**Welcome to our Southwick-Tolland-Granville Regional School District!**

 Below is the technology information that you will need to navigate through our district’s network and to know what is available to you.

 To use a classroom computer and to access all that you will need on our **network**, you must login with a **username and password**. Your network username is the first initial of your first name and your last name put together with no spaces or capitals and a minimum of 7 keystrokes as the password with 1 capital letter and 1 number.

Example: Username: ltencati

 Password: Welcome1

 Enter the temporary password that is given to you, Welcome1. Once you type that in, it will ask you to change it. Once logged in, ***all*** ***documents*** will need to be saved to your **P: drive (personal directory**).

 **Email** will be the first initial of your first name and your entire last name; ltencati@stgrsd.org. You may change your password through options on the toolbar of the email. Default password is welcome.

 We have a nice variety of technology equipment available.

* Portable laptops (COW= Computer on Wheels) and a sign-up is needed to access these for your classrooms.
* Portable projector, sign out when available. Projectors are also installed on the ceilings in many classrooms. COW’s are located in the computer lab at Woodland, Community room at Powder Mill and the library at Southwick Regional School.
* Interactive boards are in some classrooms with portable ones available as well
* Document cameras

 Please never hesitate to inquire about using these with me your first time.

 When you **print** from ***your*** computer login profile it will go to the teacher’s room. Please make “District Printer” your default print setting. The first time that you retrieve your printout you will need to scan your new i.d. card and login to the printer with your network account and new password and press login. Please make sure that you have logged in from a computer first so that the password is changed. Going forward, any district printer with a card reader will hold your printouts until you are ready to print. Please press print and save. If you press print only, and there is a glich with the printer, you will lose your document.

 If you need any ***technology assistance*** please do not hesitate to contact our tech support team using the below email.

**To submit a technology request of any type, email below in the proper format:****techsupport@stgrsd.org**

**Please type, Technology Request, your building and your room number in the Subject line of the email.**

**For example:**

**Subject: Technology Request, PMS, Room A213**

**In the body of the email please provide as much detail as possible regarding the support needed.**

Either myself, Lorie Tencati, Momoh (Mo) Kamara, or John Grimaldi our Technology Director, will assist you once we receive the email. We will respond as soon as we are able. This is the protocol to help serve you the most efficient way possible.

Welcome aboard,

Lorie

Lorie Tencati

IT Specialist

PMS & WS – 426-1961