

Accessing Your Computer by Logging In to the GISD Network

1. At the **Initial Login Screen**, type your **username**, which in most cases is your **last name and first initial**. *If you have a common last name and first initial, your username might include a longer portion of your first name.* It is not necessary to capitalize and there are **no spaces**.

EX: Doug Smith would be **SmithD** or possibly **SmithDo** if there were already another SmithD in the district.

2. Hit the **TAB** key on your keyboard, or click in the **Password** field to enter your password.
 - 2a. If you have a username which is the same as someone else's username in another context, you will see a screen like **2a**. Click on your username to select it. You can tell which username is yours by looking at the **user context** in the right-hand column. Look for your **campus** or an abbreviation for it in the context. Most teacher contexts start with the letters **FAC**.

After you have clicked on the correct username, click **OK**.

3. The first time that you log in to the network, you'll use a **generic password** given to you by the Technology Department. You will be prompted to change your password to something of your choice the first time you log in. The password must be at least five characters in length.

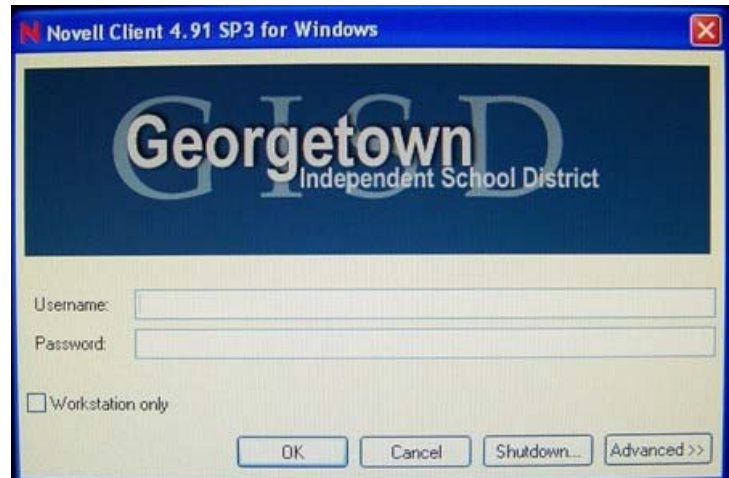
After you create this new password, you will use it each time you log in to the network. For tips on password creation, please see *Creating a Good Password and Keeping it Safe* on page 5 this document.

4. **Be sure that the Workstation Only box is NOT CHECKED.**

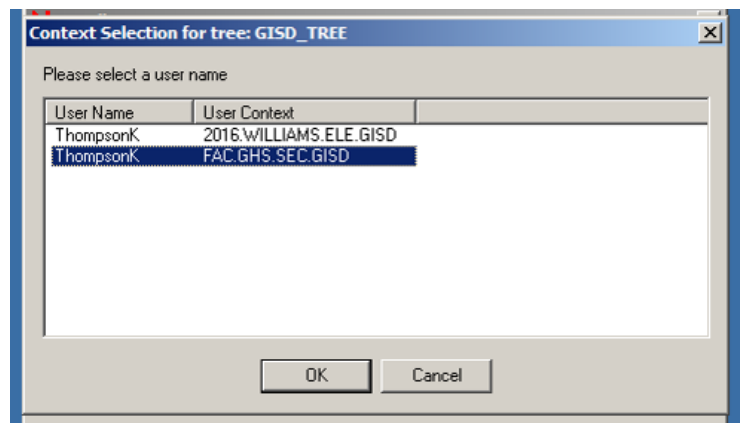
If you are unsure of your username or your initial generic password, please contact the GISD Technology HelpDesk at Ext. 5005.

5. Click **OK** and your network login will continue. You will have access to use your computer once it finishes logging in to the network.

