

Friday, September 9, 2005
Computer lab update

Welcome back!

Voicemail Accounts: We are resetting voicemail accounts as quickly as possible. If your voicemail is not working and you have not put in a request, talked to myself, or the Tech dept., please notify us that you need this changed.

Service Requests: Service request forms are found in the “**Q**” or **common** drive under “My Computer” or “Keshequa workstation”.

When submitting service requests please include the following information:

Date:	Building:
Your Name:	Room Number:
Service needed:	
Short description of the problem:	

There are designated boxes for each of these areas, and the computer will prompt you. Or you can call me, and I will teach you how to submit a request.

6th grade computer access: The 6th grade has been entered into the system. Please remember that passwords are their student ID numbers. These can be checked on the “Q” or “Common” drive under the folder “Student user lists”. If you have trouble, please contact me or the Tech dept.

Software Downloads: Some people have asked about software being downloaded. We do have district software that will be loaded per your requests. We will not be loading any personal software this year. If it is a personal program that you use on a regular basis, call Kim Englert and request that it be purchased by the district. We will get to these requests as quickly as possible.

Lab Usage: The procedure is the same as last year. You can email or phone me with your requests and I will do my best to honor them. Please understand the MS lab is being used for Keyboarding classes this year also, so it is important you check with me first. Please do not just take your kids to the lab and assume it will be open.

9th Period Computer Lab use: Computer labs can be made available for teachers to use 9th period. If you contact me ahead of time, I will make arrangements for the lab to be open. Please understand I can not supervise students afterschool for you. I will not allow students in the lab until a teacher is with them.

TV Monitors: Some monitors are not working in all capacities. Please submit a service request explaining what is not working.

Thank you, Peggy Colombo