

# INTRODUCTION TO YOUR ***PSFAConnect*** PORTAL

Reading time: about 5 minutes

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## Benefits and Features

PSFA has made considerable investment to bring modern teleworking technologies to staff especially during this unusual time when it is more important than ever to keep connected to office resources and your co-workers.

*PSFAConnect* brings the power of the internet technologies to all of the resources you use from wherever you may be – anywhere in the state, country or even the world all through an easy to use, easy to navigate web portal. All you need is a browser and an internet connection.

With a web browser and your network credentials, you will be able to access all of drives and files as well as communicate in real-time chat with your teammates in other locations. There are even downloadable “apps” you may install on your work or home computers and devices.

With PSFAConnect, you are able to:

- Connect with Teammates in real-time wherever they (and you) may happen to be at that moment. *Want to ask the PSFA.fad administrator a question from the top of a hot roof?* Just pull out your phone and ask the question in Chat – works over cellular and Wi-Fi.
- Access all of your work folders, drives and files from anywhere without using any 3<sup>rd</sup>-party utilities – just an internet connection and a web browser.
- Works seamlessly with NX (NetExtender); PSFAConnect uses only the internet so you can still print to an office printer while connected to NX.
- Share files (and even entire folders) with outside parties with just a single click and an email address, or a bunch of addresses – you may even access PSFA distribution group email lists.

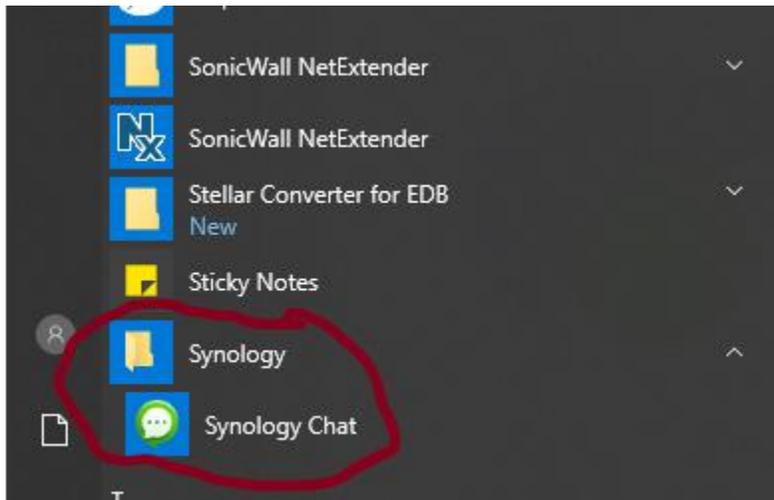
Use the links on the first page to skip ahead to sections that interest you.

## Using PSFAChat

PSFAChat is an integrated feature of your PSFAConnect Portal. The feature enables staff to connect with each other in real-time more efficiently than email and text messaging. The PSFAChat client may also be downloaded to tablets, phones (iPhone & Android), or computers.

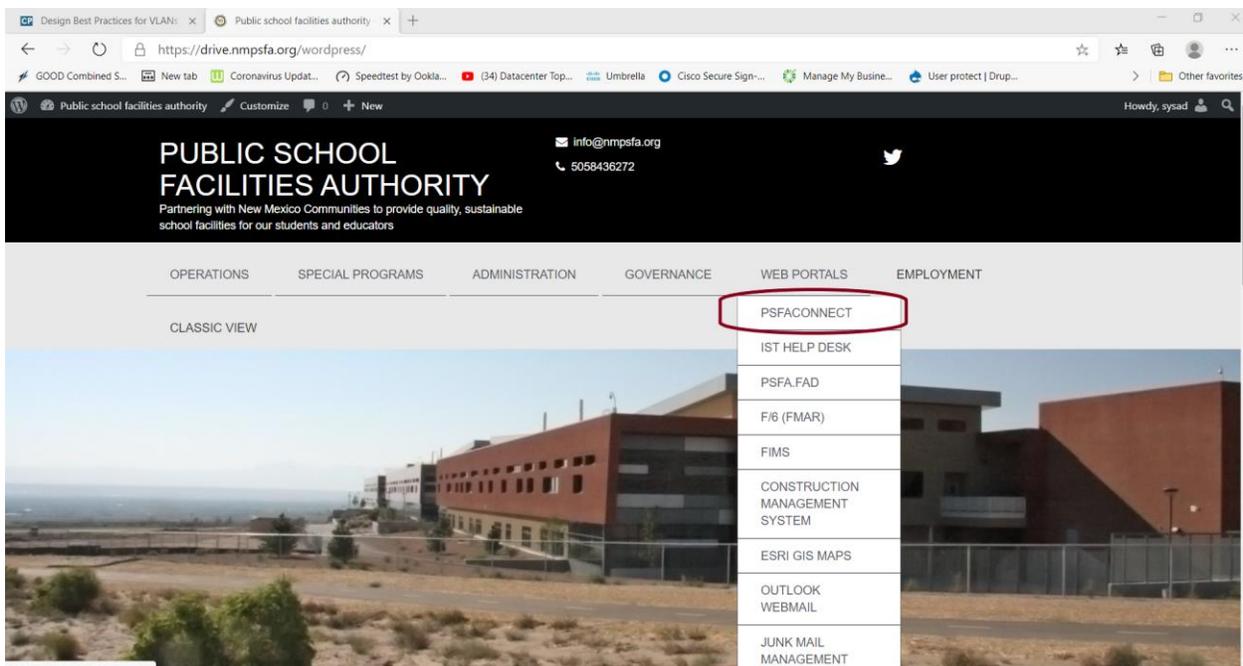
How to use PSFAChat to communicate with your teammates and co-workers.

The easiest way to get started is to navigate to your computer Start Menu, look for the Synology folder group and expand to show the Chat client, and then click on **Synology Chat**.



Alternately, you may access the Chat console from your PSFAConnect Portal:

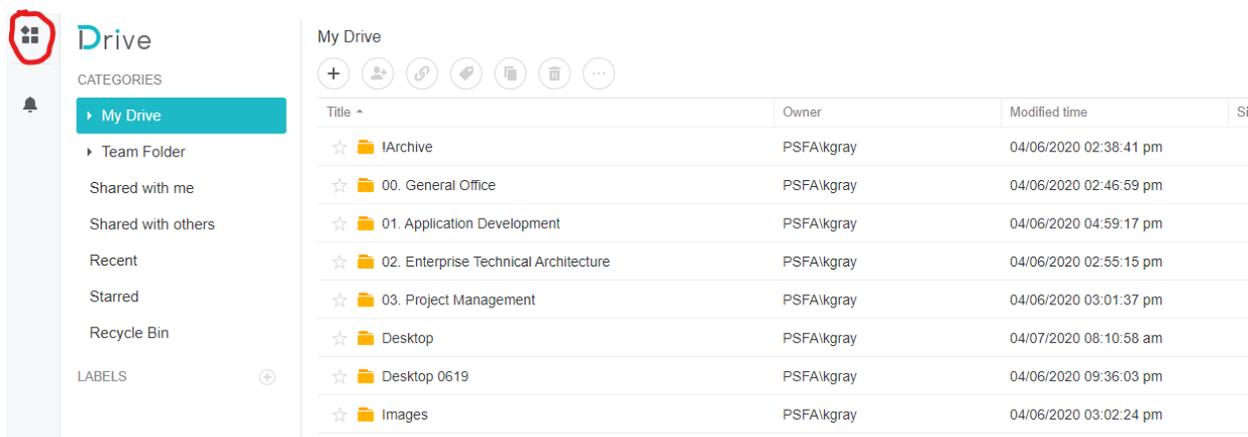
- Navigate to **nmpsfa.org**, locate **WEB PORTALS** from the top menu and click on **PSFACONNECT**.



