2024 Back to School

Technology Guide

Gulf District Schools

www.gulfcoschools.com/it

support@gulf.k12.fl.us

2024-25 IT User Account Setup

1. **Microsoft Office 365 (Business):**
    a. Email Address: @gulf.k12.fl.us
    b. Website: www.office.com (Edge browser recommended)
    c. Apps: Word, Excel, Power Point, Outlook, Teams

2. **Google for Education (Curriculum):**
    a. Email Address: @GulfCoSchools.com
    b. Website: www.google.com (Chrome browser recommended)
    c. Apps: Google Docs, Google Classroom, Google Meet

3. **Focus School Software Student Information System**
    a. NEW: **Sign in with Google**
    b. State Reporting, Grades, Attendance, Communication, Apps
    c. Website: http://gulf.focusschoolsoftware.com/focus

4. **Clever Single Sign-on:**
    a. Portal for teachers and students to access online curriculum
    b. Website: www.gulfcoschools.com/in/gulfcoschools

5. **Go Guardian**
    a. Customized Security and Filtering for students
    b. Classroom Management Tool allowing teachers to control a classroom set of chrome books (24/7/365)

6. **FLDOE Single Sign-on (SSO)**
    a. Provides ESE with access to PEER for IEP's
    b. Provides educators a convenient way to access multiple state resources
    c. Local SSO Administrator: Marty Riley

7. **Multi Factor Authentication (MFA)**
    a. Verify your identity using your cell phone number or an app
    b. Go ahead and download both apps on your cell phone
    c. "Microsoft Authenticator" app and the "Google Authenticator" app

8. **Raptor Alert**
    a. Intruder Alert Panic Button App
    b. Download the "Raptor Alert" app on your cell phone
    c. Select Login with Google and use your @GulfCoSchools.com email

9. **Group Email Addresses**
    a. Email addresses to a predesignated group of users (teachers, staff, coaches)

Email Us: Support@Gulf.k12.fl.us or www.gulfcoschools.com/it

2024-25 Email Setup Guide

Microsoft Outlook - @gulf.k12.fl.us

1. Using your Microsoft Edge browser
2. Navigate to www.outlook.com
3. Click Sign-in
4. Select Sign-in with "Work of School Account"
5. Click Sign-in (Do Not Select Create an Account)
6. Sign-in using your @gulf.k12.fl.us email address and password

Google Gmail - @GulfCoSchools.com

1. Using your Google Chrome browser
2. Navigate to www.google.com
3. Click Sign-in
4. Sign-in using your @GulfCoSchools.com email address and password
5. Note: if you are already signed in to another google account, you will need to logout

Microsoft Outlook - Phone Email Setup

1. Settings / Mail / Accounts / Add Account
2. Select Microsoft Exchange
3. Sign-in using your @gulf.k12.fl.us email address and password

Google Gmail – Phone Email Setup

1. Download the "Gmail" app from your app store
2. Select "Add an Account" and then "Google"
3. Sign-in using your @GulfCoSchools.com email address and password

MFA – Multi-Factor Authentication Questions?

1. Uses your cell phone for login authentication
2. Download the Authenticator apps on your phone (Microsoft & Google)
3. Navigate to www.gulfcoschools.com/it and select MFA Guide

Email Us: Support@gulf.k12.fl.us
www.gulfcoschools.com/it

2024 Learning Management System (LMS)

GCSD	MICROSOFT Business Administration	GOOGLE Curriculum & Google Classroom	CLEVER Curriculum & Content	FOCUS Student Information System
Users:	Admins, Teachers and Staff	Admins, Teachers, Staff and Students	Admins, Teachers, Staff and Students	Admins, Teachers, Staff, Students and Parents
User Accounts	*First Initial Last Name* **@gulf.k12.fl.us**	*First Initial Last Name* **@GulfCoSchools.com**	Shared Privately	Shared Privately
Sign-in URL:	www.office.com ***Work or School Account*** Office 365	www.google.com Google	https://clever.com/in/gulfcoschools	https://gulf.focusschoolsoftware.com/focus/
Preferred Browser:	**Microsoft** Edge	**Google** chrome	Google Chrome	**Sign-in with Google**
Cloud Storage	One Drive OneDrive **"One Drive – Gulf County Schools"** **Download Desktop App**	Google Drive Google Drive **Login to Google Drive**	Clever CLEVER	Focus FOCUS School Software
Apps: WAFFLE	• One Drive • Outlook E-mail • Word • Power Point • Excel	• Google Drive • G-Mail • Docs • Slides • Sheets • Google Classroom	Digital curriculum is available via Clever	Gradebook Attendance Communication State Reporting
Notes	**Always select "Sign-in" & "Work or School Account"**	**Google Classroom**		**GCSB Community App** **Apple App Store** **Google Play Store**

STUDENT INFORMATION SYSTEM

Teacher Focus Basics
Gradebook
Attendance
Communication

Download these apps from your App Store

Microsoft Authenticator

Google App

Google Authenticator

Gmail App

"Microsoft Authenticator" App

Get the app on your phone

Scan the QR code with your Android or IOS mobile device.

Google Play

App Store

"Google Authenticator" App

"Google" App & "Gmail" App

Google App →

Gmail App →

Benefits of Cloud Storage

Microsoft OneDrive

Accessibility
Users can access their data from any device or location with a secure internet connection. This can be useful for remote work or travel, allowing users to collaborate with others in real-time.

Cost savings
Cloud storage can reduce costs by up to 60% compared to traditional systems. Users don't need to buy storage devices, pay for maintenance, or cover electricity bills for data centers.

Security
Cloud service providers use multiple servers to regularly back up data, so users can still access their information even if one server is being maintained. Cloud storage also protects data from unauthorized access and data breaches.

Google Drive

Collaboration
Cloud services make it easier and safer to share files and work on shared documents with multiple people, even if they're in different locations.

Disaster recovery
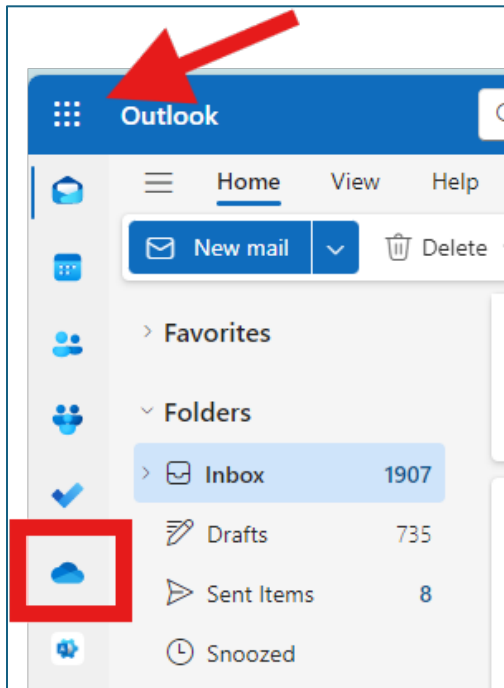Cloud storage automatically stores data in multiple locations, which can help with disaster recovery.

One Drive (Microsoft) @gulf.k12.fl.us

1. WWW.ONEDRIVE.COM
2. You must be logged in to One Drive to gain access to your files
3. BLUE CLOUD ICON

GCSB Cloud Storage Options

Google Drive (Google) @GulfCoSchools.com

1. WWW.GOOGLE.COM
2. You Must be logged in to Google to gain access to your files.