

Welcome to our Southwick-Tolland-Granville Regional School District! Technology Information

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 the password is a minimum of 7 keystrokes with 1 capital letter and 1 number.

Example: Username: Itencati
Password: Welcome1

Enter the temporary password that is given to you, *per handout*. 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 same username with @stgrsd.org added at the end; Itencati@stgrsd.org. Your email **password** is the **same** as your network password. Your email login link is on the top right of our district web site, "staff login."

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, computer lab at Powder Mill and the library at Southwick Regional School.
- Interactive boards are in some classrooms with portable ones available as well
- Document cameras (variety)

Please never hesitate to inquire about using these with myself, Chris your first time, or Mo at SRS.

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 go to 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** at the print screen menu. If you press **print only**, and there is a glitch 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**. If your machine is down, please use another classroom, library or the tech labs computer to login. Please refrain from asking our office staff to send it for you. When sending requests we need as much information as possible. Please restart your machine first to confirm the problem is still there.

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, Chris Parent 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 in the most efficient way possible.

Software options for students, depending on grade and school, Accelerated Reader, Lexia, Co-writer, Snap & Read and Office 2016.

Welcome aboard,

Lorie

Lorie Tencati
IT Specialist
PMS & WS – 413-426-1961