Granite Accessing your Granite School District login account

Every employee in Granite School District is assigned a login account that the employee uses for accessing their email, the GSD Portal where their payroll and W-2 information is stored, and signing onto District computers. The login account is automatically generated by Information Systems within 24 to 48 hours of when Human Resources has approved the employee to work. This login account is associated with your Granite email address, since your username is the first part of your Granite email address: username@graniteschools.org

In order to determine what your login username and email address is, you can do one of the following:

1. Contact the school STS (School Technology Specialist) or LMETS (Library Media Educational Technology Specialist) and they can look up your email address. You then get your login username from your email address: username@graniteschools.org.
2. Any district employee can look up other employee's email addresses when they are in the district email system. If they are at a district computer and signed into the district Outlook Web Application, they can search for your email address and provide it to you. You then get your login username from your email address: username@graniteschools.org.
3. After you have tried options 1 and 2, you can contact the Information Systems Help Desk at 385-646-4524 between 7:00 am and 4:00 pm for help.

The default password for new employees is Gr@niteXx, where Xx is the first two letters of the last name with the first letter capitalized. (Example: For a person named Martha Washington, her default password would be Gr@niteWa) While this password is the default password to begin with, the employee will be prompted to change this password the first time they login. The employee should use one of the following methods the first time they login:

- Any Windows computer wired on a district network (not wireless)
- Use any browser and go to the following website: http://portal.graniteschools.org/
- Use any browser and go to the following website: http://mail.graniteschools.org/

The new password needs to be at least seven characters long. It cannot contain three or more consecutive characters from the user's first or last name. You cannot reuse old passwords. Passwords must include three out of the following four requirements:

- an upper case letter
- a lower case letter
- a number
- a special symbol (For example: !, $, #, or %)

When changing passwords on http://portal.graniteschools.org you may see the error, "The directory service was unable to change the password." This usually means the new password does not meet the complexity requirements.

Passwords expire every six months. The three systems listed above will prompt the user to change the password *at login*. The password, however, may expire in the middle of the day, leaving other systems displaying a generic login failure.

District employees can reset forgotten passwords using http://portal.graniteschools.org by using the "Click here if you have forgotten your password" link on http://portal.graniteschools.org . Before using this feature, they must first configure their security questions by logging into the portal and going to *Account*, then *Password Challenge*. See the following link for more information:

https://gsdsites.graniteschools.org/departments/instructionalservices/informationsystems/helpdesk/Help%20Documents/Pages/645.aspx

You can also contact the Information Systems Help Desk at 385-646-4524 or helpdesk@graniteschools.org