

# New User Quick Start Technology Guide

For more extensive instructions and how-to documents on these and other technology topics, visit the I.T. Knowledge Base at <http://www.boiseschools.org/technology/knowledgebase/index.html>.  
If you need technical assistance, please contact the I.T. Help Desk at 854-6670 or online at <http://www.boiseschools.org/technology/support.html>.



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Employees hired by 8/3/09 will have access to all accounts by 8/5/09. Employees hired after 8/3/09 will have all accounts except voicemail within 48 hours. Voicemail will be available within one week. Expedited account processing must be requested by the site principal. Check with your site secretary regarding account status.



## Logging In To Your Computer(s)

In order to gain access to the server and network resources such as network printers and shared directories, users must log in to Novell. Your site secretary will be notified when your Novell account is ready.

### Logging in on your Staff PC:

- At the Novell login screen, click on the **Advanced** button.
- Populate the **Tree** field with **TREEBSD**.
- Populate the **Context** field with *container.site.quadx.bsd*, where *container* is **faculty**, **office**, or **students**, *site* is the abbreviated name of the site you wish to log in to, and *quadx* is **quad1**, **quad2**, **quad3**, or **quad4**. Populate the **Server** field with the server name. (Note: If you work at the District Service Center, Facilities & Operations, or the Professional Technical Center, your settings will vary). If you are unsure about what your settings should be, contact the I.T. Help Desk.
- Fill in your username. Usernames are in the following format: **First 5 letters of your last name + First name initial + Last 2 digits of your employee number**. For example, Eric Johnson, employee #123456, would have a username of johnse56. Note that usernames and passwords are NOT case sensitive.
- On your first login to the system, leave the password field blank and click **OK**.
- When prompted, choose a password of your own. Passwords must be at least 5 characters long. Passwords expire every 120 days, at which point you will need to select a new password.
- If your PC is running Microsoft Windows XP, you will get a second login box. Username is **BSD** and the password is blank; just click **OK** to continue.

### Logging in on Student PCs:

- **Elementary Schools**
  - At the elementary level, students log in to computers using their room login. Room login usernames are in the format **roomxxx**. Passwords are the same as the usernames. For example, a student in room 1A would log in with username **room01A**, password **room01A**.
- **Secondary Schools**
  - At the secondary level, students log in to computers using their own personal login. Each student's username is in the format: **last digit of year of graduation + first 5 digits of last name + first name initial**. The password is the student's student id number.



## Accessing Your Email

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The Boise School District uses Novell GroupWise Email. Your email address is in the format ***firstname.lastname@boiseschools.org***. Students do not have GroupWise email accounts. Your site secretary will be notified when your email account is ready.

### To access your email while in-District:

- Click on the **GroupWise** icon on the desktop. (Note: If you don't have a GroupWise icon, click on the **GroupWise Install** icon in the Novell-delivered Applications window to install GroupWise.)
- In the **User ID** field, type in your username. Your GroupWise username is the same as your Novell username (*First 5 letters of last name + First name initial + Last 2 digits of employee number*).
- In the **Password** field, type in the default password: **gwuser**.
- Click **OK**. Your mailbox should open.
- To change your password, go to **Tools, Options...** and double-click on **Security**.
- In the **Old password** field, type **gwuser** and hit Enter.
- Type the new password twice and hit **OK, Close** to return to your mailbox. Note that this password does not expire and will remain the same unless you change it. Your GroupWise password IS case sensitive.

### To access your email while out-of-District

- Open your internet browser.
- Go to [webmail.boiseschools.org](http://webmail.boiseschools.org).
- Enter your GroupWise username and password.
- Note: You can also access your email using this method while in-District if desired. However, not all functionality that is available in the workstation version is available in the web version.



## Application Logins

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As a District employee, you may need to access a variety of applications. The list below details some of the most common applications and explains how to get your login information. To access these applications, look for shortcuts in the Novell-delivered Applications window that launches upon login.

- **Infinite Campus** – District's student information system
  - Your username is the same as your Novell login username. See your site's secretary for your password.

- **BSDWeb and IT Help Desk** – Access your online paystubs, submit requests for technical support, etc.
  - Your employee ID (on your badge) and the last four digits of your social security number will log you in to this system.
- **Other Applications** – If you need access to additional programs and are unsure how to login, contact the I.T. Help Desk.



## Using Your Phone

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Note: These directions are written exclusively for use with the new Cisco phone system. If your school does not have phones like the one pictured above, see the site secretary for general directions on phone use.

