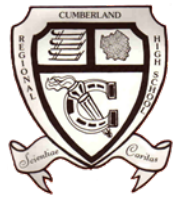




CUMBERLAND REGIONAL HIGH SCHOOL

90 Silver Lake, Bridgeton, NJ 08302
Phone: (856) 451-9400 / Fax: (856) 455-8514 / Website: www.crhsd.org



TECHNOLOGY WELCOME PACKET

This packet includes all of the information you need to log into your computer, access Office365 and email, use our HelpDesk system, access your phone or voicemail, and release copier jobs.

YOUR CREDENTIALS

You have been provided a username, an email address, an employee ID number, and a temporary password.

Username: _____

Email: _____ (username@crhsd.org)

Password: _____

Staff ID: _____

Phone: ext. _____

Note: Your password is temporary and only for first-time sign in to a computer or notebook. You will be asked to change it as soon as you log in the first time.

SCHOOL WI-FI

Cumberland Regional High School provides free Wi-Fi access for your mobile device in order to allow the use of Multifactor Authentication. Please see the school Acceptable Use Policy for information regarding policies and procedures for accessing the Internet on campus.

**CUMBERLAND REGIONAL HIGH SCHOOL
TECHNOLOGY WELCOME PACKET**

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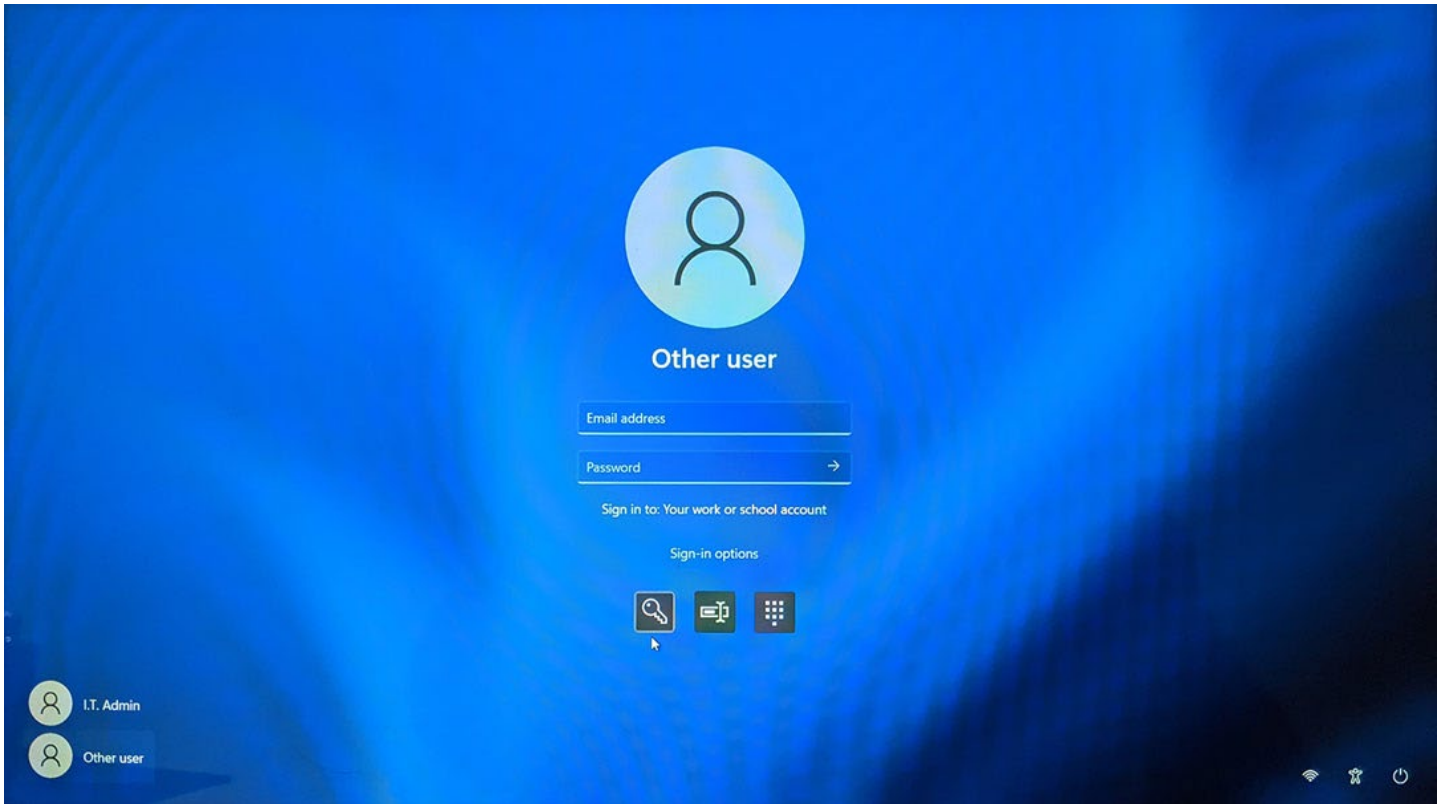
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CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

LOGGING IN TO A SCHOOL COMPUTER

When logging into a school computer, you will be greeted by a screen similar to this.



The username is your school username. The first time you log in, the password will be the default password supplied by the school. Both of these are listed on the initial welcome page on this packet.

You can use your credentials to log into laptops, desktops, and classroom IFPs (Interactive Flat Panel Devices).

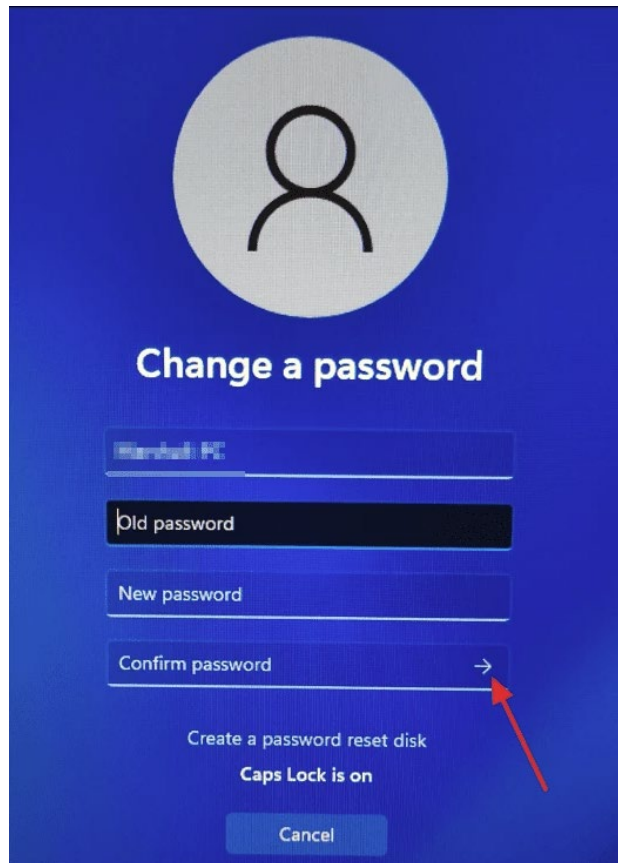
Your credentials also give you access to:

- Office365 (both desktop apps and web versions at office.com)
This includes, but is not limited to OneDrive, Outlook, Office apps, Sharepoint, and Forms
- Google for Education
Cumberland Regional is a Microsoft for Education facility, and nearly all virtual classrooms are in TEAMS. Google Classroom is offered as a courtesy for those who may need to convert previous work to the Office format. We do not support Google for Education and cannot provide assistance in issues experienced while using Google for Education.
- Other specialized applications
*This includes our **Technology Help Desk** as well as items for those who receive other school applications.*

CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

CHANGING YOUR PASSWORD (FIRST TIME LOGIN OR FUTURE CHANGE)

When you log into your computer for the first time, you will need to change your password. You will be greeted with a screen similar to this:



In OLD PASSWORD, type your existing password. In NEW PASSWORD, type the password you would like. In CONFIRM PASSWORD, type your new password again.

Notes:

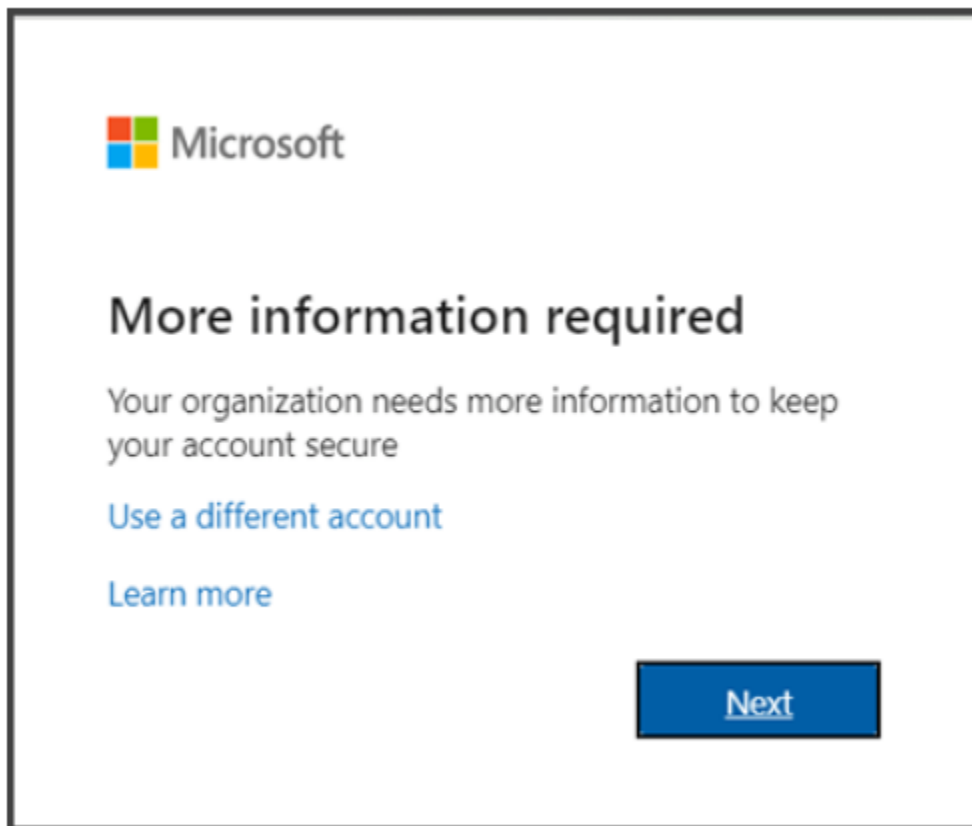
- Please use a password you will remember. If you lock yourself out, only a ticket to the Tech Help Desk can get your password reset.
- Do NOT write down your password on Sticky Notes, book covers, or anywhere where it could be seen. We highly recommend memorizing it and making sure it isn't written down ANYWHERE.
- If you ever want to change your password again, simply press CTRL+ALT+DEL on your computer (while signed in), and click "Change a Password" to get the above screen again.
- When your password is changed here, it is also changed for all Office, Google, and some other apps.

CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

TWO-FACTOR AUTHENTICATION

The first time you sign into Office products or Office Online, you will be required to set up 2FA. Once it's set up, it will ask for a new security code every 90 days.

1. Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.

3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you would rather use text messages sent to your phone or use a different authenticator app instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device. than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign into Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

ACCESSING MICROSOFT 365 ONLINE

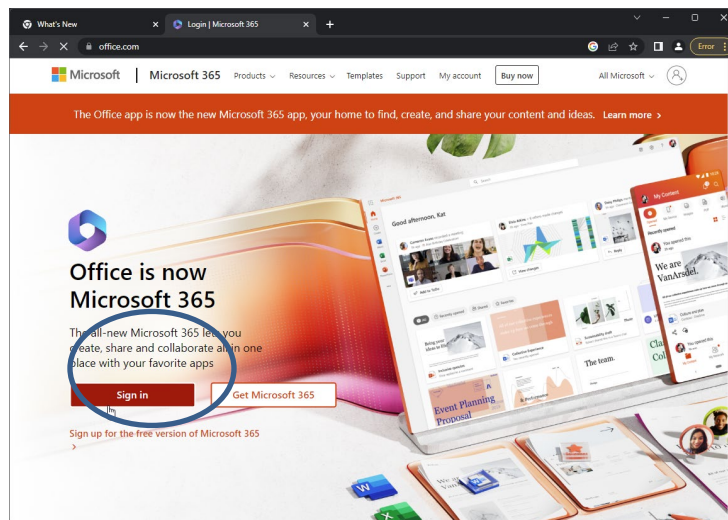
Accessing and using your email and Microsoft 365 apps online

Your Microsoft 365 account, including apps like Word, PowerPoint, Excel, OneNote, TEAMS, and OneDrive, is accessible anywhere you have an Internet connection. You can access it on any device (*Windows, Chromebooks, Linux, Apple OS X, Android, and iOS*). You can download the apps to your smartphone or tablet through your device's app store. This allows you access to your schoolwork, email, and OneDrive files practically anywhere at any time.