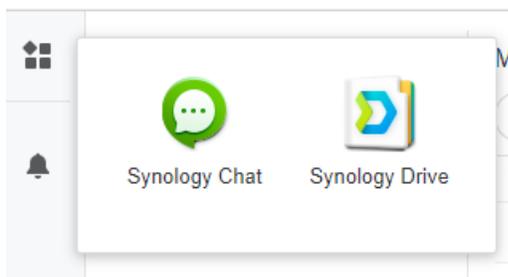
- Login with your PSFA network username and password at the next screen.



The first screen you see will be your own Home (H:) drive. Click on the four shapes icon in the upper left corner.



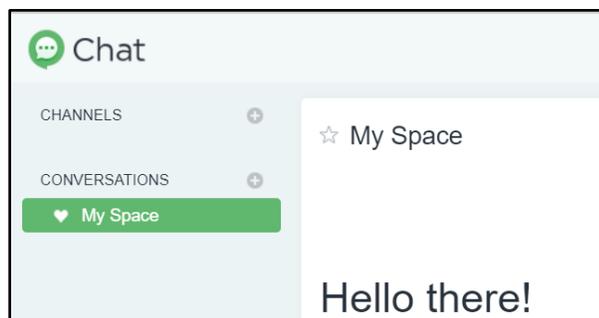
Click on the Synology Chat Icon on the left.



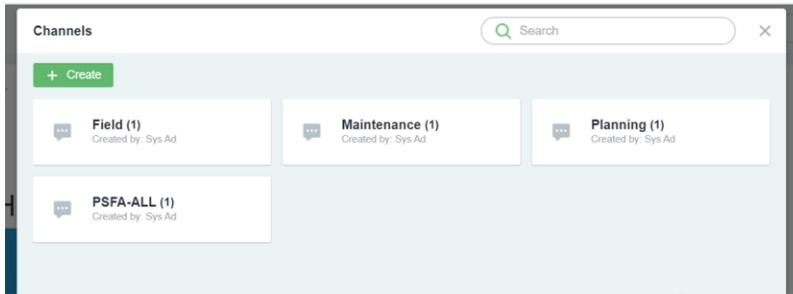
You may also download the App to your Android or Apple phones and mobile devices. See the section [Download the App for your personal or PSFA computer](#) on page 7.

Using the Chat Channel to communicate with your teammates.

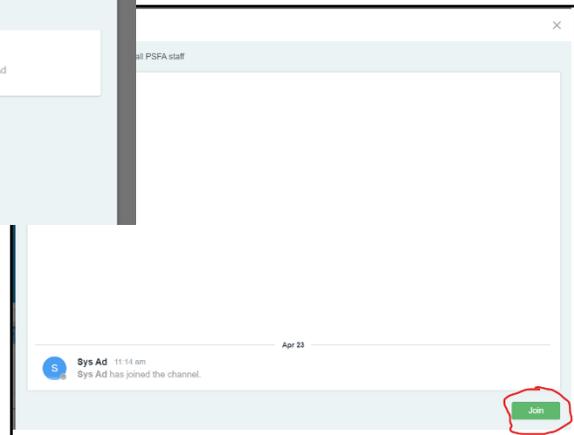
The first time you login to your new PSFAConnect Portal, select Channels from the Channels link at the top – click the PLUS sign to show Channels available to you.



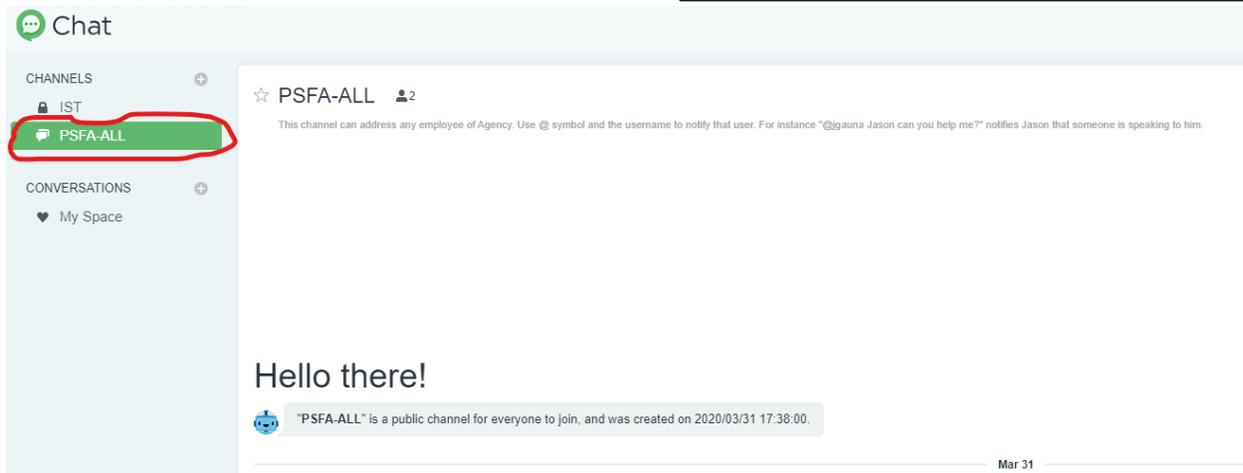
Then, click on a Channel . . .



Then, click on Join.



The Channel will appear on your navigation bar on the left side of the screen.



Write your message in the text box at the bottom of the screen, and click SEND.



To get the attention of a specific person, type the “@” symbol in the box followed by the first letter of their first name. This will reveal a directory list – just click on the name, then type your message. Be sure to click on SEND when finished typing your message.

# Hello there!

 "PSFA-ALL" is a public channel for everyone to join, and was created on 2020/03/31 17:38:00.

 **sysad - Disabled user** 05:38 pm  
sysad has joined the channel.

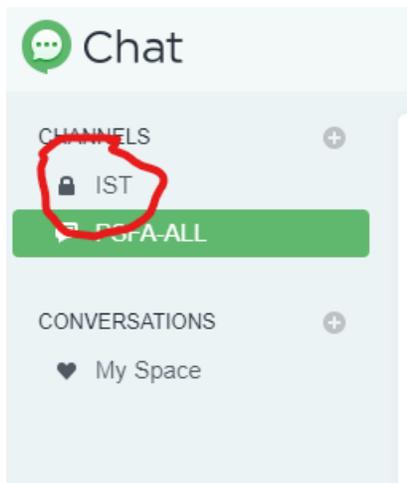
## Username matching ""j""

All other users

-  • **jgauna** (Jason Gauna)
-  • **jadams** (Jennifer Adams)
-  • **janaya** (Juanita Anaya)

 **Kerry Gray** 11:33 am  
Kerry Gray, Sys Ad have joined the channel.

+ |  @jgauna Mr Watson, come here. I want to see you.



To communicate with some in your workgroup, just click the channel indicated by name in the upper-left. IST is the Information Systems and Technology channel. Every channel you are member of will appear in this list.

When you communicate in a department channel, only other teammates in that channel will see and be able to respond to your messages.

NOTE: If you do not use the '@', the other person will not see your communication until the next time they login or open the chat app. To get their attention on whatever device they are using even when they are not actively using the Chat Channel, you must use @ and select their name from the list. If it is truly urgent, use a phone.

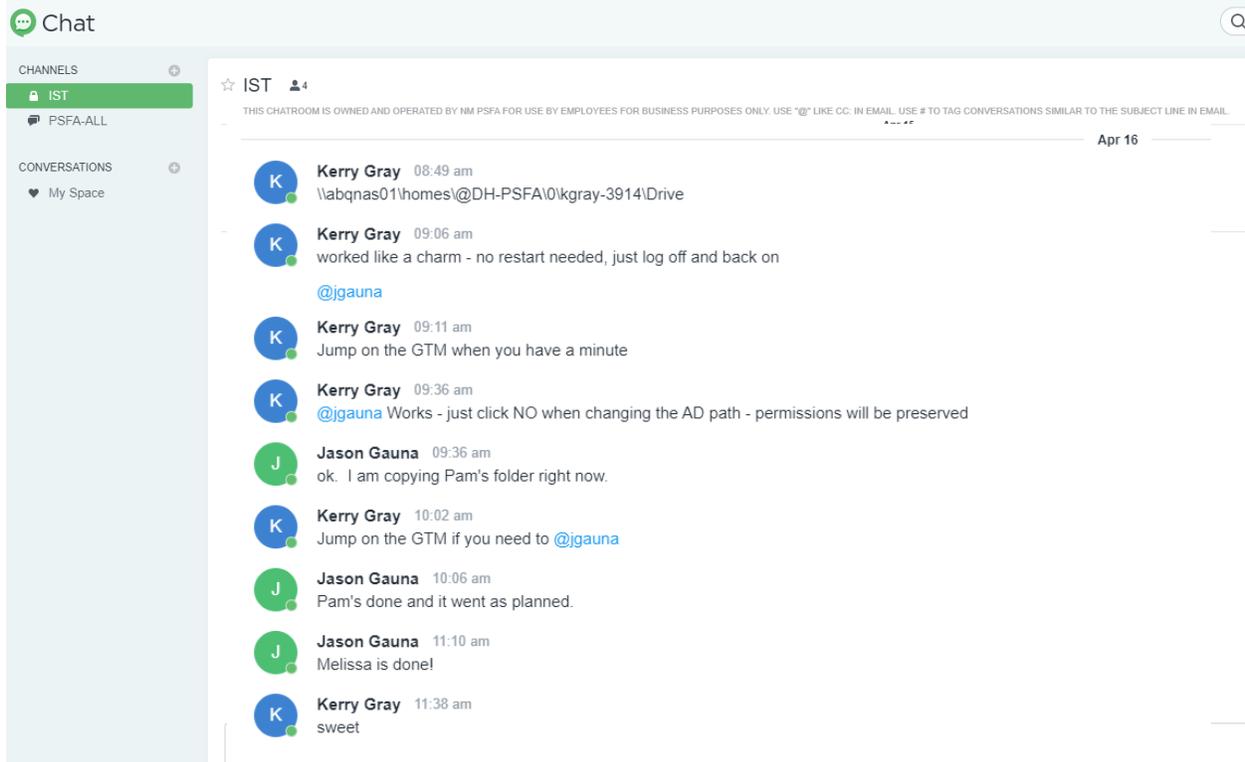
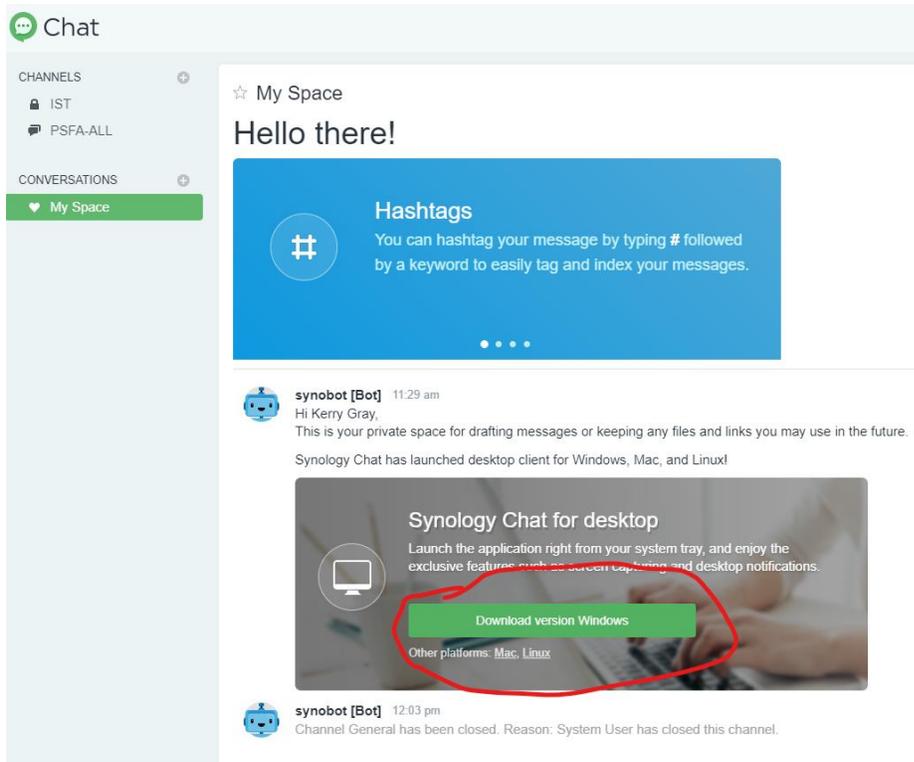


Figure 1: Example of a department conversation

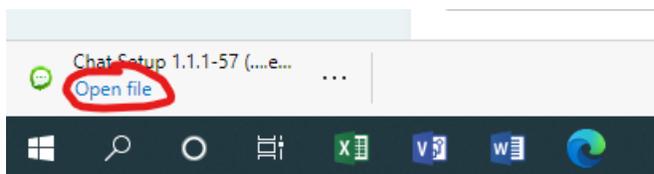
## Download the App for your personal computer

To download an 'app' to your computer, click on My Space menu item in the upper-left corner.

Click the GREEN button shown by the red circle.

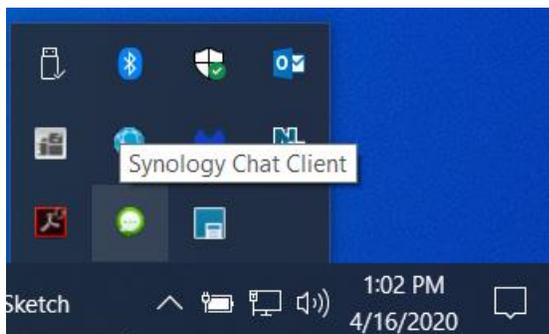


Click on Open File when the file has been download.



Click YES at the prompt and the app will install.

