



1. New employees to the district: Once Human Resources has processed all your employment information, it will be given to the Technology Department. Your email login information and computer login will then be sent to your campus principal and campus secretary.
2. After you receive your email and network login, please make sure to follow the instructions to change your password right away.
3. Email-All employees - Please check your email on a daily basis. Your principal and district staff will use the [jhcispk12.org](mailto:jhcispk12.org) email to communicate with you.
  - A. If you forget your password, please ask the secretary to create an e-ticket requesting your password to be reset.
  - B. Or you can fill out and submit the Email password request form on the website under the Employee tab.