

## Technology Information for New Employees Dade County Schools

**DeepFreeze** – In Dade County we run a program called DeepFreeze that protects our computers from viruses, adware, spyware, etc. It does this by resetting the machine at each reboot to the time that it had DeepFreeze last enabled. This affects drive C:\ (which is where most of these items attack).

Safe places to save include:

- Drive Z (called Thawspace). But this is really designed to be a temporary place to save when the network is having issues. Then your files should be copied to the network when the network is back online. If something happens to the hard drive of the computer, drive Z (and its contents) will go away.
- Drive H (called Home Folder). This is the best place to save since it is backed up hourly through the day and is secure from other users. Information that may become lost from drive H can be brought back from backups.

**Network Logins** – Your network login is set up as your first name and last name with an initial password of Teacher1 (which must be changed at your first login).

NOTE: We try to use the name you go by if we have that information.

NOTE: The first time you log into your network computer will take a longer amount of time. Since every time you log into your network computer will be the first time (because of DeepFreeze) we can thaw your machine, log in once as you and run the basic software, then freeze it back and your machine will load and log much faster.

**Email Logins** – Your email login is set up as your first name and last name followed by @dadecs.org (for example, [billbankson@dadecs.org](mailto:billbankson@dadecs.org)) with an initial password of Teacher1 (which must be changed at your first login).

You are a part of the main mailing list for your school (for example, [davis@dadecs.org](mailto:davis@dadecs.org) for Davis Elementary School) and the certified or noncertified list based on your position at the school (for example, [daviscertified@dadecs.org](mailto:daviscertified@dadecs.org) or [davisnoncertified@dadecs.org](mailto:davisnoncertified@dadecs.org)).

These and other lists exist for your convenience when emailing groups.

NOTE: You can set up your own mailing lists within your email account.

**Etrieve Login** – To log into Etrieve, first log into your email and then click on the Etrieve icon on the front of the county web site (it is the Lowercase “e” with a leaf coming out of it. When it loads to the login screen, simply click the Dade logo at the bottom (do not try to type in a username and password... the system authenticates through your Google login).

Etrieve allows you to fill out purchase requisitions, view paystubs, and other human resources tasks.

**Work Tickets** – The way to receive technology or maintenance assistance is to fill out an appropriate work ticket based on your need. A link for this can be found on the front page of the county and school web sites.

**New Phones** – Over the summer we have upgraded our classroom phones and the server that runs them. We have a very nice system in place. Below are some very basic items you will need to know (more information will follow through the school year):

- Your school office will provide you with a list of extensions for your building. If you wish to have a list for a different school, we can provide those to you once they are made available.
- To call one of those extensions you can do one of the following:
  - Pick up the handset, type in the extension, and then press the button located below Dial on the screen to speak through the handset.
  - Press the Speaker button on the front of the phone, type in the extension, and then press the button located below Dial on the screen to speak on speaker phone.
  - Type in the extension and then just pick up the receiver.
- To dial an outside an number you can follow one of the methods above. You do not have to dial anything to get an outside line. Simply dial the full 10-digit number (for example, 7066574367) as you would an extension.
- Every phone has voicemail. To get to voice mail dial the extension 99999. Each phone's initial PIN is five 1's followed by the # sign (for example, 11111#). From that point you just follow the prompts to view, delete, etc. messages.

**Laptops for Certified Employees** – Last school year our board of education purchased 190 laptops to be distributed to our certified employees. These laptops **DO NOT** run DeepFreeze (as mentioned above). You can install your home printer, connect to your home Wi-Fi, etc. and also save things to the C: drive and the Desktop. However, if you experience issues with these laptops and turn in a work ticket to have it repaired... in most cases we will re-image the laptop which will erase your files and make the laptop as it was the first day you received it. NOTE: These laptops do not have a version of MS Office on them (see next item).

**office.com** – We have a subscription to Office for Education located at office.com. To make use of this, you just need to visit <http://office.com> and use your email address as your login. Everyone's initial password is d0dgeRam2021 (the 0 is a zero and the R is capitalized). You will need to change this password at your first login. If you wish to share documents between office.com and your classroom desktop computer, there is a Tips & Tricks document located at <https://www.dadecountyschools.org/Page/3625> which deals with converting between Office, office.com, and Google Docs. NOTE: The Office apps that appear on the laptops will not work. To use this feature, visit <http://office.com>.

**Teacher Web Pages** – Each certified teacher has a web page on their school's web site where you can post items for your students and their parents. We have an email that we can send you with all the basic information on how to use the web page editor. Just request it and we can send it to you. The login for the web page is your first and last name (for example, billbankson) and the initial password is again d0dgeRam2021.