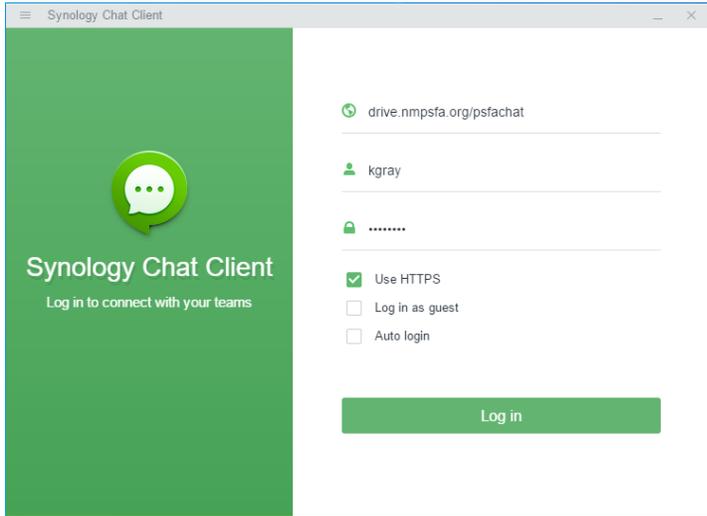
See figure 2 on next page for log in information.



The app will install to your taskbar and will always run. When someone is trying to get your attention, the app will "ding" your computer.

Just click the green icon and the chat window will open.

The Chat client is already installed on your PSFA computer, if not, let IST know, and we can get it installed for you.



Enter “drive.nmpsfa.org/psfachat” in the first field.

Enter your network user name.

Enter your network password.

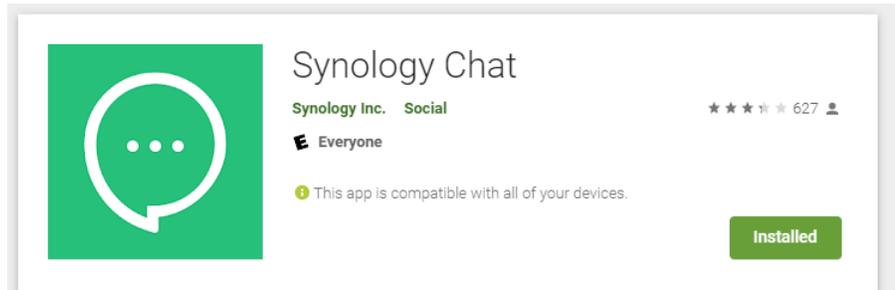
Leave checked.

Click the Green Log In button.

Figure 2: Login Information

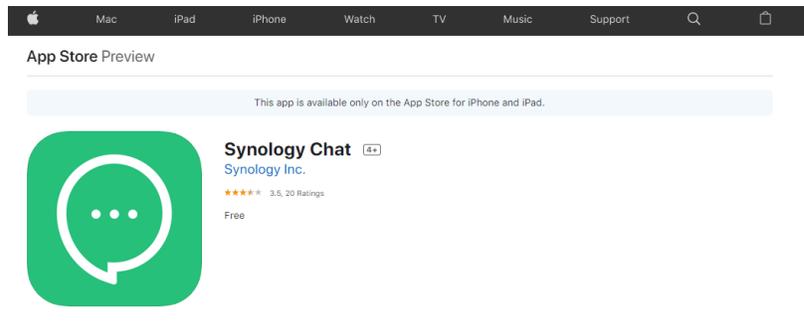
## Download the App to your personal or PSFA tablet, or phone

For Android phones and tablets, click the link below and then click install. You may also visit the Google Play and search “Synology Chat”.

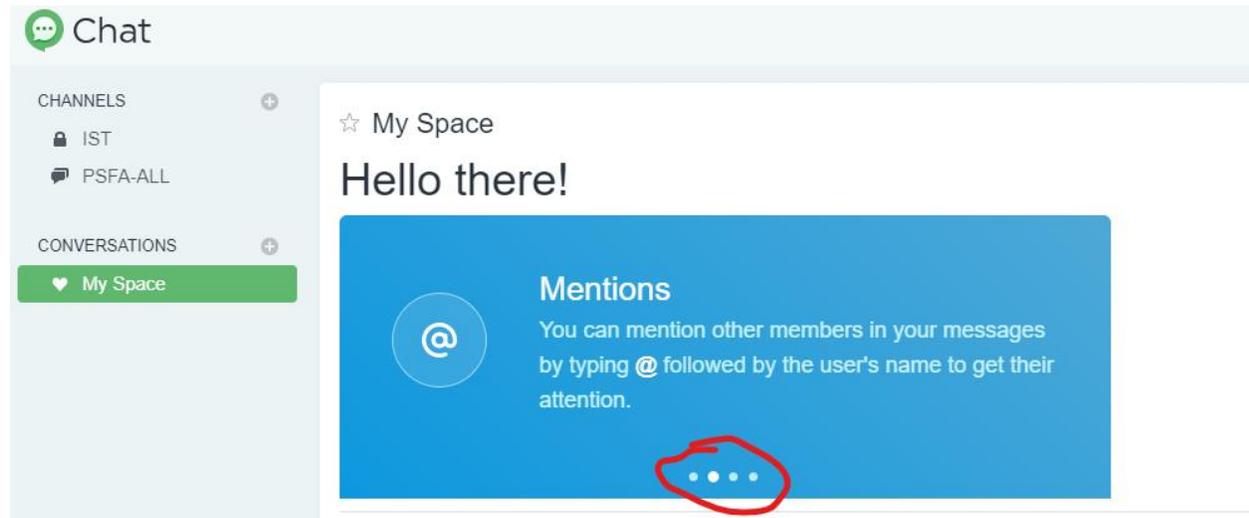


<https://play.google.com/store/apps/details?id=com.synology.dschat>

For Apple phones and iPads, go to the Apple App store and search for Synology Chat.



## Other Helpful Hints



To access hints about other chat features, click on My Space menu item and click through the slides by clicking on the dots at the bottom, or swiping or clicking left or right.

## Accessing Drives

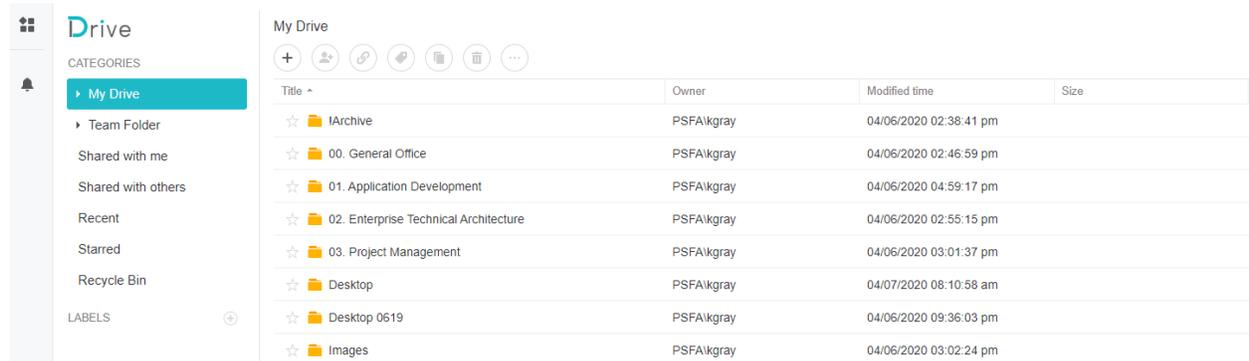
“Drive” is an integrated feature of your PSFAConnect Portal. The feature enables staff to access all of their normal drives more efficiently than NX (NetExtender).

How to use Drive to access and share your files and folders.

