

Intranet Logon

for problems contact

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Already using AS400 or RDS

1. On Intranet Logon screen, Enter your AS400 User Name (ID)
2. For Password, Enter your AS400 password.
3. Press <Enter> key.
4. This should open you to the Intranet web page.
5. Select your desired menu from the SITE NAVIGATION menu on the left.

Never Used AS400 or RDS

1. From the EVSC Home Page, Click on “Intranet”
2. Next click on the RDS Online link.
3. On the RDS Logon screen, Enter your RDS Logon usually your email ID usually your First Initial of your First Name (x), then your Middle Initial (y), then the first five letters of your last name (zzzzz).
 - * NOTE: You may possibly have a unique ID like “r1smith”, if this is the case, enter that name.For your Password, Enter the name you entered above.
Your ID and Password will be the same.



Teacher Module Logon


User Name

Current Password

Click the LOGON icon under your password.

4. You will need to then change your logon password.

On the next screen, you will need to enter your USER NAME, CURRENT PASSWORD (same as User Name), enter a NEW PASSWORD, then REPEAT NEW PASSWORD
* NOTE: Password must be 5 characters minimum with a 10 character maximum.



Teacher Module Logon

Your Password has expired. Enter the information below to change your password and logon.

User Name <----

Current Password <----

New Password <---- (5 char. min)

Repeat New Password <---- (5 char. min)

Click the LOGON icon

5. You will get an Error Message, just ignore this message and exit the logon screen by clicking on the Red “X” in the upper right corner of your windows screen.



Teacher Module Logon

Access Denied. Please contact the System Administrator.

User Name

Current Password

New Password

Repeat New Password

**Ignore this error message.
Exit this module**

You now have activated your INTRANET logon.

Logging on to the Intranet

1. Open the Intranet from the EVSC Home Page.
2. Logon using your USER NAME and NEW PASSWORD.
3. From there use the Intranet just like you would normally use a web page.