



## Technology Information: In-service February 3, 2017

### LogMeIn:

Purpose: To allow teachers to access their in-school classroom's computer from home.

1. LogMeIn will end February 6. For those who would like to continue using it, please email us at [support@ahsmail.com](mailto:support@ahsmail.com) with the subject of "LogMeIn."
2. We will move those users to a new account until the new VPN system is configured.

### Printers and Copiers:

Purpose: To allow teachers and staff to provide resources to families, students and the school.

1. Please be aware and responsible with printing what is needed and make sure copies are collected.
2. The more unnecessary copies that are done, the more likely problems will occur with jams, service etc.

### H-Drive:

Purpose: To allow teachers and staff to save files to a backed-up secure location which allows files to be accessed from any computer in the school.

1. Prevents loss of data if computer crashes occur.
2. Please save files, documents, and all other electronic resources to your H-Drive to keep the computers running smoothly and to protect your data.

### Spiceworks – Helpdesk Support Portal:

Purpose: To provide staff with easy access to technical help, and allows the Support Team to adequately assist the school's technical needs.

1. You can send Support a ticket with your request to [Support@ahsmail.com](mailto:Support@ahsmail.com) or by visiting the [Portal](#).
2. This allows us to track your requests and make sure you are taken care of. Please use this system.

### Laptop Checkout:

Purpose: To allow staff and Teachers to use Laptops for classroom and administrative use in teaching and presenting.

1. The new system allows for Teachers and Staff to come to our office in 515 and Check-out a Laptop.
2. If you need a Laptop, please come see us and check on out.
3. Laptops are tracked using Concourse (The same software used in the Library) so where each Laptop is located.
4. We want all Staff and Faculty to have access to these Laptops, so please bring them back.

Please refer to the Technology Resources on the website for any further instructions or questions.

<http://american-heritage.org/Document/TeacherDocs> - Technology Resources

Thank you

C.J. Austin, Jacob

American Heritage Support Team