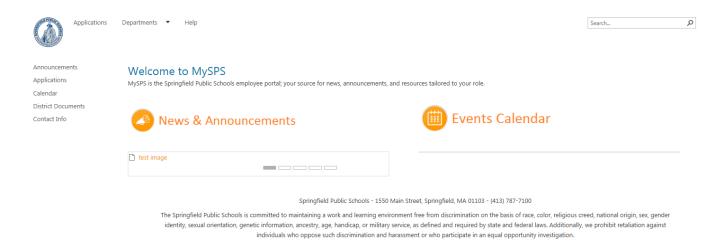
Intro to MySPS



MySPS is the Springfield Public Schools Employee Portal. It is the employee's source for news, announcements, and other important resources.

Home Page Overview: District Level Content



Top Navigation

Applications	Departments	•	Help
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Applications	This page is the central location for links to all SPS Systems and Applications (e.g.	
	PowerTeacher, MyLearningPlan, SEEDS).	
Departments	Dropdown list containing links to department pages. These pages and the content within are maintained by the respective departments. For Phase1 of MySPS the departments are Business Office, Communications, Facilities, Human Resources, Office of Instruction, OITA and Safety & Security	
Help	Provides details on where to get support related to MySPS	

Left Navigation

Applications Calendar

Announcements

District Documents

Announcements	Location for all district wide announcements	
Applications	A central list of all SPS applications	
Calendar	Location for details and dates of all District level events	
District Documents A central resource for all cabinet approved policies and procedures		
Contact Info	Search for SPS employee contact details	

Contact Info

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Contact Info Page



The Contact Info page is a searchable staff directory containing phone numbers and emails. You can search by staff name or department by typing in the search box. Details are displayed in the following format:



Applications Page

This page is the central location for links to all SPS Systems and Applications. It consolidates links that historically were available on the Staff page or Admin Resources page of the public website



Search Capabilities

MySPS incorporates excellent search functionality, which reduces the amount time spent navigating and browsing to find documents and other resources. When looking for a document, enter key words in the search box in the top right corner of the site.



Department Pages

Each Department page in MySPS has a similar layout, however, the respective departments maintain the pages and content. Any questions regarding a department's content should be directed to the department site admin. Details can be located at the bottom of each department's home page.



Announcements	Department specific announcements	
Calendar	Department specific events	
FAQ	A list of frequently asked questions including links where appropriate	
	to resources	
Forms and Policies	Department specific forms and policies	
Helpful Links	Links to external resources (e.g. Mass Retirement, Insurance, DESE)	
Resources	Department specific training manuals, templates, videos, etc.	
Staff	Detailing all department employees and links to their contact details	

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