1. Initial Login Screen



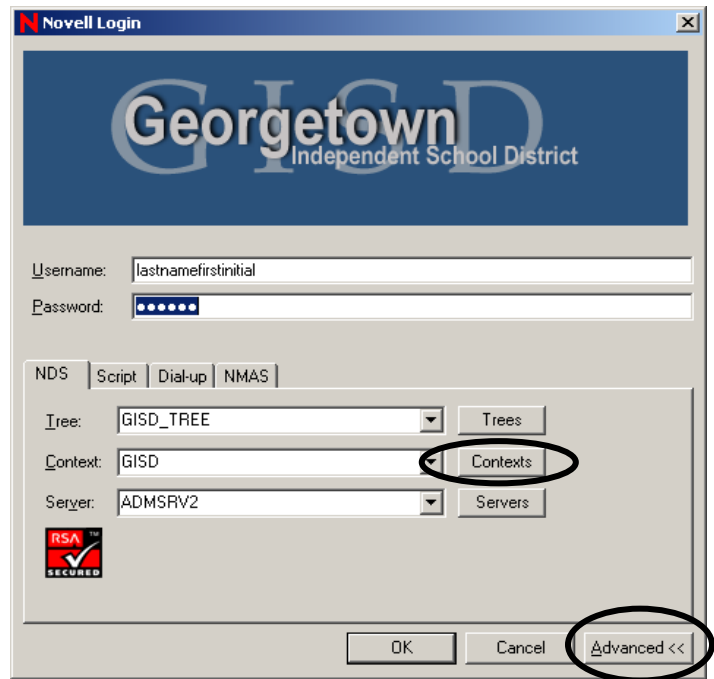
2a. Selecting the Correct Username



Troubleshooting Your Context

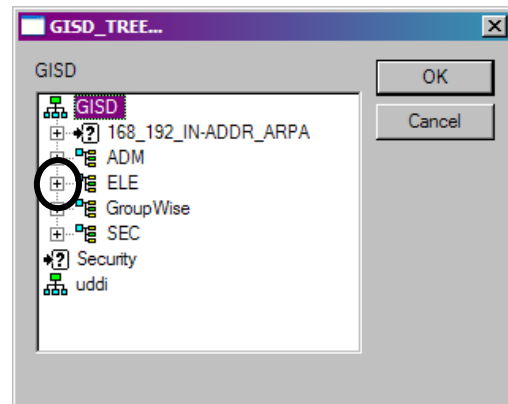
The following steps only need to be taken if you are unable to log in to the network and you are certain you are using your correct username and password.

T1. Occasionally, due to a mistyped username or other glitch, you may need to manually change your user context. Click the **Advanced** button, and then click the button labeled **Contexts**.

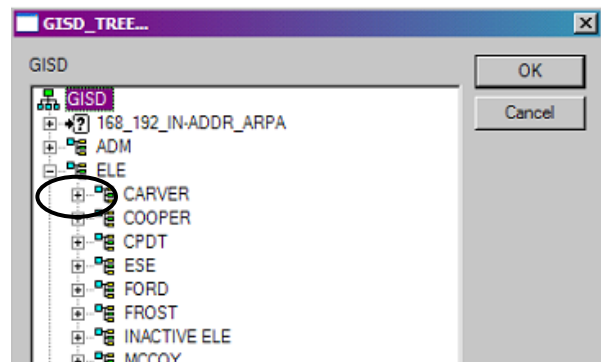


T2. The next window that appears will list the GISD network tree. Click on the **+ sign** next to the category that holds your account:

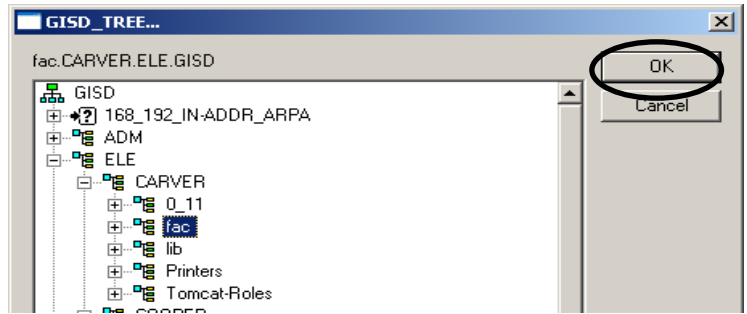
- **ELE** if you are assigned to an elementary campus
- **SEC** if you are at a secondary campus.
- **ADM** if you are assigned to district level administration



T3. Next click the **+ sign** by **Your Campus or Department**.



T4. If you are assigned to a school campus, click on the letters “FAC”, and then click the **OK** button.



T5. Click on the **OK** button and your network login will continue. You will have access to use your computer once it finishes logging in to the network.

If you are unable to login to the network please contact the GISD Technology HelpDesk at Ext. 5005.



