

McAuliffe Elementary School

Technology Resource Guide

Need Help? Visit the [Technology Help Desk Website](https://pwcs.zendesk.com/hc/en-us) (<https://pwcs.zendesk.com/hc/en-us>)

Technology Help Desk Website can help with:

- Password Reset Information
- Frequently Requested Links
- Student Username Information
- Trouble logging on
- Free Wi-Fi for Students and Staff Information

Contact the PWCS Help Desk at 703-791-8826

Hours of Operation: The Help Desk is staffed Monday-Friday, 7 a.m.-4:30 p.m., excluding school holidays. The Help Desk will not open whenever schools are closed on a Code Red. Hours may vary on Code Green days based on weather conditions.

If you are interested in purchasing insurance for your device, please follow the link below.

<https://securranty.com/pwcs>

McAuliffe Elementary Technology Help or Questions

- Instructional Technology Coach (ITC)- Ashley Brucker bruckea@pwcs.edu
- Technical Support Specialist (TSSPEC)- Vicente Gutierrez gutierv@pwcs.edu

Attached:

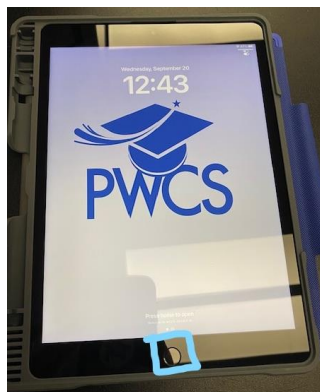
- How to Sign into a PWCS Computer
- How to Sign into Clever and Canvas
- How to Sign into Office 365
- How to Sign into ParentVUE

How to Sign into a PWCS iPad (Grades K-2)

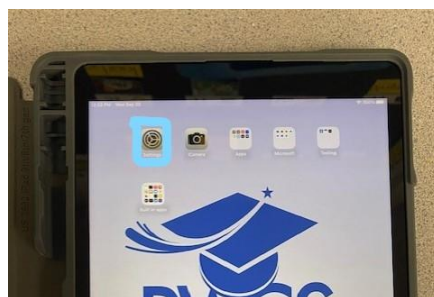
1. If iPad is off, then hold the **Power** button down until the **apple** appears.



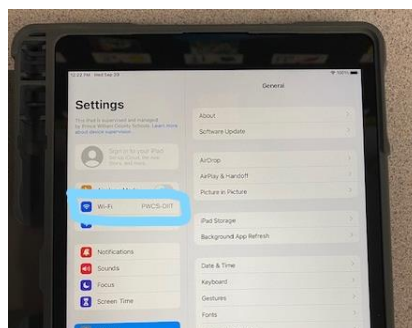
2. Press the **Home** button to **open**.



3. Select **settings** on the home page



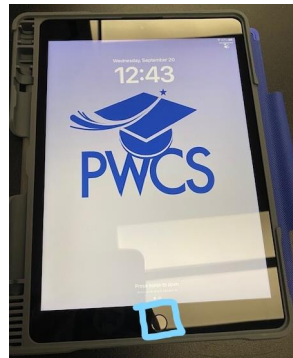
4. Select **Wi-Fi**



5. Select your home **Wifi** and log in.



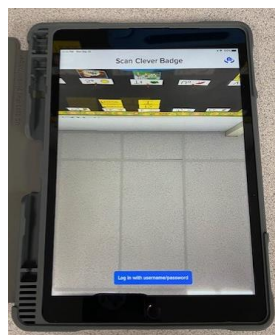
6. Select the **Home** Button to exit



7. Select **Clever** on the home screen

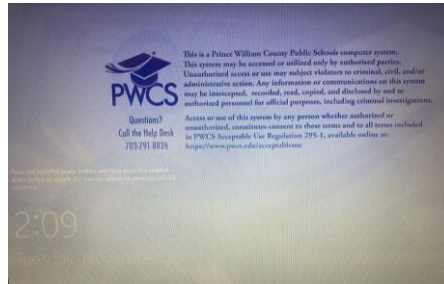


8. Scan your child's **QR Code**.

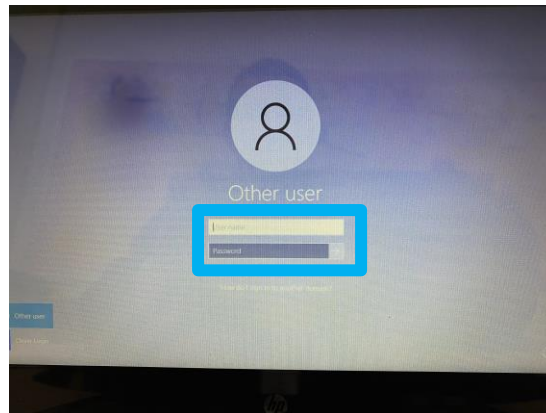


How to Sign into a PWCS Students Computer (Grades 3-5)