Benefits:

- Secure access to free online storage on Office 365 OneDrive as well as Sharepoint Public Folders.
- Anywhere access to email, documents, contacts, and calendar on nearly any device, including PC, Mac, Windows Phone, iPhone, Android, BlackBerry, etc.
- Works with the programs people know and use most – Microsoft Outlook, Word, Excel, PowerPoint, and OneNote
- Staff access to Office Web Apps for viewing, sharing, and light editing of documents
- TEAM sites to create and manage classes, share documents and task lists, and access schedules to keep your work in sync

To logon, visit <https://www.office.com/> and use your email address and password.



NOTE:

You will be presented with a 2FA prompt every time you log in on a new device. Please see our previous section on 2FA

For help learning Office tools and software, visit <https://support.microsoft.com/en-us/training>

CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

ACCESSING OFFICE 365 APPS

Your school laptop or computer comes preloaded with the default applications from the Office family:

- Word
- Excel
- PowerPoint
- Publisher
- OneNote
- OneDrive
- Outlook

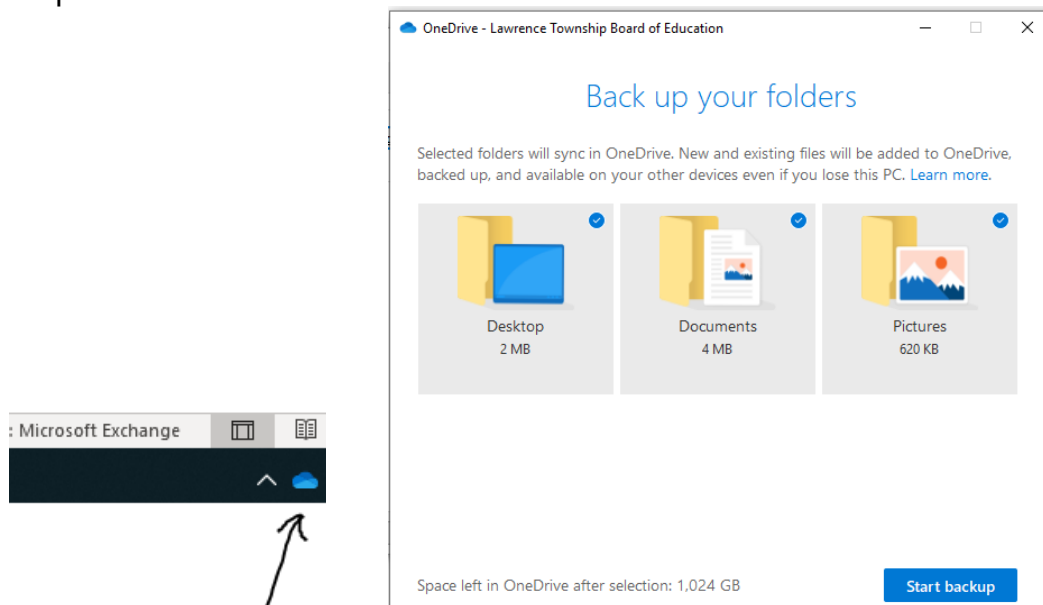
Items are located under the START menu, then ALL APPS.

Select the application you want. The first time you launch a Microsoft365 Office application, you will be presented again with a 2FA prompt. Please see the previous 2FA section for information. Once you've entered your 2FA code, you will not be prompted for another 90 days.

ONE DRIVE

It is imperative that you save ALL important work to your OneDrive. Items left in random computer folders are not protected from loss. OneDrive files are backed up online and accessible from anywhere in the world (see our previous section on Microsoft365 online).

To access OneDrive, click the cloud icon in the taskbar and SIGN IN when it launches. You will use your school email address and password. For added protection, choose to save your desktop, documents, and pictures folders as well.



CUMBERLAND REGIONAL HIGH SCHOOL TECHNOLOGY WELCOME PACKET

PHONES AND VOICEMAIL



Initial Mailbox Setup

- Admin Phones
 - From your phone, press the VMMsg button.
 - Enter default password (0000).
 - The system will now guide you through a process of setting your password, recording your name, and recording your greeting.
- Classroom Phones
 - Press VMMsg button. If the system asks you for a password, press #.
 - When the automated attendant begins to play, enter personal ID (9 + mailbox number)
 - Enter default password (0000)
 - The system will now guide you through a process of setting your password, recording your name, and recording your greeting.

Checking Messages

- Checking messages from your own phone.
 - When the LED is lit at the top of your phone and you have new messages, press the VMMsg soft key in the top display screen. Follow system voice guides to complete listening options or use soft keys in top display screen.
- Checking messages from any phone in the system.
 - Go off hook on any phone and dial 1440 (or press VMMsg button).
 - When prompted, enter your personal ID (9 + your mailbox number). If the system asks for a password first, press # and then enter your personal ID.
 - When prompted, enter your password.
 - You will now be able to remotely access your voicemail box.

