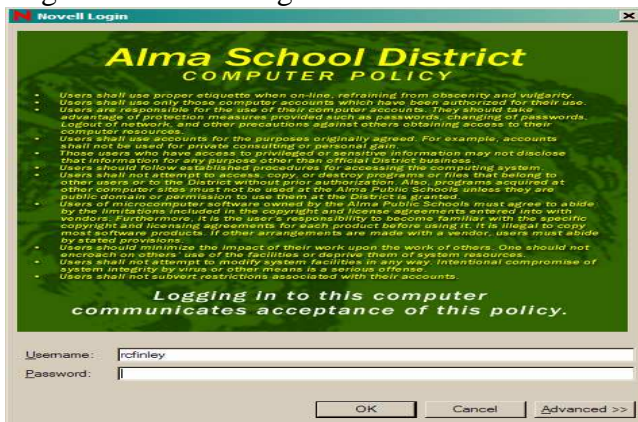


New Teacher Technology In-Service 2009

Changes in Login and Shutdown of computers
Login Screen User Agreement:

Robin Finley:
rcfinley@almasd.net

632-4717

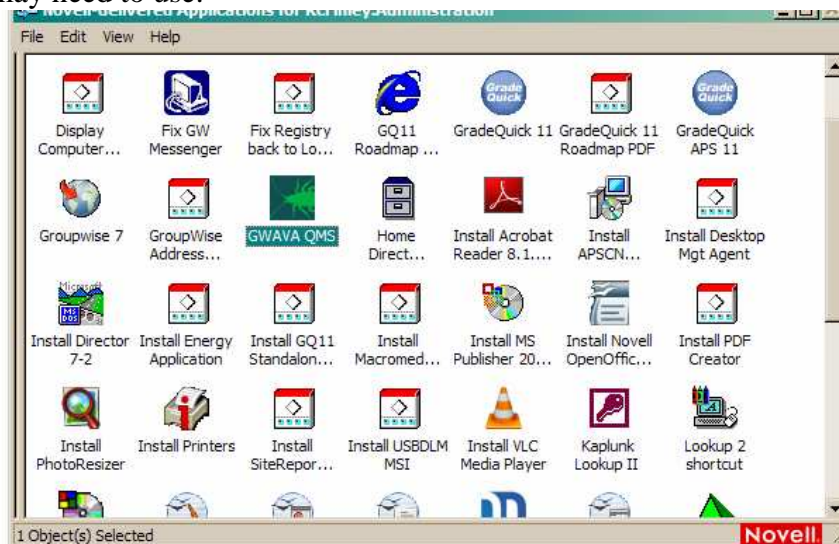


This is your
NOVELL login
screen

Shut Down: Begins the process at 4:40 each day



This is your Application Launcher: The place you will find shortcuts to programs you may need to use.



Official Name: Novell-delivered Application Launcher—we call it APP LAUNCHER. You can minimize down on your toolbar at any time.

Groupwise Client : Select the Groupwise Icon in your Application Launcher- this is the MAIL icon you want to use while at school (logged into the network)



Your NOVELL, GroupWise Client, and GroupWise Web Mail Logins- All have the same username and password--- when you change your password- it changes for all these applications

Adding your signature: OPTIONAL

http://www.almasd.net/tech_instruction/Captivate/Editing-adding%20signatures.htm

Groupwise Webmail www.almasd.net> Webmail on the left hand menu >Select Webmail



You will then see a login screen. Enter your FULL GroupWise username and password to access. **MOST** features that you have in the Client are also available in WebMail.



GWAVA- (Email Filter) You will receive a Weekly GWAVA Digest—EMAIL You need to Access GWAVA Everyday – if you are expecting an e-mail you have not received. (Sometimes you don't know what you didn't get, so good policy to check it every day)

The link for GWAVA is in your Application Launcher.



When you login to GWAVA use your full Almasd e-mail address and password. You can release items by checking next to the item in the box and selecting the release box

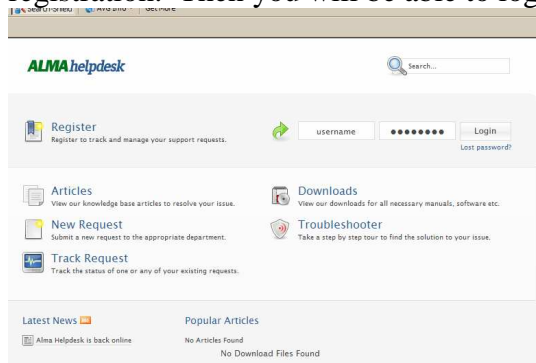
Communication with the Tech Department:

Everyone has to register for a Help Desk account

When you have any technology problems log a ticket. If it is something that appears to be an emergency please report it to the Media Specialist in your building or call the tech building 632-4717 You can also use IM the help desk to see if someone is available .

Logging a Ticket

Register for Help Desk from www.almasd.net select the link in the bottom left corner: Helpdesk: Once on the Helpdesk page select Register- You will be sent an e-mail confirmation in which YOU MUST click on the link provided to complete the registration. Then you will be able to login and log a ticket.



You can also send an e-mail to the Helpdesk if for some reason you can not log a ticket. This will log one for you. Help Desk: send an e-mail to helpdesk@almasd.net

IM Information: to install Instant Messaging Select: Chat with the Helpdesk this will install Instant Messenger so you can chat with us or the other in-district people you add.



E-Mail Content- reminder be careful what you put in an e-mail

Gradequick/Edline Information:

