

2011

To Login to Novell (the school network) use the following information:

Username is the 1st 3 letters of your first name and the first 5 letters of your last name

Example: Robin Finley would be... robfinle

Your password is your lunch code number, if you have not already changed it to a new password (your Library Media Specialist and Teachers can reset your password if you have forgotten it)

To Login the first time to E-mail:

You will be able to access your Webmail at school through this direct link <https://mail.google.com/a/g.almasd.net> You also can access the link by going to our home edline page and selecting Students> Student Email



Enter your SAME username(the 1st 3 letters of your first name and the first 5 letters of your last name) you used for Novel and your INITIAL password is asd+lunch code, so for example mine would be asd60366. We suggest that you make your email password the same as your Novel password

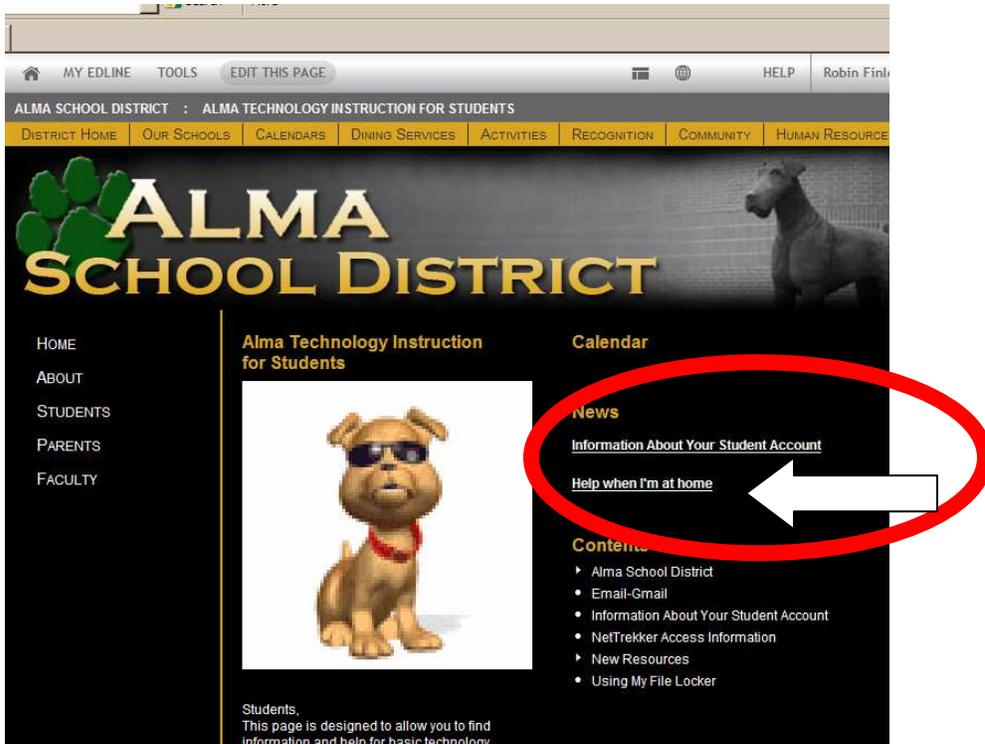
Movie to illustrate: http://almasd.net/tech_instruction/StudentGmail.htm

You will now be able to use this e-mail, which is GMAIL (Google student email) as your default e-mail. For example, my e-mail address would be: robfinle@g.almasd.net

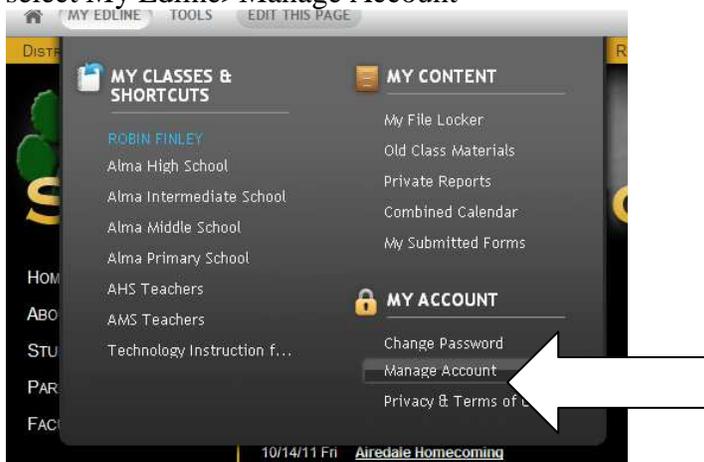
Once you have created your account for Edline you will also be able to login to WEBMAIL from Edline

We have also provided a place on this Student Instruction Page where you can e-mail us if you have a specific issue in which you may need our assistance. Most issues will be resolved much quicker if you speak with your business course teacher or Library Media Specialist.

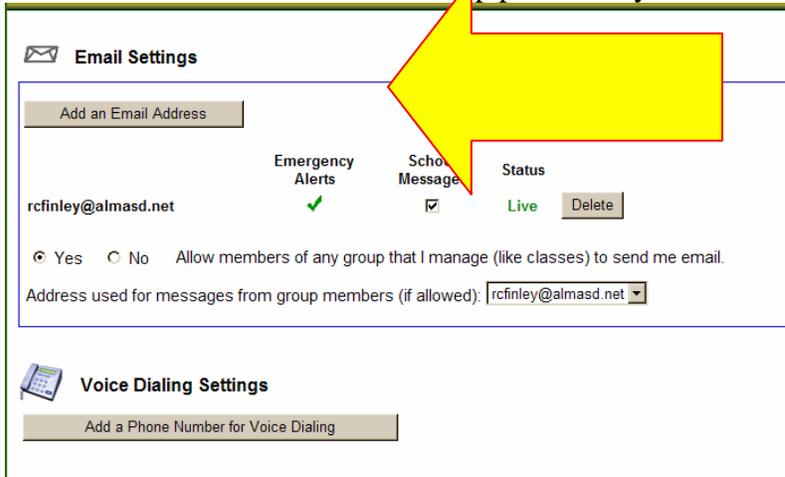
If you need help activating your account please find the information here:
<http://www.almasd.net/studentlinks.php> this is also linked on your Student Edline Instruction page.



Notice that you may enter more than 1 email account to your Edline account. Login and select My Edline>Manage Account



Select the ADD EMAIL tab in the top portion of your account information



The screenshot shows the 'Email Settings' section of a user account. At the top, there is a button labeled 'Add an Email Address'. Below this, a table lists existing email addresses. The first entry is 'rcfinley@almasd.net', which has a green checkmark under 'Emergency Alerts', a checked box under 'School Messages', and a 'Live' status with a 'Delete' button. Below the table, there are radio buttons for 'Yes' (selected) and 'No', followed by the text 'Allow members of any group that I manage (like classes) to send me email.' At the bottom, there is a dropdown menu for 'Address used for messages from group members (if allowed):' with 'rcfinley@almasd.net' selected. A large yellow arrow points from the right towards the 'Add an Email Address' button.

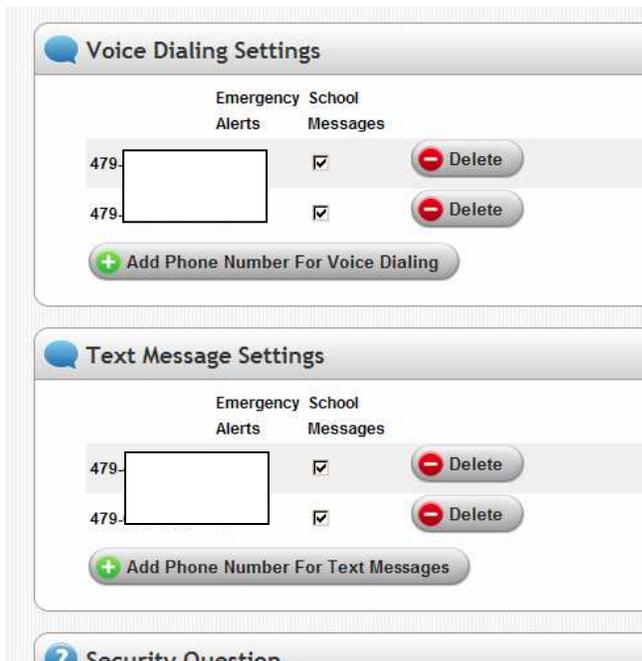
	Emergency Alerts	School Messages	Status
rcfinley@almasd.net	✓	☑	Live <input type="button" value="Delete"/>

Yes No Allow members of any group that I manage (like classes) to send me email.

Address used for messages from group members (if allowed):

A message will be sent to the email address you enter, VERIFYING that it is yours. **You have to verify your address before the email becomes an active email address for your Edline account.**

The VOICE DIALING and TEXT MESSAGING is also available and we encourage you to enter your information



The first screenshot shows 'Voice Dialing Settings'. It has a table with two columns: 'Emergency Alerts' and 'School Messages'. Two entries are listed, both with the area code '479' and a checked box in the 'School Messages' column. Each entry has a 'Delete' button. Below the table is a button labeled '+ Add Phone Number For Voice Dialing'.

	Emergency Alerts	School Messages	
479- <input type="text"/>		☑	<input type="button" value="Delete"/>
479- <input type="text"/>		☑	<input type="button" value="Delete"/>

The second screenshot shows 'Text Message Settings'. It has a similar table with two columns: 'Emergency Alerts' and 'School Messages'. Two entries are listed, both with the area code '479' and a checked box in the 'School Messages' column. Each entry has a 'Delete' button. Below the table is a button labeled '+ Add Phone Number For Text Messages'.

	Emergency Alerts	School Messages	
479- <input type="text"/>		☑	<input type="button" value="Delete"/>
479- <input type="text"/>		☑	<input type="button" value="Delete"/>

Students are to follow the Technology User Agreement as outlined by the AHS and AMS Student Handbook. A violation of the agreement may result in consequences and/or revocation of privileges. Student use of technology is a wonderful instructional tool and is to be used in a proper fashion.