" option is highlighted with a yellow arrow. Other options in the menu include "Contracts (Licensed & Classified)", "Dashboard (access employee apps)", "Data Warehouse (Oregon Data Suite)", "Employee Benefits", "Frequently Asked HR Questions", "Human Resources (HR)", "HR Staff Documents and Forms", "IV Portal", "Payroll", "Synergy Supports", "Substitute Teaching (ESS SUBDESK)", "Teachers - Distance Learning Tools", "TeacherVUE", "Wellness", and "Latest News for Employees".

In the following screen, your username will be your **Firstname_Lastname**. If you don't remember your password, please click the "Forgot your password?" link and follow the prompts to reset your password.



The screenshot shows the staff login page. At the top is the David Douglas School District logo. Below it is a "Username" field with the placeholder text "Firstname_Lastname". Underneath is a "Password" field with a red border and a toggle icon. A red warning message states "A password is required". Below the password field is a link for "Forgot your password?". At the bottom left, it says "Log on to: ddouglas.k12.or.us". At the bottom right is a green "Login" button with a right-pointing arrow.

If this is your first time logging into your district email, you will need to click the "Forgot your password?" link first. Then on the next page, click on "First Time Enrollment" and follow the prompts.



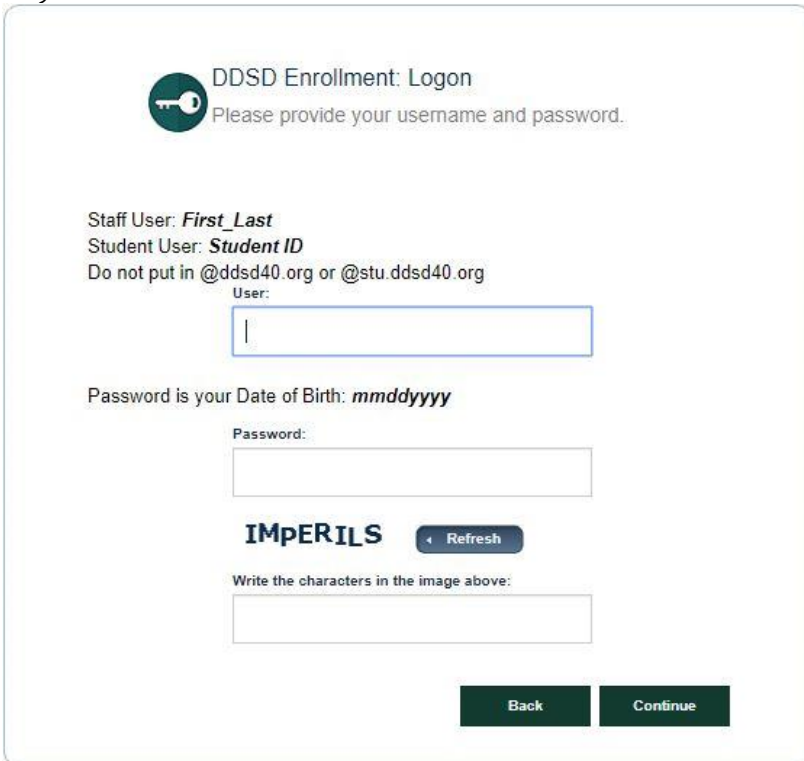
DDSD Password Manager
Welcome to the David Douglas Self Service Password Reset Manager. This will reset your District Password for:

- Staff Email Google Apps
- Staff District WiFi
- Student Email Google - Grades 6th - 12th

[First Time Enrollment](#)
You must enroll to be able to reset your password.

[Reset your password](#)
Reset Your District Email/Wireless Internet Password.

Once re-directed to the following screen, your username will be your **Firstname_Lastname** and your default password is your birthday in eight digits (example: DDMMYYYY = 01031998). You'll need to choose security questions and answers to those security questions along with choosing a new password which should be at least 8-characters long.



DDSD Enrollment: Logon
Please provide your username and password.

Staff User: **First_Last**
Student User: **Student ID**
Do not put in @ddsd40.org or @stu.ddsd40.org

User:

Password is your Date of Birth: **mmddyyyy**

Password:

IMPERILS [Refresh](#)

Write the characters in the image above:

[Back](#) [Continue](#)

Please note: Your district email address will be Firstname_Lastname@ddsd40.org unless a preferred name is disclosed at New Hire Orientation. If you are newly hired to the district, **your email account will be activated within 3 business days of your start date unless pre-approved by your supervisor.** If you are unable to access your email after the anticipated activation period, please call David Petersen in HR at 503-261-8210. All other email access inquiries can be directed to the IT Helpdesk at 503-256-6521.