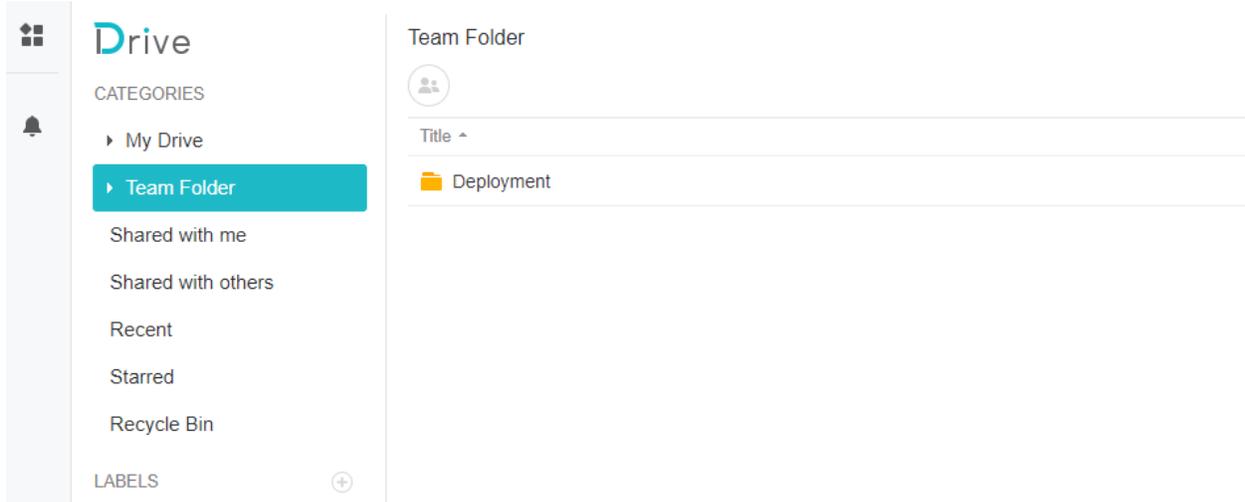
- Go to your portal sign-in page at <https://drive.nmpsfa.org/mydrive>
- Login with your PSFA network username and password



The first screen you see will be your own H: drive. By default, the **My Drive** menu item is highlighted on the left. **Notice the Drive app does not use drive letters.**

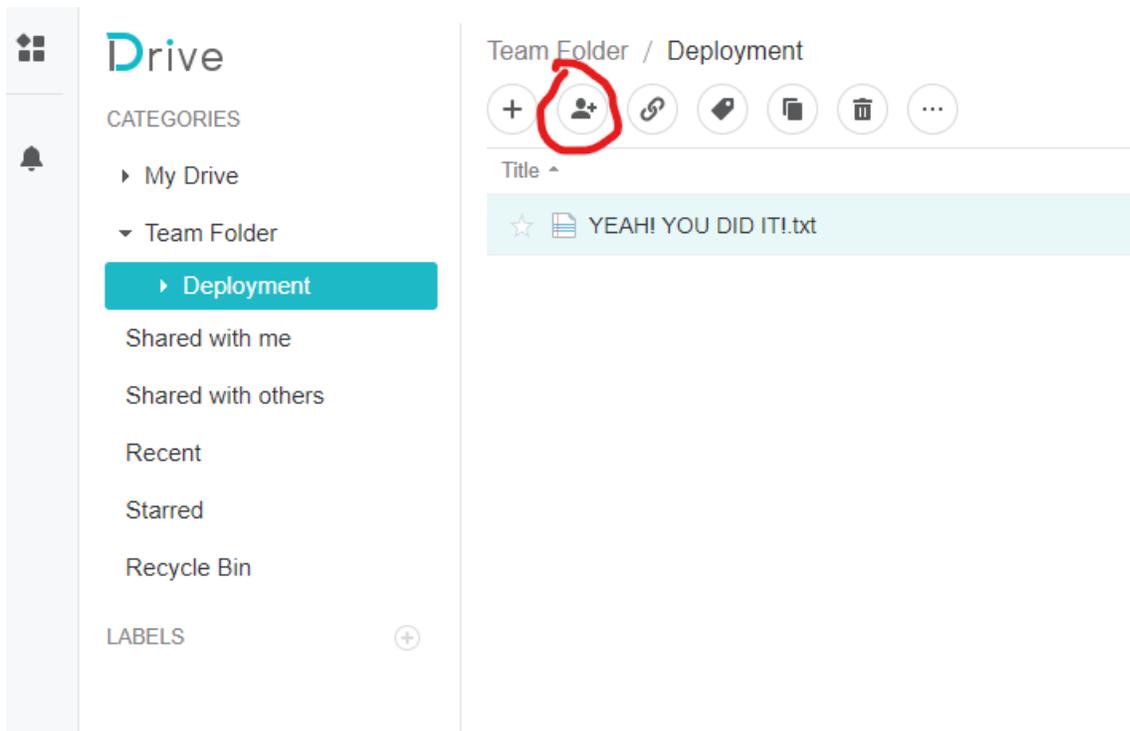


To view your mapped drives, click the Team Folder on the left. All of the drives you normally have mapped while in the office will appear here.



## Sharing Files & Folders

Sharing large files that will not send over email and even entire folders with external stakeholders is even easier than before. Just highlight the file or folder then click the figure icon indicated by the red circle.



The screenshot shows a 'Share' dialog box with a close button (X) in the top right corner. It has two tabs: 'Permissions' (selected) and 'Advanced Protection Link'. Under 'File Link', there is a text input field containing the URL 'http://nmmpsa.quickconnect.to/d/f/547608091632380821' and a 'Mail file link' button. The 'Privacy Settings' section has a dropdown menu currently set to 'Private - Only invitees can access', with a red circle around the downward arrow. Below this is an 'Invitee list' section with an information icon, a text input field containing 'User/Group', a dropdown menu set to 'Viewer', and a plus sign button. At the bottom, it says 'No one has access permission yet.' and a 'Save' button.

When this window pops open, click the down arrow to choose how you would like to share the file(s).

This screenshot is similar to the one above, but the 'Privacy Settings' dropdown menu is now set to 'Public - Anyone with the link can view', which is circled in red. Additionally, a checkbox labeled 'Allow options to download and copy' is checked. The rest of the interface, including the file link, invitee list, and 'Save' button, remains the same.

Normally, you would select the “Public – Anyone with the link can view” option.

The screenshot shows a 'Share' dialog box with the following elements:

- Permissions:** A tab labeled 'Advanced Protection Link' is selected.
- File Link:** A text field contains the URL `http://nmmpsfa.quickconnect.to/d/ff/547608091632380821`. To the right of the text field is a red circular icon with a white document and a red arrow pointing to it, and a blue link labeled 'Mail file link'.
- Privacy Settings:** A dropdown menu is set to 'Public - Anyone with the link can view'. Below it is a checked checkbox labeled 'Allow options to download and copy'.
- Invitee list:** A section with an information icon (i) contains a text field with 'User/Group', a dropdown menu set to 'Viewer', and a plus sign (+) button.
- Footer:** A teal 'Save' button is located at the bottom right.

Then click this icon (in red) to copy the link.

Paste the link into your email correspondence and your recipient will be able access your shared files by clicking on that link in the email.

If you want to send the link via email directly rather than copying and pasting into an email, see **Setting up my email for file sharing** in the next section.

