



Center ISD New Employee Technology Information

The Center ISD Technology Department provides IT services for all district facilities and personnel, including software maintenance, mobile device management, computer and peripheral installation and configuration, network access, and other technology related services.

The Technology Department is made up of the following personnel:

Richard Miller – Technology Director	Richard.Miller@centerisd.org
Lee Brazzel – Technology Assistant	Lee.Brazzel@centerisd.org
Michael Parker – Computer Technician	Michael.Parker@centerisd.org
Vicki Johnson – Secretary/Help Desk	Vicki.Johnson@centerisd.org

Most district staff are assigned a personal computer that connects to the district network and provides access to internet, email, txGradebook (electronic grade book & attendance reporting) and various other networked applications based on your assignment. Network printers are also available for users that do not have a locally installed printer.

Access to the Center ISD network is provided under the guidelines provided in the district Acceptable Use Policy that can be found on the Center ISD website (www.centerisd.org). Please read and adhere to these guidelines. All local, state and federal laws are applicable in regards to the use of our network.

All staff computers are provided with necessary applications to access the above mentioned resources, along with Microsoft Office, Sophos Anti-virus, anti-spyware software and remote control software to assist technicians in performing maintenance.

While we do not strictly enforce software restrictions, we strongly recommend that you do not install unnecessary software on your machines, especially software that is provided for free over the internet. These ‘freeware’ programs often carry hidden payloads of viruses, spy ware, Trojan Horse programs and/or other malicious applications that can hijack your browser, steal sensitive information or monopolize resources otherwise needed by your machine to operate efficiently. You may find that the use of some software is restricted due to unfavorable effects to the network. If you have any questions regarding the use of software not provided by the district, please contact our department for recommendations.



For your convenience, we have provided an online service request form that allows you to request services when you have a technology or maintenance problem. All service requests are forwarded to Technology for a scheduled response. We encourage you to use the service request system to ensure a timely response.



Center ISD District Home Page

NETWORK INFORMATION

The Center ISD network consists of various operating systems on our local area network. Many network resources require authentication provided by logging into the network with a username and password. Without the proper login authentication, you may not have the necessary access to resources on the network.

Network Login

Typically, workstations are PCs are running Windows 7 or Windows 8, which requires you to login to the system to gain access. Laptops and iMacs are used in some situations. These also require login credentials.



Login Format

Generally, we use a **FirstName.LastName** for a username. Notice that there is a dot between the first name and the last name and no spaces. Your username will be used to log your computer onto the network, access your email program and connect to the CISD Wi-Fi network. Usernames on the network cannot be duplicated. If a username is already in use, an alternative username will be assigned.

Example:

Name: John Smith

Username: John.Smith or john.smith (usernames are not case sensitive)

Password

Unless we receive a password from you in advance, we will assign your password as follows:

Uppercase first letter of first name, lowercase first letter of last name and 6 digit CISD employee number. (Ex. Js123456)

Passwords are case sensitive. Usernames and email addresses are not.

Email addresses are assigned as **FirstName.LastName@centerisd.org**

Example:

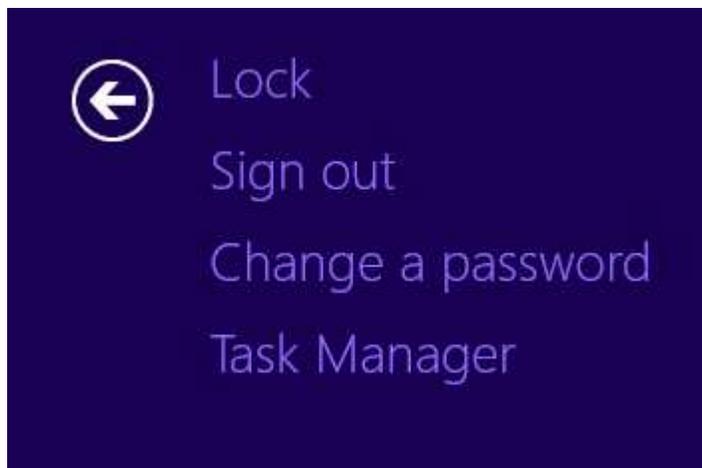
Name: John Smith

Username: John.Smith or john.smith (Either will work)

Email Address: John.Smith@centerisd.org or john.smith@centerisd.org

We strongly recommend that once you log on to your computer, you immediately change your password. In Windows, this can be done using the following steps:

Log on with the username and password provided to you. After Windows has finished logging in, press Ctrl + Alt + Delete keys. You will see something similar to the following message box:





Click Change Password...

A screen similar to the following will appear:

The screenshot shows a Windows password change dialog box. The title is "Change a password". On the left, there is a back arrow and a placeholder for a user profile picture. The main area contains a domain name "Domain\John.Smith" and three password input fields: "Old password", "New password", and "Confirm password". Below the fields, there is a "Sign in to:" dropdown menu set to "Domain", a link "How do I sign in to another domain?", and a "Sign-in options" link.

Enter the password we have provided you in the Old Password box.
Enter a new password in the New Password box.
Enter the new password again in the Confirm New Password box.
Click OK.

This process will change your Network Login password and your Email password to the new password you entered. **Remember your password.** The Technology Department cannot view your password; we can only change it.

We generally set up multiple web browsers on workstations and you will be using Center ISD Google Apps and mail.

The Center ISD Technology Department welcomes you and encourages you to contact us if you have any questions.

Richard Miller
Technology Director
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Please provide the following information so that we may better serve your needs in the area of technology.