



HUMAN RESOURCES

Initial Login

1. Go to the District website at www.matsuk12.us

2. Click the Employees Tab



3. Click the Password Recovery Icon



4. Select option 1, as this is your first setup. Enter your username, which is your first initial of your first name and first initial of your last name, zero, and your 5 digit employee ID number plus @ad.matsuk12.us.

Example: ab012345@ad.matsuk12.us

a. Then enter your temporary password as your old password, which is capital M, lower case "atsuk," and the number 12. **Example: Matsuk12**

b. You will be prompted to enter a new password.

5. If your password does not work, you will need to contact the IT department at 907-761-(HELP)4357 to reset your password.

6. In Password Recovery, then complete option 3 to set up your password reset tools.

7. **Completing your password setup allows you to login to Frontline(Absence Management), Outlook, Munis Self Serve, (all found under the Employees Tab) and District computers with the following usernames and the same password you set up in Password Recovery.**

a. **When you are at your home computer.** your username is the following format. Your first initial of your first name, first initial of your last name, zero, your five digit employee ID number and @ad.matsuk12.us.

Username Example: ab012345@ad.matsuk12.us

i. The password is the same password you set up in the Password Recovery icon.

b. **When you are at a District computer,** your username is the following format because you are considered in the Network, when you are at a school computer.

Username Example: ab012345

i. The password is the same password you set up in the Password Recovery icon.