

Hello,

This is Tim Born. I teach high school science courses up in Room 266 on the 2<sup>nd</sup> floor East Wing. I also have the pleasure of being CSAS Upper School's TC (TC=Technical Contact). That means I am CSAS Upper's "go to" person for on-campus technology problems. If I cannot address a technology problem (either due to things beyond my experience or time constraints), I will submit a ticket for Central Office IT for them to address.

### **General Issue**

If you have a general issue where technology isn't working properly, email me. My email address is [born\\_t@hcde.org](mailto:born_t@hcde.org). After October when we get new phones, I'll also be the person you must contact if your phone isn't working.

### **Website Section**

New faculty, please login to [mysas.com](http://mysas.com) so that your name is added to the staff list.

Our website address is [mysas.com](http://mysas.com). The website has no idea who you are until you log into it. Once you do, it'll add your name to our staff, and you'll have your own page that parents will look into. There are features that you may want to enable or may want to leave off (like a calendar).

To login, first go to [mysas.com](http://mysas.com). Right below the top graphic of our seal, you'll see a menu with the option of "Staff Login". It will ask for a username and password. The username will be your Hamilton County username, as found in your email address. The password will also be the password you use for your email. Note that since your email password must change once every month, so too will your password email.

The website is very intuitive. It has a videos you can watch that are linked in every section once you log into the staff section. It will call itself the "Video Training Library", and there are separate "Video Tutorial" buttons interspersed once you log in as staff.

Most faculty simply list their degrees, or links to the other systems (Edmodo, Remind101, Google Classrooms) that they use. Others go further into detail. It is up to you.

### **Admin Access**

When installing new software on an HCDE device, you may get a message that states "To continue, type an administrative password, and then click Yes." This means you don't have administrative access to that computer. That is easily fixed if you send me an email (via your HCDE email, not private email) and the computer's name. The computer (or "host") name can be found on the lower-right of your desktop. It'll be in all-caps and likely start with "CSAS...".

### **School Calendar**

On the website's lower-left menu is the link to our [School Calendar](#). This is where you might let the public know about concerts, events, etc. To put an event on the [School Calendar](#), please email Ms. Jennifer White the details of the event. Ms. Jennifer White is our parent-volunteer coordinator. Her email address is [WHITE.JENNIFER@HCDE.ORG](mailto:WHITE.JENNIFER@HCDE.ORG).

## **Xerox Printer**

We have a Xerox Printer in the Parent Volunteer Office (2<sup>nd</sup> floor, on the west side of Wyatt Hall (the section of the school that faces East 3<sup>rd</sup> St.)). If you log into a school-owned PC, it'll automatically add the Xerox Printer. If you wish to install the Xerox Printer on your own device, I've included directions [here](#).

The Xerox doesn't have a code you must insert in order to print, and you don't have a copy-limit like you do on most copiers in the county. Do not take this as an endorsement to print frivolously. The Xerox is not a textbook replacement system, nor should it be used to print personal documents. While I'm not vetting every document you send, I will send an email asking you to be a better steward of the copier should I find its use being abused.

Note that there exists copy-request sheets so you can leave more large copy-requests for parent-volunteers to do.

Should you wish to print a large document, please consider printing in booklet form using larger sheets of paper. Directions to do so may be found [here](#).

Note that you can tell the Xerox to print with staples or hole-punched by clicking on "printer properties" once you've brought up the printer prompt when printing a document.

If the Xerox printer isn't working, please tell Ms. Jennifer White, our parent-volunteer coordinator. She's in the same office as the Xerox. Her email address is [WHITE\\_JENNIFER@HCDE.ORG](mailto:WHITE_JENNIFER@HCDE.ORG).

## **Reserving Facilities**

We have a number of facilities that can be reserved before they can be used in order to prevent double-booking. The facilities include the Gallery (the open space in front of the Auditorium), the Auditorium, and the Cafeteria during non-school hours. The reservations will be accepted on a first-come first-serve basis. Upper School faculty may also reserve the 3<sup>rd</sup> Floor Computer Lab, and the 2<sup>nd</sup> Floor Computer Lab.

To reserve a facility, please do the following...

1.) Check the calendar to see open dates. The calendar for each facility is listed below...

[Gallery Calendar](#)

[Auditorium Calendar](#)

[2<sup>nd</sup> Floor Lab](#)

[3<sup>rd</sup> Floor Lab](#)

[Cafeteria After School](#)

2.) Email me ([born\\_t@hcde.org](mailto:born_t@hcde.org)) with your proposed time to reserve the facility. Please put the word "reservation" in the subject line.

3.) I'll send you a confirmation email.

You don't need to reserve a facility to use it, in which case they are first-come first serve. Please give me a full two days for me to see a reservation email, as responding to reservations isn't my first priority. If I don't respond after two days, please send the reservation again; on rare occasions reservations are lost.

### **Other Facilities**

The Upper School Librarian lends out the Think-Tank Computer Lab, as well as a Chromebook Lab. Please see her for inquiries about their usage. Usage of the Big Gym (the arched building near the parking lot), Little Gym (behind the auditorium), and Stadium requires coordination with all coaches. There is a Senior Lab as well; Senior Project faculty must be consulted to use that facility.

**County (email) passwords, Powerschool passwords, Google passwords, and Employee Online passwords are all different passwords.** Let's talk about them.

### **County Passwords**

You must change your county password every month. You'll get emails reminding you about this. Keep in mind that your email must have at least one capital letter, cannot contain parts of your username (the word "born" cannot be used in my password, for example), must use at least one number, and cannot be any of your last three passwords. Many faculty have a fixed pattern to their passwords (ex: Pizza15, Pizza 16, Pizza 17, Pizza18).

Directions to change your password from an HCDE computer can be found [here](#).

Direction to change your password while your non-HCDE device is on our campus wifi can be found [here](#).

Please enroll in the county self-service program found [here](#). This website will allow you to setup up some security questions (what street did you grow up on, mother's maiden name, etc.) to recover your password should you forget it. That way, if you forget your password and have already enrolled in this site, you can answer the security questions to recover your password.

If you forget your password and for some reason haven't enrolled in the self-service program, then come see me after school, and together we'll call Central Office IT and we'll reset your password. If no one responds, I'll generate a tech ticket to reset it. Don't interrupt me during my class time, before school, or during planning time; I'm occupied during those times.

### **Powerschool Passwords**

Should you forget your Powerschool password, please send me an email. I will email the person in charge of Powerschool (and CC you) so that the password will be reset.

### **Google Passwords for county-issued Google accounts for faculty**

The county can give you a google account. You'd access the google account by going to [google.com](http://google.com), click "sign-in" in the upper-right, type your email (ex: [born@hcde.org](mailto:born@hcde.org)), then the password provided by the county. There are some positives to having a Google account, such as

having access to Google Drive. Should you want a google account (everyone but the new faculty already have one) or forgot your password, email me and I'll submit a ticket to Central IT.

### **Google Passwords for county-issued Google accounts for students**

The county has provided all students with Google Accounts. Should you wish to know the passwords, go to [admin.google.com](https://admin.google.com), sign-in with "[csasuadmin@students.hcde.org](mailto:csasuadmin@students.hcde.org)", then type in the password for this account. (Because it changes from time to time, I have not listed it on this document. Please email me should you wish to use county-issued Google accounts for students).

### **Office365**

Because you have Office365 through the county, you can install Office on your personal computers for up to 5 devices. Directions on how to do so can be found [here](#).