PCHS New Staff Checklist and Resources

Welcome to Panther Creek! We have compiled a checklist and list of resources to help guide you through your technology needs and things you'll need to do to get started.

Checklist

- ❏ Log in to Wake ID Portal and your school computer ([How to Log in the First Time](#))
- ❏ Email our lead secretary, Debbie Davis (ddavis2@wcpss.net) to get:
    - ❏ Your 6-digit WCPSS employee ID #
    - ❏ Your 10-digit UID PowerSchool # (if you transferred from another NC school, the number stays the same)
- ❏ Set up/log into PowerSchool and Canvas (NOTE: sometimes this can take several days after your first day especially if you transferred from another NC school)
- ❏ Install printers on your laptop ([Installing Printer Directions](#))
    - ❏ Email our copy person, Joy Jenkins (jjenkins@wcpss.net) to get set up on the Canon copier(s)
- ❏ Email our assistant principal, Grey Mangum (tmangum2@wcpss.net) and ask to be added to our PCHS Staff Canvas Site (if he has not already added you)
- ❏ Email or stop by the Media Center to see our Media Specialist, Sharon Purucker (spurucker@wcpss.net) to:
    - ❏ request equipment (document camera, speakers, etc.) for your classroom

Resources

- [Welcome Letter from the Media Center](#)
- [Media Center Tech Help Page for Staff and Students](#)
- [WCPSS Canvas Help Page](#)
- [What to Know about WCPSS Student Chromebooks](#)
- [WCPSS Staff Device Quick Guide](#)