## Remote Working (teleworking)

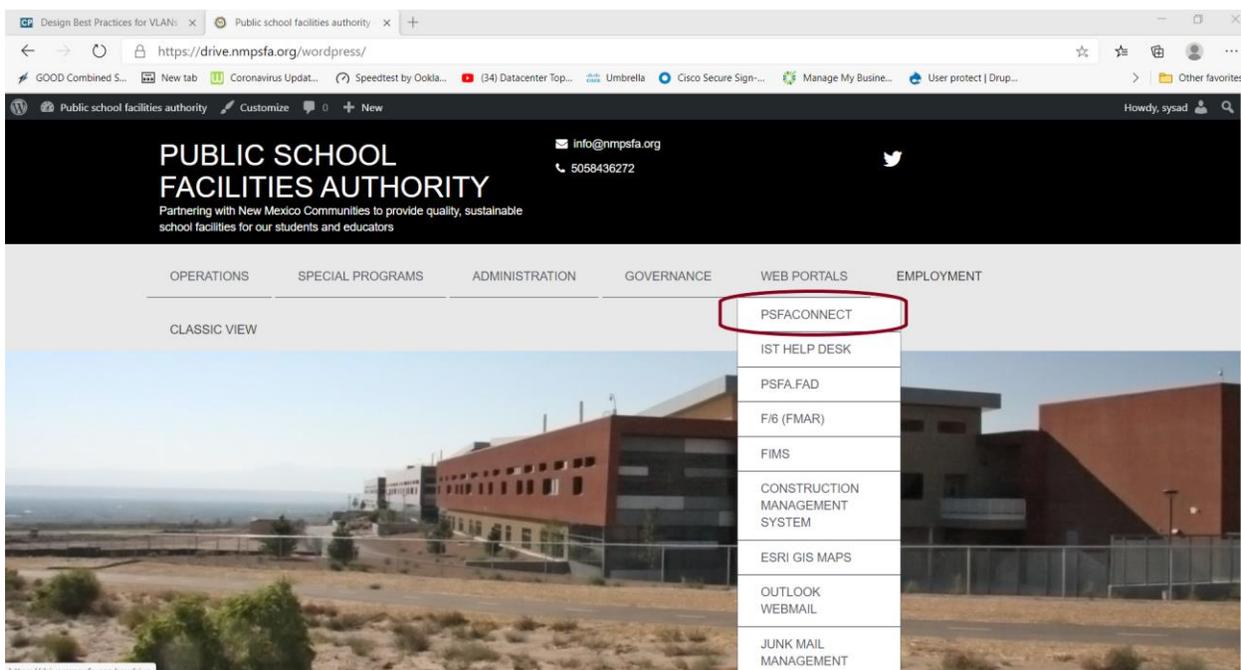
The **PSFAConnect Portal** provides PSFA staff an alternative method for accessing resources and their team members via the web without having to use *NX (NetExtender VPN)*. Having an alternative available can greatly ease the process of teleworking.

If you are in a remote part of State, or have a slower internet connection, **PSFAConnect**, can make getting and staying connected to the office and each other much more efficient and reliable.

### Accessing Your Portal

Your **PSFAConnect** portal is yours. Much like the NM SHARE portal, PSFAConnect is accessible via the internet and a web browser and, unlike many other portals, **PSFAConnect** uses the same network username and password you use to login to your computer. There is no need to remember “another password”. When you change your password on your computer, it also changes on PSFAConnect.

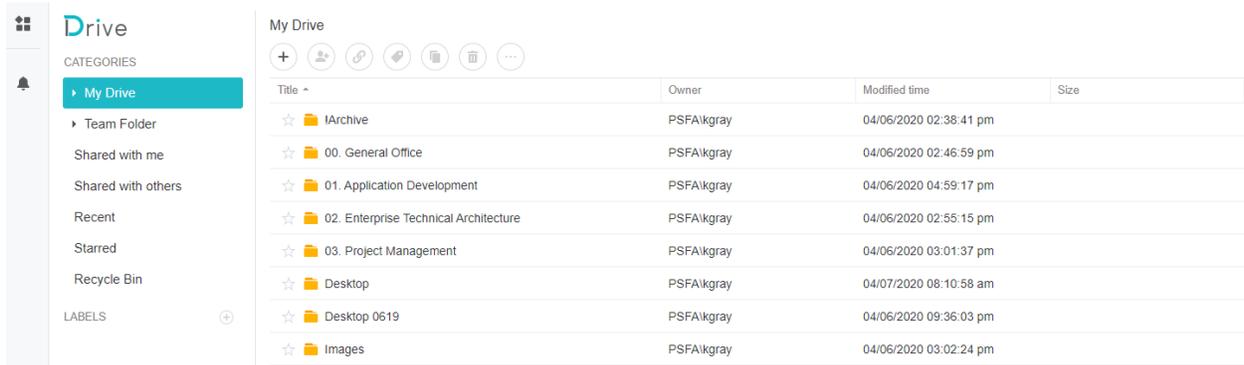
- Navigate to **nmpsfa.org**, locate **WEB PORTALS** from the top menu and click on **PSFACONNECT**.



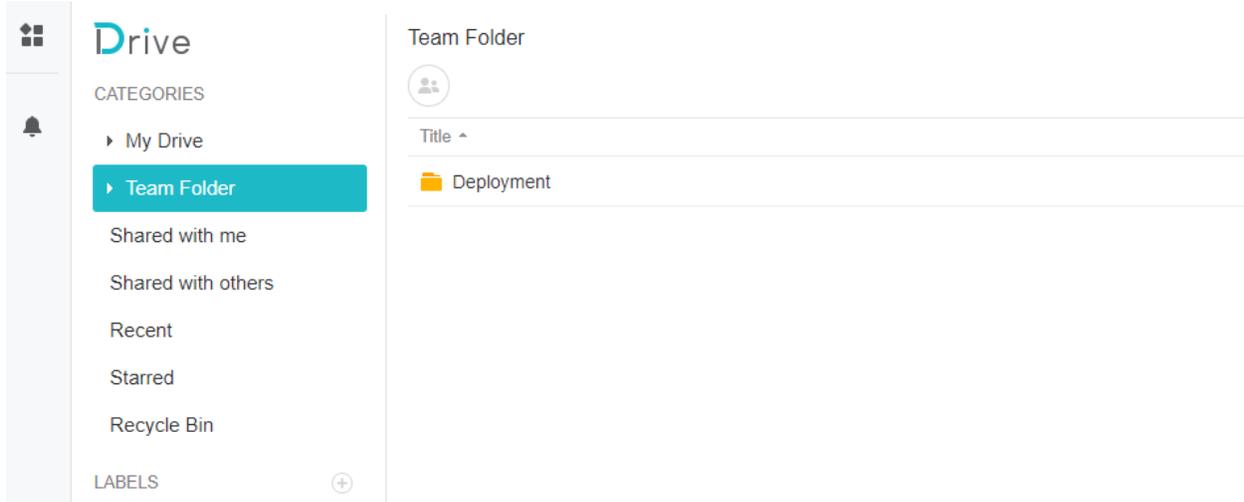
- Login with your PSFA network username and password at the next screen.