NOTE: If you receive a second Windows Workstation login window, contact the Help Desk at extension 5005. You should not be receiving this second login, and the Help Desk can correct this for you.



Logging Off and/or Shutting Down Your Workstation

Click on the Start button located at the bottom left hand corner of your screen.



❖ Log Off Choose Log off when

- You want the computer to remain on, but **another staff member or student is going to use your computer.**
- **It's the end of the school day, Monday through Thursday** (this allows the technology department to run upgrades and updates over night).
- **You are logged on to a computer that is not in your office or classroom.** Examples are: the library, workroom, or a computer lab.
- **NOTE: You are responsible for the security of your personal files and your students' personal information.** Staying logged in to a computer when you are not monitoring it leaves your home folder files and other confidential student information vulnerable to whomever walks up to that computer.



- ❖ **Shut Down** – Choose **Shut down** when you want to completely turn off power to your computer. **To conserve electricity and the life of your computer, you should shut down your computer at the end of the week or before a holiday.**
- ❖ **Restart** – Choose **Restart** when it is necessary to exit Windows, but when you want to keep using the computer. For example, when an application freezes, you are forced to restart.
- ❖ **Stand by** -- This is used on some computers with power saving features. Most users will not use this option.

Locking Your Workstation

An alternative to logging off of your computer when you are going to be away from it is to lock your workstation. This will allow you to protect your personal information such as your email and home folder, and also to protect confidential student information in SASI/ClassXP and IGPro. It will also keep anyone from changing settings on your computer.

To lock your workstation, press the Windows key & the “L” keys on your keyboard at the same time. The Windows key is usually located between the Alt and Ctrl keys to the left of the spacebar, although it may be in a slightly different place on laptop computers. When you press these keys, your desktop will disappear and the Workstation Locked dialog box will show up. **To unlock your workstation when you are ready to use it again, simply enter your network password.** Your desktop will reappear exactly the way you left it when you locked your workstation.



NOTE: You should not leave your workstation locked over-night or on weekends. Logging off or shutting down should be used instead as described in the section above.

Requirements for Protecting Personal and Student Information

- **Lock your workstation** when you are away from it, even if you are just on the other side of the classroom. You are liable if someone uses your computer while you are logged into it.
- **Lock the door** to your classroom when you leave to prevent others from accessing your computer.
- **Log out of your computer before allowing a student to use it.** A student may accidentally or intentionally access your home folder, your e-mail, attendance (ClassXP), or your gradebook (IGPro).
 - **Kindergarten through 2nd grade students** should login to the computer using the general computer lab login. Your campus technology facilitator will give you your campus's general computer lab login.
 - **3rd through 12th grade students** should log in to the computer using their own network login.

Creating a Good Password and Keeping it Safe

When Creating a Password, Choose a Password that:

- is easy to remember
- doesn't need to be written down
- is at least 8 characters long
- you can type quickly
- is a random mix of letters, digits, and punctuation

Things to Avoid when Creating a Password

- **Names** – your name, your spouse or child's name, or your login name
- **Information that is easy to obtain** – your address, phone numbers, birthdays, or license plate numbers
- **Personal and sensitive information** – your Social Security number, student ID, ATM PIN, or credit card number
- **Using just a word in the dictionary** – This includes obvious words such as "secret" or "password" or using a string of letters or numbers such as "abcdef" or "1234".

Keeping Your Password Safe – This is a requirement of our Acceptable Use Policy!

- **If you must write down your password**, store it in a secure location, such as in your wallet/purse or in a locked cabinet or file drawer.
- **Do not give your network, ClassXP, email, gradebook, Discovery Education Streaming, or any other password to anyone other than Technology staff.** Technology staff will not ask for your password unless absolutely necessary.
- **DO NOT LEAVE YOUR NETWORK PASSWORD OR ANY OTHER PASSWORD FOR A SUBSTITUTE TEACHER.**

If your substitute will require access to your computer **for instructional purposes** while you are out, please discuss this with your campus technology facilitator far enough in advance for arrangements to be made. Substitute teachers will **NOT** take attendance in ClassXP or need access to your gradebook. (Long-term subs may be an exception to this; please discuss long-term situations with your principal and campus technology facilitator.)

