



L-S Computer News 07-08

Welcome!!


(Please keep for future reference)

This is a reference sheet for the computer services available at L-S. For more information please check out web page.

<http://www.lsrhs.net/TechHelp/info/infoservices.html>

Most of you have 3 different types of computer accounts.

a. Network account – When you log onto a computer with your account name and password you immediately have access to a server account with a variety of folders. You should keep all important documents in your Documents folder or on your Desktop. Students and staff have access to other folders unless you change the share privileges. **It is important to keep the Public Folder (and dropbox folder within that) as is. This is how students and staff can give you copies of documents.**

b. Email account – FirstClass  is our email application. You can receive and send emails to folks at L-S and people outside the building. Your email address is **firstname_lastname@lsrhs.net**. When you are sending emails to L-S folks you just need the first and last name.

c. Student Information Management account – We use iPASS to keep records such as attendance, grades, visits to nurse, etc. Bookmark this website in your favorite browser (Firefox, Safari, Internet Explorer)

<https://ipass.lsrhs.net/school/ipass/syslogin.html>

You will be issued a log in name and password. You should change your password to something you remember. You will have to change it in 3 different places!! These accounts are not connected.

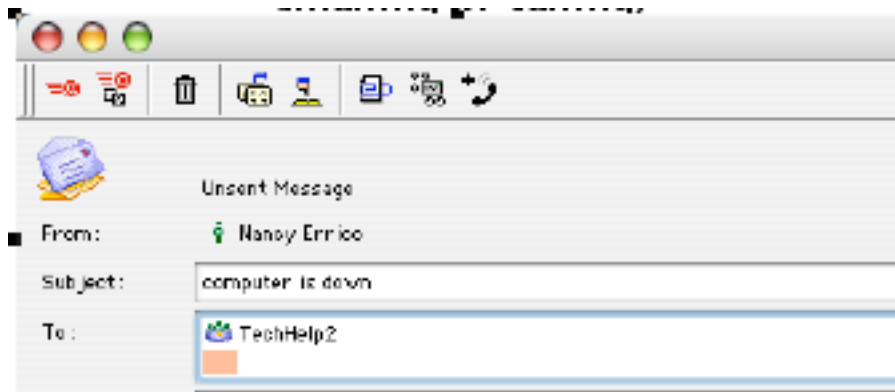
There are many computers available for use at L-S. Some are located in computer labs: Science, Computer, FATA, Language, Math, Central & Humanities. The FATA and Computer labs have regularly scheduled classes and are not available for sign-up. Other labs have signup for classroom use. Check with the labervisor for department procedures. The library has 21 computers available for use. There are computers in the classrooms and faculty office areas. Most departments have carts of ibooks for use with their classes. This equipment is expensive and should be treated with care. Please make sure equipment is always in a secure environment.

(Please turn over)

Where can I go for help???

The best vehicle for technical help is to use email. When you start a new message – type **TechHelp in the To: field**. This is a conference which helps us keep track of computer issues. Please remember to list the room number and be specific when describing the problem.

Basic Troubleshooting – Test network cable, plugs, restart computer (before sending an email or calling)



SPAM – Although we have a filter sometimes bad stuff still gets through. Please forward nasty emails to the **SPAM** conference

What if email isn't working?

The Computer Technology staff is located near the main computer lab B339.

Nancy Errico – B337 – Educational Technology Coordinator x3337

Dave Walsh – B338 – Network Administrator x3336

Dennis Phillips – B338 – Computer Technician x3338

Most departments have a labervisor or computer point person to help you with any computer issues.

Math – Carol Schroeder & Meghan Notari

History – Dave Hosford & Dave Grace

FATA – Ken Kimura

Science – Nicole Digenis

Language – Kim Schultz

English – Rebecca Carr

Wellness – Marci Stoda

Special Ed– Amy Butler

Technology Integration Specialist – Jim Berry (0.125) & Nancy Errico (0.50)

iPASS administrator(0.25) – Math teacher – Seth Weiss x3411

Student Technical Administrators: Galakatos

Our website has lots of usual information: <http://www.lsrhs.net>

Click on Today at L-S to see morning announcements, events information and other news. If you are interested in creating a web page for your classes just email Nancy Errico