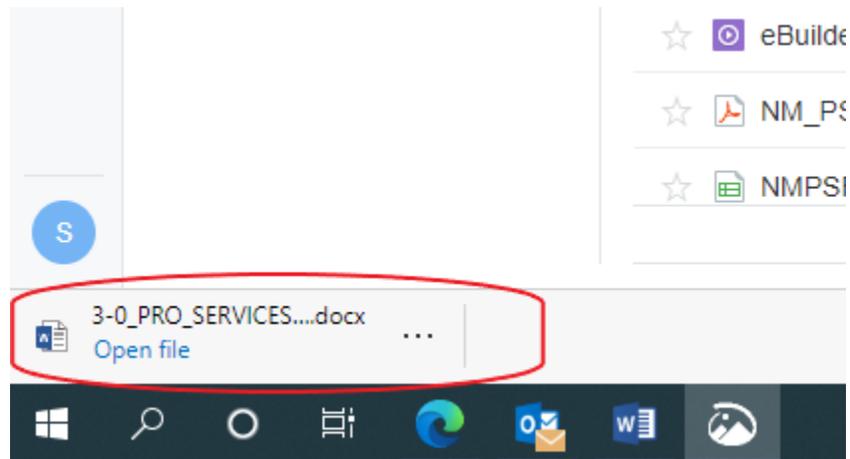
The first screen you see will be your own H: drive. By default, the **My Drive** menu item is highlighted on the left. **Notice the Drive app does not use drive letters.**



- To view your mapped drives, click the Team Folder on the left. All of the drives you normally have mapped while in the office will appear here.

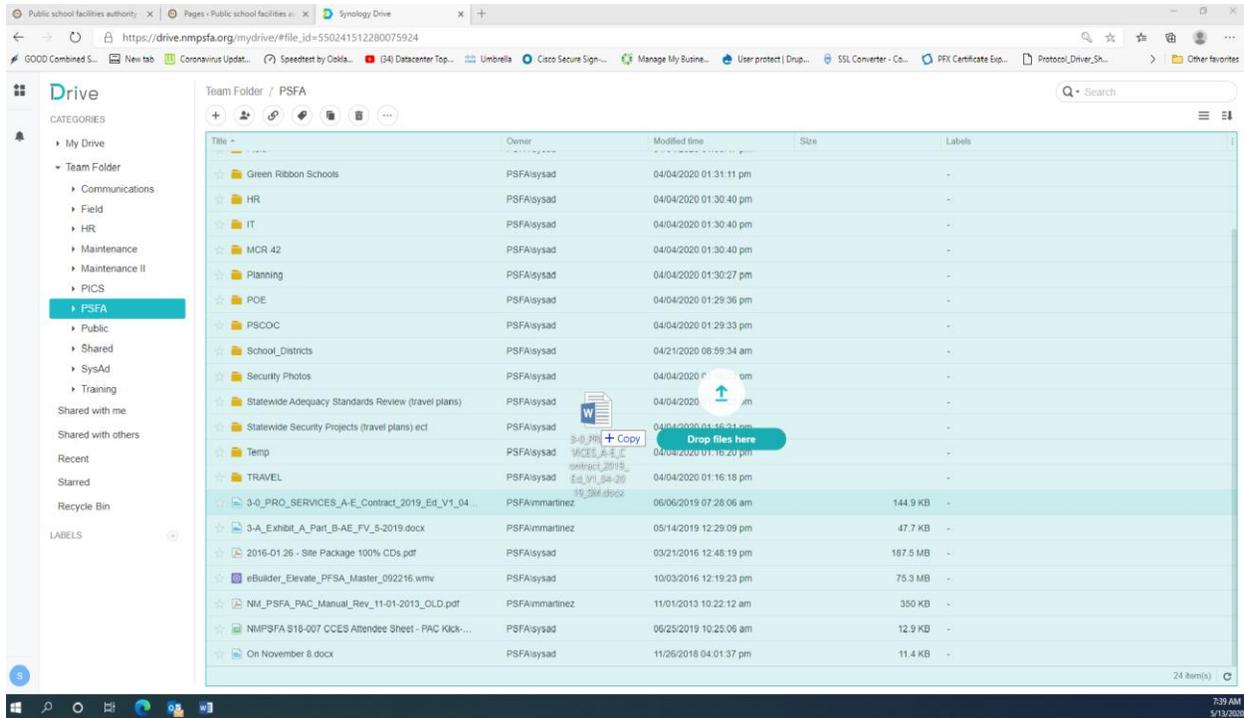


- Double-click on a file and it will download to the lower left of the screen. Click **OPEN FILE**.



To copy files back to PSFAConnect:

Navigate to the folder where you want to place the file, then just **drag and drop** the file over your portal screen like this:

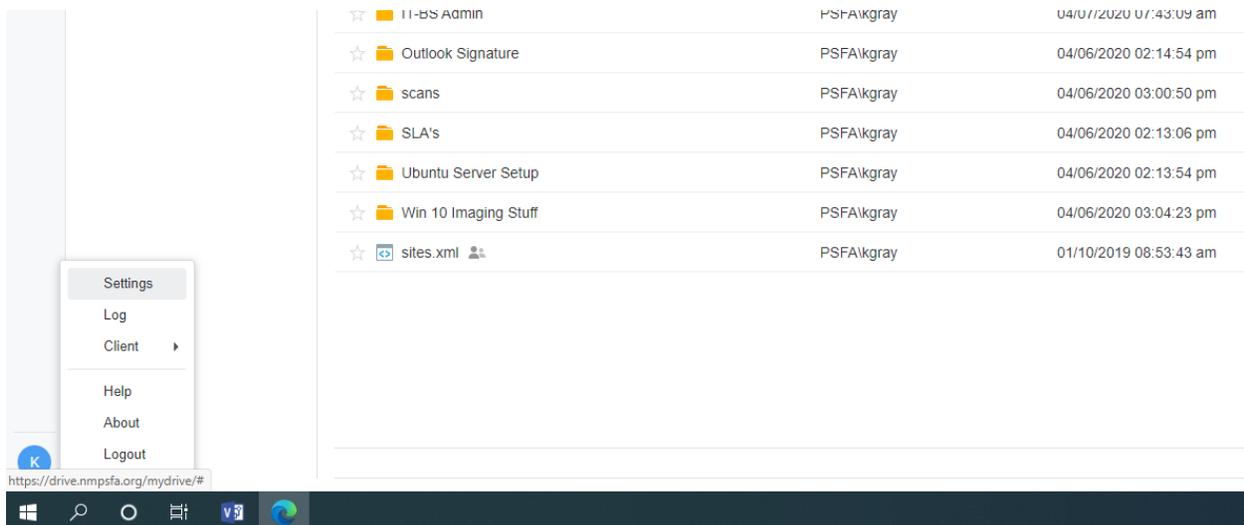


The file will upload automatically.