Checking Messages Externally

- Call main number to any school. When Automated Attendant begins, press #.
- When prompted, enter your personal ID (9 + your mailbox number).
- When prompted, enter your password.
- You now have access to your mailbox from your cell phone.

For full documentation on phone usage, you can download the PDF from the school Public Folder in Sharepoint.

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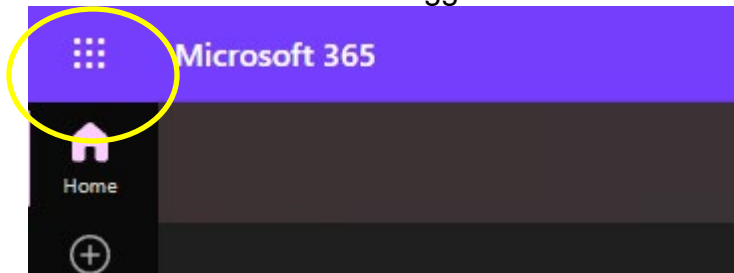
TECHNOLOGY TRAINING

For training on any Technology-related device or software title, you have two options:

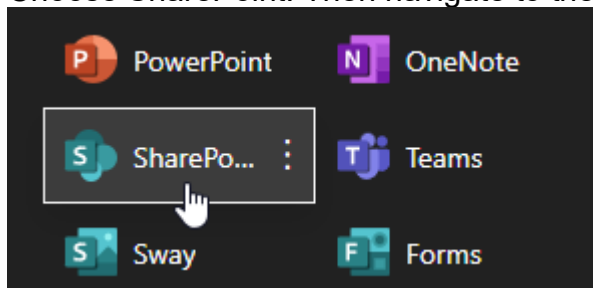
1. VISIT OUR SHAREPOINT SITE

The technology SharePoint site is located in the Public Folder. There you will find many documents that cover usage and explanation of a number of school tech-related features.

Click the waffle icon once logged into office.com.



Choose SharePoint. Then navigate to the public folder.



In the Public Folder, you can scroll down to TECHNOLOGY to get information and manuals on any number of things.

2. E-MAIL THE TECHNOLOGY TRAINING SUPERVISOR

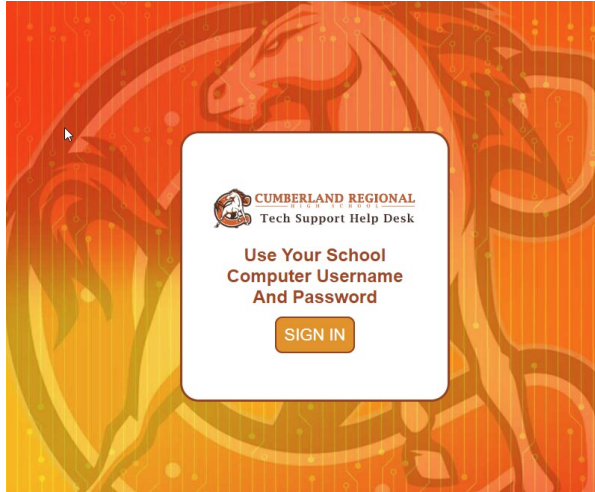
Please email Christine Fuller to schedule a time to help you learn the device or platform with which you're experiencing issues.

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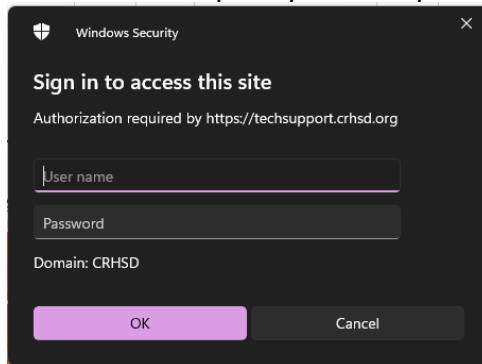
USING THE HELP DESK SYSTEM

The Help Desk system is for technology issues. All issues should be submitted to the Help Desk first. Once in the system, you can follow up within the ticket itself, preventing many email chains and the frustration of phone calls, while giving you full communication access with the Tech Team.

1. Go to <https://techsupport.crhsd.org>
Please note the link is also on our school website under the STAFF tab.



2. Click the SIGN IN button. The prompt will require your school username and password.



3. Once in, you will see a list of your existing open tickets. Just click the blue SUBMIT A TICKET button in the top right and fill out the form.