Instructional purposes may include the showing of Discovery Education Streaming (United Streaming) videos which you have previously downloaded for your substitute's use or a Power Point or other type of file with notes you've left for your class. *Keep in mind that not all substitute teachers may be familiar with our technology, so be very certain you know your sub's comfort level with technology in general and GISD resources before planning a whole lesson that is highly technology dependent when you are going to be out.*

Using Your Home Folder

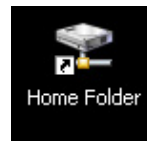
All employees and all students in grades 3-12 have a home folder. Your home folder is a folder on the network where you should store all of your documents. The H:\ drive is your home folder. All files in your home folder (H:\ drive) are stored on a network server, not on your local computer. You can access your home folder from any computer you log in to in GISD.

Locating Your Home Folder

There are different ways to access your home folder:

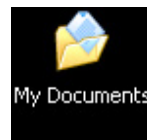
Option 1 – Home Folder icon

Double-click on the Home Folder icon on your desktop.
This icon is a shortcut to your home folder.



Option 2 – My Documents icon

Double-click on the My Documents icon on your desktop.
This icon is a shortcut to your home folder.



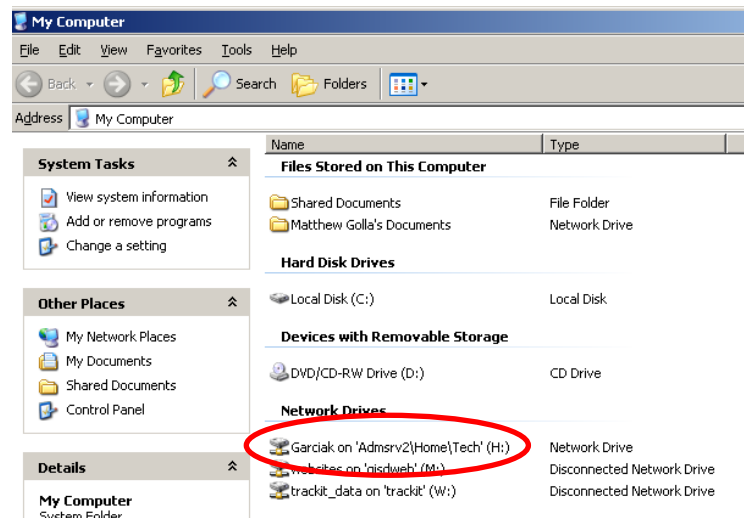
Option 3 – My Computer icon

1. Double-click the My Computer icon on your desktop.



2. Double-click the folder that has the same name as your username.

(This folder also has H: next to it.)



Organizing Files in Your Home Folder

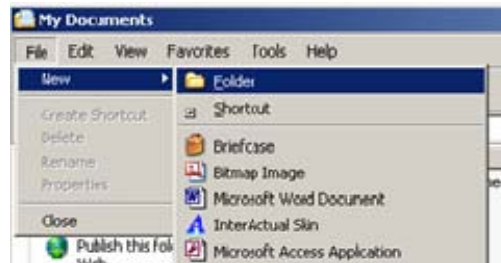
You will likely create and save many documents in your home folder. Organize your files by storing them in folders. This will save you time when locating the files in the future.

A folder should contain files about a similar topic. For example, an elementary school teacher may have files that contain science lessons and more files that contain math lessons. This teacher could create a folder named Science Lessons and place all documents pertaining to science lessons in that folder. The teacher could create another folder named Math Lessons and place all documents pertaining to math lessons in that folder.

Creating a Folder

1. Your home folder should be open.

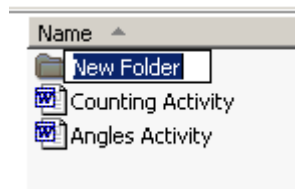
Select File > New > Folder



2. The new folder will appear, and its name will be highlighted blue. **Type a name for your folder.**

For example, type Math Lessons if the folder will contain lessons and activities for math.

If the folder name is not highlighted blue, **right-click on the words New Folder**, and **click Rename**.



Moving Files into a Folder

To move files into this folder, **click on the file once and continue to hold down the mouse button. Drag the file over the folder. When the name of the folder turns blue, release the mouse button.** The file moves inside the folder.

To verify that the file is inside the folder, double-click the folder to open it. You will see the file inside.