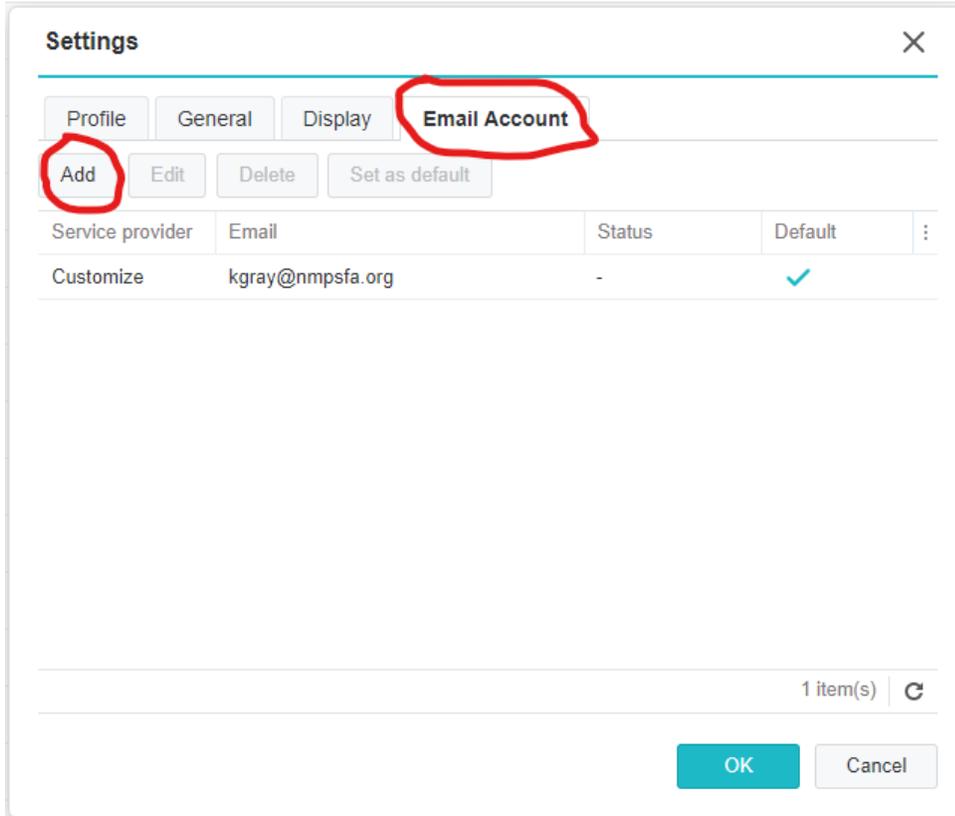
## Setting up my email for file sharing

Click on your initial in the lower-left corner (this is your profile)

Select SETTINGS



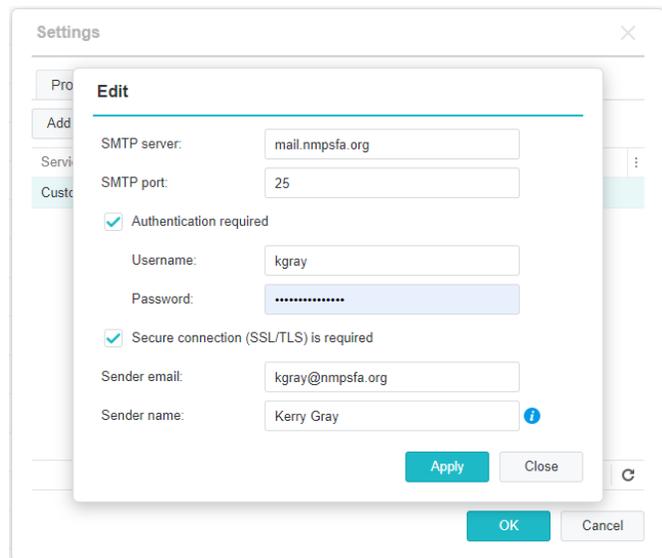
Click on EMAIL ACCOUNT tab



Click on ADD button

Complete the fields in this dialog box like below using your own network **username, password, email address and name.**

Then click APPLY and OK.



You may now begin sharing files directly from your drives as described in **[Sharing Files & Folders.](#)**

When your email has been configured, you may use the [Mail file link](#) above the red circle instead of copying and pasting the link into an email.

When using the [Mail file link](#), you may email the link directly to other users, distribution lists, or external email addresses.

Share

Permissions Advanced Protection Link

File Link

http://nmpsfa.quickconnect.to/d/f/547608091632380821  Mail file link

Privacy Settings

Private - Only invitees can access

Invitee list: 

User/Group Viewer +

No one has access permission yet.

Save

# State of New Mexico Public School Facilities Authority

## Technology Code of Conduct

### 1) “Information Technology Resources” (IT Resources)

- a) Computer hardware, software, databases, electronic message systems, communications equipment, computer networks, telecommunications circuits and any information used to support programs or operations generated by, transmitted within, or stored on any electronic media.

### 2) Use of Public School Facilities Authority (PSFA) Technology Resources

- a) You shall use PSFA IT Resources only to conduct agency business, except for occasional and incidental personal use. Occasional and incidental use shall not interfere with your duties and shall be consistent with the policies expressed in this Code of Conduct.
- b) Electronic Instant Messaging (EIM) Systems are defined and differentiated from email, as any information technology approved software messaging system that enables PSFA employees to casually, or informally communicate with each other:
  - i) You shall use EIM systems only in the normal course of conducting PSFA business;
  - ii) You shall not use EIM systems for purposes that violate any other section, or subsection of this Technology Code of Conduct;
  - iii) You shall not invite outside (external) parties to use, or otherwise participate in, PSFA EIM conversations;
  - iv) Participants in EIMS must possess an active and legitimate PSFA email address as assigned and controlled, by PSFA Department of Information Systems and Technologies (IST); and
  - v) You shall, if a Department Manager, oversee appropriate use of IM channels created by direct reports, both public and private, and allow additional channels to be created only in cases where it is reasonable for the purposes of conducting business.
- c) You shall not access or attempt to access IT Resources for which you do not have authorization by means of user accounts, valid passwords, file permissions, or other legitimate access and authentication methods. "Access" means the ability to read, change, or enter data using a computer or an information system.
- d) You shall not use IT Resources to reveal information protected by state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms.
- e) You shall not have any expectation of privacy with respect to IT Resource usage.
- f) IT Resource data may be subject to the New Mexico Inspection of Public Records Act.
- g) You shall not use IT Resources to download or distribute pirated software or data, including music or video files. "Pirated software" means licensable software for which a license has not been purchased or legally obtained.
- h) You shall not use IT Resources to knowingly propagate any type of code intended to damage, destroy, or delete a computer system, network, file or data.

- i) You shall not use IT Resources to knowingly disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of IT Resources.
- j) You shall not access, display, distribute, edit or record pornographic or offensive material using IT Resources except in order to fulfill legitimate job responsibilities and with the written permission of your supervisor. The unsolicited receipt of pornographic or offensive material, such as might be received through e-mail, shall not constitute a violation of this provision. "Pornographic or offensive materials" means images, documents, or sounds that are:
  - (1) discriminatory or harassing;
  - (2) obviously defamatory or libelous;
  - (3) obscene or pornographic; and/or
  - (4) threatening to an individual's physical or mental well-being.
- k) You shall not use IT Resources to override or circumvent any security mechanisms belonging to PSFA or the State or to any other government agency, organization, company or individual. "Security mechanism" means a firewall, proxy, Internet address screening or filtering program, or other system installed to prevent the disruption or denial of services or the unauthorized use, damage, destruction, or modification of data and software.
- l) You shall not use IT Resources to knowingly visit websites that are likely to compromise network security.
- m) You shall not use IT Resources to encourage, aid, or engage in any illegal activity.

### **3) Consequences for Violating this Code of Conduct**

- a) This Code of Conduct governs the conduct of all employees of the Public School Facilities Authority.
- b) Any violation of this Code of Conduct shall constitute cause for dismissal, demotion, or suspension.
- c) In addition, violating some provisions of this Code of Conduct may subject you to potential civil enforcement actions and criminal penalties under the law.

I hereby acknowledge that I have received and read the PSFA Technology Code of Conduct. I hereby agree to abide by the terms of this code as a condition of my employment.

Acknowledged:

By: \_\_\_\_\_

Name

Date: \_\_\_\_\_