- **Set Up Your Voice Mail**
  - To set up your voice mail account, click on the **Messages** button on your phone. When prompted, enter the default password **12345**. Follow the prompts to set up your voice mail account.
- **Listen To Your Voice Mail**
  - When you have messages, the red lamp light on the phone receiver will light. An envelope icon next to the line button with your four digit extension will also appear. To listen to your messages, press the **Messages** button. When prompted, enter your password (the default password is 12345).
- **Listen To Your Messages While Away From Your Phone**
  - Dial (208) 854-4189, pick the “\*” option at the first prompt, dial your phone extension and a “#” at the next prompt, dial your voice mail password and a “#.”
- **Set Phone To Not Disturb Class**
  - To prevent the phone from ringing, you can use the Do Not Disturb (DND) feature. To activate DND, locate DND on the phone’s screen and click the button below it. Press the button again to deactivate DND.
- **Making Calls**
  - Within the Boise School District phone system, dial all internal calls using four digit dialing. If the extension you are calling is 1234, dial 1234.
  - Local, Long Distance, and International Dialing Rules:
    - Local - If the phone number being dialed is 123-4567, the dialing pattern is 9-123-4567.

- Long Distance - If the phone number being dialed is (222) 123-4567, the dialing pattern is 9-1-222-123-4567.
- International – If the international phone number being dialed is 44-222-123-4567, the dialing pattern is 9-011-442221234567#. (Note: Not all employees have this ability)
- Dialing 911 or 411: To contact an emergency dispatch center during an emergency, dial 911. To dial the phone company and obtain a phone number listing, dial 411. Unlike other local calls, these phone numbers do not require you to dial a leading 9.
- **Using the Directories Button**
  - Press the **directories** button to view missed calls, received calls, placed calls, and to look up phone numbers in the Corporate Directory.



## Using Your Projector

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Note: These directions were written for the most prevalent projector installation in the District; your setup may vary.

- To power on your projector, aim the projector remote control at the front of the unit and click the power button.
- To switch between TV/VCR/DVD output and computer output, click on the **Source** button on the projector remote. Note that your VCR/DVD player must be powered on to view TV/VCR/DVD output.
- To adjust the volume of your projector speaker, use the **Volume** button and arrow keys on the projector remote. An on-screen dial will appear.
- To power off the projector, hit the power button on the projector remote twice.

**Note: If you need help with the physical cable connections of your projector setup, visit the I.T. Knowledge Base at:**  
[http://www.boiseschools.org/technology/knowledgebase/hardware/projectors/howto/projectors\\_connect.pdf](http://www.boiseschools.org/technology/knowledgebase/hardware/projectors/howto/projectors_connect.pdf)



## Using Network Drives

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When logging in to the District's Novell network, users are mapped to network drives, or specific areas on the site's server. Two important drive mappings are F: and L:.

### The F: Drive

**The F: drive is the logged in user's personal space (home directory) on the site server.**

- When a **faculty or staff member** logs in to Novell, he or she will get an F: drive mapping. This drive mapping points to the user's personal space (home directory) on the site server. Only the logged in user has rights to view, create, and delete files here.
- When a **student uses a room login at an Elementary site** to log in, that student also gets an F: drive mapping. This drive points to the server space associated with that room account (home directory). All students logged in with this particular room account have the ability to view, create, and delete files here. The teacher associated with the room account can also view, create, and delete files here while logged in as themselves by browsing to the appropriate room folder on the L: drive in the STUDENTS folder.
- When a **student at a Secondary site** logs in with his or her personal login, the F: drive mapping points to that student's personal space (home directory) on the site server. Only this student has rights to view, create, or delete files here.

### The L: drive

**Shared folders are located on the L: drive of your site's server. There are four folders on the L: drive that are standard on all District servers:**

- **FACULTY folder**  
All faculty members have rights to create folders/files inside this folder. This folder and the items in it are visible to all faculty members (does not include office staff).
- **OFFICE folder**  
All office staff have rights to create folders/files inside this folder. This folder and the items in it are visible only to office staff.
- **STAFF INFORMATION folder**  
All faculty members and office staff have rights to create folders/files inside this folder. This folder and the items in it are visible to all faculty AND office staff.

- **STUDENTS folder**
  - **At Elementary Sites:** This folder contains the home directories for each room login. Faculty members have rights to view, create, and delete items in the room folder associated with the faculty member only.
  - **At Secondary Sites:** This folder is an area for teachers to post files for student access. Teachers have the rights to view, create, and delete items in this folder. Students can only view the files; they cannot create or delete files from this folder.

In addition to these standard folders, there may be other folders specific to your site. If placing items in one of the standard folders does not suit your particular needs, contact the Help Desk and request that an additional folder be created. Be sure to specify who should have rights to the new folder.



## Using Network Printers

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To install network printers on your computer, follow the steps below. To determine which printers are currently installed on your computer, click on Start, Settings, Printers and Faxes.

To install a network printer:

- Log in to your PC with your Novell login.
- In the Novell-delivered Applications window that launches, click on the *YourSite* Printers icon.
- Locate the printer you would like to install to the workstation and click on the printer's name. If prompted to install the iPrint Client, follow the steps to do so. Note that any popup blockers may need to be disabled and you may need to approve the download by clicking on the golden bar at the top of your window. When the iPrint Client install is complete, you will need to click on the printer name again to start the install.
- If you want the printer to be your default printer, check **Set printer as default**. Click Yes to begin the install.
- When the install is complete, you should be notified that the printer is installed. You can now click on another printer to install or exit the iPrint page.