

How to Choose Your Employee News

FCPS has uploaded all employee names and email addresses from PeopleSoft to our **Employee News** email service. ALL employees who have not yet done so are required to take the following steps:

1) Log in: www.fcps.org/employee news

Enter your **username**, typically* your FCPS email name, followed by dot fcps (.fcps) (See Figure 1) Usernames are not case sensitive.

SAMPLE username: *Lisa.Newcomer.fcps* or *lisa.newcomer.fcps*

Be careful to use dots, not the @ symbol. Do not add "org" at the end.

Enter your default **password** (pw), typically your first initial + lastname + 2015

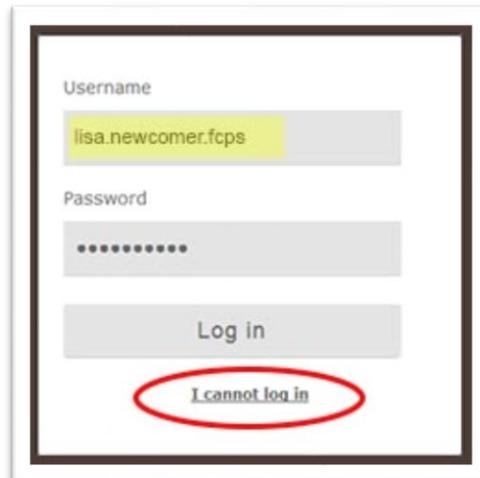
SAMPLE pw: *lnewcomer2015*

A screenshot of a web login form. It features a 'Username' label above a text input field containing 'lisa.newcomer.fcps'. Below that is a 'Password' label above a text input field filled with ten dots. A 'Log in' button is positioned below the password field. At the bottom of the form, there is a link that reads 'I cannot log in'.

Figure 1

*In rare cases, PeopleSoft has a different version of your name than the FCPS Outlook email system; it is your PeopleSoft version that Employee News uses. For assistance, please contact Dian.Nelson@fcps.org.

2) Once you have logged in, the system will prompt you for a new password. It must have 8 letters and/or numbers (with NO special characters). You may keep the default pw if you like (unless you are an Employee News publisher); just enter it again and confirm it. If you forget or are unsure of your pw, you may retrieve it from the login page by selecting “I cannot log in” (See Figure 2a) and entering your username (See Figure 2b); this sends the pw to your office email.



A screenshot of a login form. It features two input fields: 'Username' with the text 'lisa.newcomer.fcps' and 'Password' with masked characters. Below the fields is a 'Log in' button and a link labeled 'I cannot log in' which is circled in red.

Figure 2a



A screenshot of a web browser window titled 'I Cannot Login - Mozilla Firefox'. The address bar shows the URL 'fcps.ezcommunicator.net/edu/frederick/emailpassword.aspx?app=82'. The page content includes a heading 'Forgotten Password?' followed by instructions: 'If you need us to send you your password, enter your username in the box below. If you have correctly entered your username, you will see a note that we have emailed you your password. If not, please use the section below to get your correct username, and then repeat this process to get your password.' Below this text is a 'Username:' label, a text input field containing 'lisa.newcomer.fcps', and a 'Submit' button.

Figure 2b

3) Select the upper left **USER PROFILE** dropdown arrow and then **SUBSCRIPTIONS** (See Figure 3a).

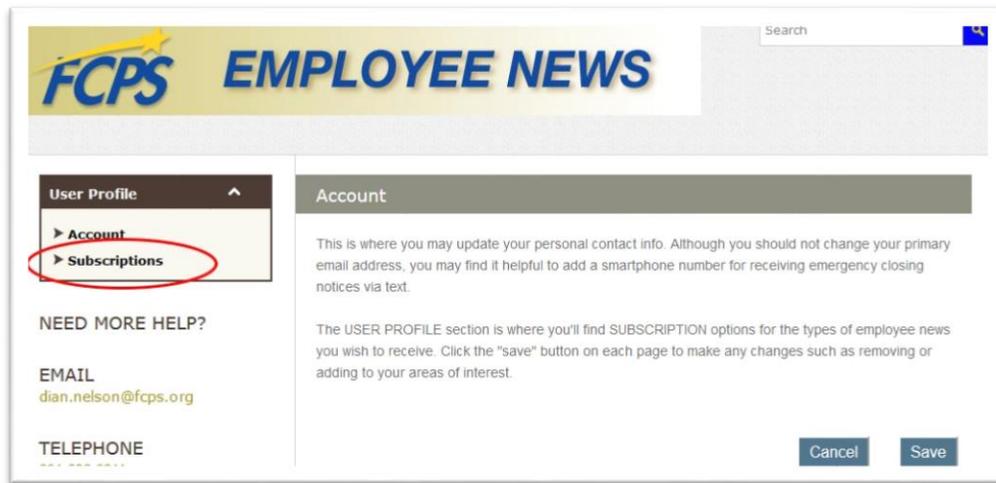


Figure 3a

Then select **Employee News** (See Figure 3b).

