

Step 1 – Go to District website www.paterson.k12.nj.us

Select Language | Google Custom Search | Search

PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

About PPS Administration Schools Departments Employment Contact Us

District Events

- Oct. 13: Columbus Day
District Closed
- Oct. 15: Board of Education Regular Meeting
7:00 p.m. at John F. Kennedy Educational Complex
- Oct. 18: Family & Community Engagement Conference
8:30 a.m. at Eastside Campus Video
Message Flyer: English Spanish
- Oct. 20-24: School Violence Awareness Week
- Oct. 27-31 Red Ribbon Week
- Oct. 29: Staff-in-Service
1:00 p.m. Student dismissal

New Kindergarten Student Receives Backpack in Central Registration

8th Grade Parents / Guardians / Students:
Our Annual High School Choice Fair will be held on Wed., Oct. 29 at JFK from 6-8 pm. All Paterson Public High Schools will participate. View the flyer (English Spanish) and speak to your guidance counselor.

Parents & Students | Staff | 2014-15 Budget | District Newsletter | Athletics | District Videos | District News | District Calendar

Anti-Bullying Program
Theodore Best, District Coordinator
PPS ABR Grade: 47 of 75 pts.

AchieveNJ | Find us on Facebook

© 2014 Paterson Public Schools • 90 Delaware Ave. • Paterson, NJ 07503 • 973-321-1000 • Contact Us • Maintained by the Department of Communications

2. Click on "Information Technology" under the Departments tab

Select Language | Google Custom Search | Search

PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

About PPS Administration Schools Departments Employment Contact Us

District Events

- Oct. 13: Columbus Day
District Closed
- Oct. 15: Board of Education Regular Meeting
7:00 p.m. at John F. Kennedy Educational Complex
- Oct. 18: Family & Community Engagement Conference
8:30 a.m. at Eastside Campus Video
Message Flyer: English Spanish
- Oct. 20-24: School Violence Awareness Week
- Oct. 27-31 Red Ribbon Week
- Oct. 29: Staff-in-Service
1:00 p.m. Student dismissal

Parents & Students | Staff | 2014-15 Budget | District Newsletter | Athletics | District Videos | District News | District Calendar

Anti-Bullying Program
Theodore Best, District Coordinator
PPS ABR Grade: 47 of 75 pts.

Information Management Systems
Information Technology
Instructional Technology/Library Media Services
Language Arts Literacy
Mathematics
Nursing Services
Payroll
Physical Education & Health
Professional Development
Purchasing
School Security
Science
Social Studies
Special Education Services
Student Assistance
Student Attendance
Transportation

AchieveNJ | Find us on Facebook

© 2014 Paterson Public Schools • 90 Delaware Ave. • Paterson, NJ 07503 • 973-321-1000 • Contact Us • Maintained by the Department of Communications

3. Click on Work Orders

The screenshot shows the website for the Department of Information Technology at Paterson Public Schools. The navigation menu includes: About PPS, Administration, Schools, Departments, Employment, and Contact Us. The main content area features three buttons: Work Orders, Password Reset, and IT Staff Only. Below these are several menu items: News & Alerts, Services, Help Desk, Technology FAQ, Policies & Procedures, Forms, Links, Konica Minolta, and Contact Us. The 'Overview' section describes the IT department's role. The 'Your Computer Information' section shows details for 'helpdesk-marta' with IP 10.56.5.37. A 'ThreatCon' widget displays a 'LEVEL 2: ELEVATED' warning.

Step 4 – enter your full email address (i.e. help_desk@paterson.k12.nj.us) and click on submit

The screenshot shows a web browser window with the URL https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?killco. The page header includes the Paterson Public Schools logo and the text 'PATERSON PUBLIC SCHOOLS'. The main content area says 'Welcome! To begin, please enter your email address below.' There is a text input field labeled 'Email Address' containing 'helpdesk@paterson.k12.nj.us' and a 'Submit' button. A red arrow points to the 'Submit' button.

Step 5 – enter your last name and click on submit

Paterson Public Schools

Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

Step 6 – enter your first name and extension and click on submit

Paterson Public Schools

Got a problem? [Email us](#)

Indicates required information.

First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Step 7 – Click on ITRequest tab at the top

PATERSON PUBLIC SCHOOLS

SchoolDude apps - Application Links - Logout

Maint Request **IT Request** Schedule Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

IT Request

Welcome
To submit your request complete the following form. For IT Request please use the IT tab and the password "password"

Step 1 Please be yourself, click [here](#) if you are not admin admin

First Name	Last Name	Email
<input type="text" value="admin"/>	<input type="text" value="admin"/>	<input type="text" value="helpdesk@paterson.k12.nj.us"/>
Phone	Pager	Mobile Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 8 – Enter all requested information, type “password” on step 7, and click on submit



- Maint Request
- IT Request**
- Schedule Request
- My Requests
- Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

IT Request

Welcome

To submit your request complete the following form. For IT Request please use the IT tab and the password "password"

Step 1 Please be yourself, click [here](#) if you are not admin admin

First Name

admin

Last Name

admin

Email

helpdesk@paterson.k12.nj.us

Phone

Pager

Mobile Phone

Step 2 **Location**

-- Select Location -- ▾

Building

-- Select Building -- ▾

Area

-- Select Area -- ▾

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:**



Technology Help Desk: Click on the problem type below that best describes your issue.

-- Select IT Problem Type -- ▾

Step 4 **Please describe your problem or request.**

Step 5 **Requested Completion Date**

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 6 **Attachment**

Attach [New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7 **Submittal Password**

[Forgot Password?](#)

Step 8

Your new requests are automatically shown as approved by you on submit.

NOTE: You will receive the following notifications.

You will be notified receipt of your request.

You will be notified of request assignment.