

## **KGBSD Account Sign-up Directions:**

Welcome to Ketchikan School District, we are pleased to have you with us!

All employees **must** fill out a KGBSD Account form online. This enables the IT department to set up your computer access, email account, and (if needed) PowerSchool account.

To access this form please go to: <http://www.kgsd.org>

- At top center of page select: Departments
- From drop-down select: Human Resources
- From column on the left (bottom) select: KGBSD Account Form
- Fill out completely and click: Submit.

OR

- Go directly to: <http://www.kgsd.org/Page/2522>

After submitting your form, your account will be set up within 3 business days; we will not send notification. If you cannot log in after 3 days please contact your building tech rep for assistance.

If you need help finding the form you may contact Nik Arteaga for assistance at 225-0744 M - F 7am-3:30pm

**Please keep the following directions for your records:**

### **Computer log-on (All Staff and Substitute Teachers):**

- Username: Firstname.Lastname (no spaces)
- Password: enter the password you selected

### **Email log-in (All Staff):**

- Go to [www.kgsd.org](http://www.kgsd.org)
- Select: For Staff
- Select: K21 Google Mail
- Log-in: Firstname.Lastname@K21schools.org
- Password: Enter the password you selected