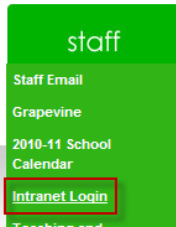




DCPS INTRANET ACCESS

The DCPS INTRANET provides access to web content that is restricted to DCPS staff. Examples of such content would be staff forms and links that are of interest specifically to staff rather than the general public. Access to the DCPS INTRANET is gained through the INTRANET link at the bottom of the DCPS home page or from STAFF / INTRANET LOGIN (see below).



OR

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CMS Login [Intranet Login](#)

Directions for FIRST TIME access:

- Click [Intranet Login](#) (above)
- Click New User

Staff Intranet Login

E-mail:
Password:

Click New User the first time →

- Enter your long DCPS email address and click submit

Staff Intranet Login

E-mail:

Enter your long DCPS email address

FOLLOW THE DIRECTIONS 1, 2 or 3 BELOW THAT MATCHES THE NEXT SCREEN YOU SEE:

If you get this screen, email webhelp@daviess.kyschools.us to have an account set up.

1

Staff Intranet Login

E-mail :

User Does NOT Exist in System, Please Contact Your Site Administrator

Email webhelp@daviess.kyschools.us to request access

Follow either the left or right column below based on the message on your screen:

Staff Intranet Login

2

E-mail :

Please Check your E-mail for your Login Credentials
[Back to login](#)

If you get this screen, you will get an email with a temporary password within a few minutes.

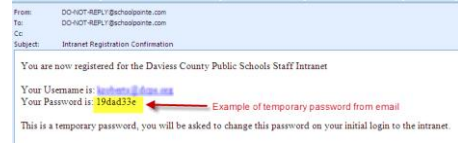
Staff Intranet Login

3

E-mail :
 Password :

Please Confirm Your CMS Password

If you get this screen, you should enter your current online classroom password. Contact webhelp@daviess.kyschools.us if you do not recall your password.



Staff Intranet Login

E-mail :
 Password :

User Confirmation Successful
[Back to login](#) When password is confirmed, go BACK TO LOGIN

Click on Back to Login (first screen above) or one of the login access points described on page one. Use the emailed password.

Staff Intranet Login

E-mail:
 Password:

[New User](#)

You should now be able to login to the Intranet with your email address and the confirmed password.

You will then be prompted for a password of your choice. This will be used for future logins.

Update Intranet Password

Change Password

New Password:
 Confirm Password: