

WCSD New Staff Login Guide

IMPORTANT: In order to obtain computer and email credentials, you must first be in the payroll system (Skyward). If you are in that system by 3pm Day 1, your credentials will be created overnight and will be ready for use by the start of Day 2. Contact the WCSD Finance Department if you have any questions on what is required of you before you are entered into the system.

- **Computer: Log in using a device that is connected to the district network FIRST!**
 - Username: firstname.lastname
 - Temporary Password: Password123
 - You will be prompted to reset your password
- **Email: To log into your district email, go to gmail.com**
 - Email address: firstname.lastname@wcsdschools.com
 - Password: Your new computer password
- **Classlink (provides you access to curriculum and other resources):**
 - Go to launchpad.classlink.com/washington
 - Username: firstname.lastname
 - Password: Your new computer password
 - Teachers will not have access to the curriculum until after they have been scheduled with students for at least 24 hours.
- **Focus (Student Information System–Attendance/Gradebook):**
 - washington.focusschoolsoftware.com/focus or click on the app within Classlink
 - Click on “sign in with Classlink”
 - Username: firstname.lastname
 - Password: Your new computer password
 - You will not be able to sign in to Focus until you are added as a user. Your administrator will need to request Focus access for you by submitting a request form to the Data Center.
 - Teachers and other staff will not see student information until students are assigned to them in Focus (usually by the Data Entry personnel at their school site.)
 - For more information, contact the WCSD Data Center
- **Skyward (Finance–Payroll/Leave Requests):**
 - Username: firstname.lastname
 - Click “forgot password” and enter your email address
 - You will be sent a link to reset your password
 - For more information, contact the District Finance Office