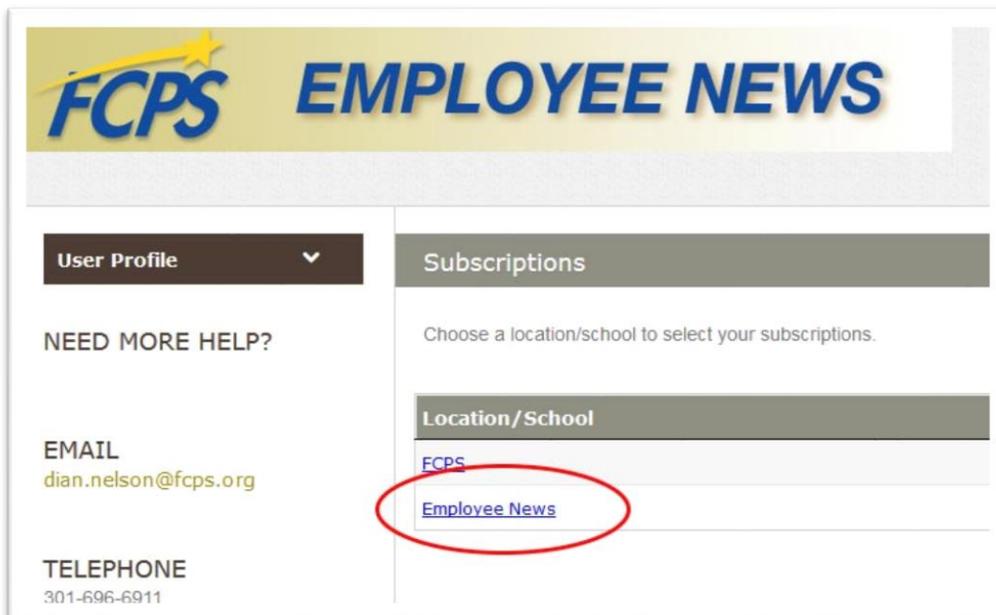


Figure 3b

Next, choose the types of employee email you want to get such as the *FCPS Insider* employee newsletter (See Figure 3c) and all other types of employee news you want.

The screenshot displays a web interface for selecting employee news preferences, organized into three main sections:

- Areas of Interest:** A section with a dark header containing the instruction "Select the options about which you wish to receive employee news:". It features two columns: "Available Items" and "Selected Items". The "Available Items" list includes "Energy Conservation, Recyc...", "Employee Discounts, Deals...", "Budget/Finance", "Accolades, Awards, Nominat...", "All General-Interest Notices", "Warehouse/FCPS Courier M...", "Purchasing", and "PeopleSoft". The "Selected Items" list includes "FCPS in the News", "Technology Tips", and "Accounting, Payroll". Between the columns are "Add" and "Remove" buttons.
- HR News:** A section with a dark header containing the instruction "Choose the types of news you want to receive from the FCPS Human Resources Division:". It features two columns: "Available Items" and "Selected Items". The "Available Items" list includes "Retirement Procedures" and "Certification". The "Selected Items" list includes "Benefits Info", "Job Openings for Staff", and "Wellness". Between the columns are "Add" and "Remove" buttons.
- News from Communication Services:** A section with a dark header containing the instruction "Please choose the types of news you wish to receive from FCPS Communication Services:". It features two columns: "Available Items" and "Selected Items". The "Available Items" list includes "All FCPS TV/YouTube Shows", "FCPS Insider" (highlighted in blue), "Emergency Notices", and "Calendar Updates". The "Selected Items" list is currently empty. Between the columns are "Add" and "Remove" buttons. The "Add" button is circled in red.

Below the "News from Communication Services" section, the text "Professional Staff Development Opportunities" is visible.

Figure 3c

SAVE, and you're done!

Note: FCPS no longer uses the Outlook Key Communicators lists for email distribution. If you have Employee News to share, please contact FCPS communication coordinator Dian Nelson for assistance:

Dian.Nelson@fcps.org x66911

Next steps: This is only the first step in our process to better target relevant messages to those who need them. We need significant numbers of employees to choose their news options so we can use the targeted lists instead of sending virtually everything to everyone.

FCPS plans to upload more employee information from PeopleSoft such as job classifications and work locations so we can better target notices to reduce irrelevant email.

Thank you for doing your part now!