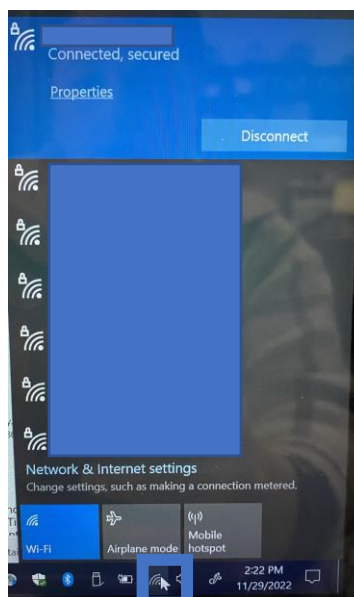
1. At the sign in screen, Press **Alt, Ctrl and Delete** on the keyboard at one time.



2. Enter your student's **Username and Password** will be supplied by the student's teacher. All passwords were set at the beginning of the year. (if you do not have the username/ password visit <https://www.pwcs.edu/helpdesk>)



3. Once signed in, please add the computer to the home Wi-Fi from the bottom right of the screen

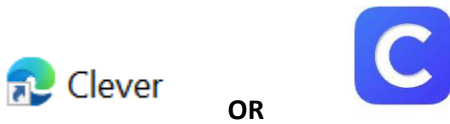


How to Sign into Clever and Canvas

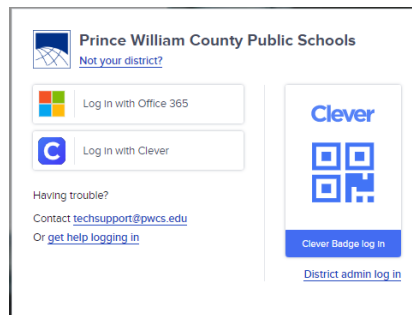
1. **Computer-** Open **PWCSApps Folder** on desktop



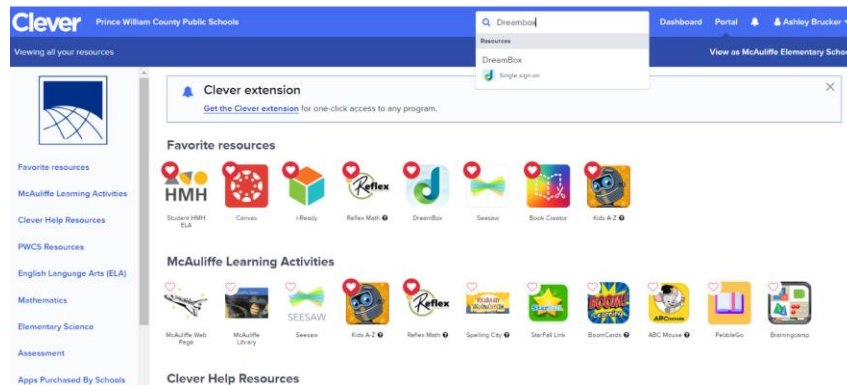
2. **Computer and iPad-** Select **Clever**



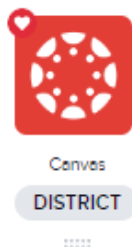
3. Sign in with **Microsoft 365** (same log in as your child's computer) OR **Clever Badge** (K-2)



4. Select **the app** you are looking for OR **search** for it in the search bar



5. Select **Canvas**



6. Select the **Course** for the teacher (ex. **Homeroom- Teachers Name- YR- 2023**)

Office 365 **How to Sign into Office 365 (Grades 3-5)**

1. Select **PWCSApps** on the Desktop



2. Select **Office 365**
3. **Sign in** using the student's email and password. Student email address are their username followed by **@pwcs-edu.org**

Example Username: examplemc28

Example Email: ExampleMC28@pwcs-edu.org

If a student does not know their email address, please look on ParentVUE.

How to Sign into ParentVUE

1. To **Activate** your account, you will need an Activation Code from the school.
2. To **sign in** or **activate** an account, or **forgot parent password**, visit: parentvue.pwcs.edu