

## Services

### Novell.

Novell is a network application that allows you to log into any machine with your unique username and password and have access to all your saved documents from any district computer.

### Google Apps for Education

Google Apps, a new feature this year, includes access to **Gmail, Google Docs, Calendar and Sites**. Use your Novell username and password to login. <http://google.eanesisd.net>

Gmail is the standard email program at Eanes. It can be accessed on any computer/mobile device that has an internet connection. Use your Novell username and password to login. <http://gmail.eanesisd.net>

### eduphoria!

Eduphoria is used to enter technology support requests as well as online forms, register for campus courses and to manage school related events. Use your Novell username and password to login. <http://eduphoria.eanesisd.net>



Skyward is the district's Student and Finance and HR Administration System.

- **Skyward Gradebook/Student Admin** is used by teaching and administrative staff as the official student reporting system.
- **Skyward Employee Access** allows staff to view leave balances, check history and W2's. It also serves as the time reporting tool for hourly employees via TrueTime.
- **Skyward Finance/HR** is utilized by Admin staff as the official Finance/HR Reporting System.

## Resources

Technology Help Desk x20777 or 512-732-9090  
<http://www.eanesisd.net/departments/is/helpdesk>

District Website  
<http://www.eanesisd.net>

Staff Links  
<http://www.eanesisd.net/staff>

Intranet  
<http://intranet.eanesisd.net>

Google Apps Links and Help  
<http://google.eanesisd.net>

For Instructional Technology Support call the Ed Techs at x20888 or visit <http://edtech.eanesisd.net>

### REMEMBER!

Turn off all computers and other equipment to conserve energy, to prolong the life of the equipment and to avoid safety issues!

### For Network Updates



<http://www.twitter.com/EISDTechAlert>



TECHNOLOGY SERVICES  
HELP DESK EXT. 20777

# Technology Ins and Outs



Introduction to technology used throughout the Eanes Independent School District

Technology Services Department

## Technology Overview

### Login & Passwords

To login to a computer you will enter your Novell username and password. Typically, your username is the first initial of your first name followed by your last name, with no spaces in-between. Your password must be at least eight characters long, it is case sensitive, and you will be prompted to change it every 120 days. If you receive a second login window, make sure the user name is EISD and the password field is empty.

Your username and password will be the same to log into Novell, Google Apps: Gmail, Calendar, and Docs, Eduphoria and Eanes TV. Logging into Skyward requires a different password. See Skyward section for more information.

If you are having difficulties logging in with that username, please contact the helpdesk at x20777.

### Email, Calendar, and Docs

You are given a district email address which is your [[username@eanesisd.net](mailto:username@eanesisd.net)]. To access your email go to <http://gmail.eanesisd.net>. Firefox is the recommended browser for Google. Use your Novell username and password. Once logged in you may also access Google Calendar, Docs and Sites by clicking on the links on the top of the page. To access your email and for Google help go to <http://google.eanesisd.net>

### Eanes TV

Eanes TV allows you to watch cable TV from your district computer. Select from 10 preset channels, DVD/VCR or Live Broadcasts as well as prerecorded content. Use your Novell username and password to login. <http://tv.eanesisd.net>

### Phones

Set up voice mail:

- Press the "msgs" button or dial 5000
- Enter the default Password: 255288
- Record your name.
- Press # to accept.
- Record your personal greeting.
- Press 1 to record. Press # to accept.
- Follow directions to change from the default password to your personal password.

### Printers

A printer code is required to print/copy to a Ricoh machine. If you do not know your printer code, contact the Front Office at your campus. It is recommended that you use the Ricoh machines whenever possible due to the considerable cost savings they offer.

#### Cost of Printing per Page

	Black&White	Color
<b>Ricoh Printers</b>	\$ .0059	\$.05
<b>Other Laser Printers (Dell, HP, etc...)</b>	\$.017	\$.17

### Wireless Access

For Eanes employees with an iPad/iPhone (Visitors must use Eanes-Guest Network)

1. Select **Settings**
2. Select **Wi-Fi**
3. Turn Wi-Fi on and select **EPAWN**.
4. Enter your Novell username and password and click on **Join**.
5. On the Certificate screen, click on **Accept**.

### Skyward

Access Skyward Admin/Gradebook via your Web Browser: <http://goo.gl/H4Rxx>

For Password issues regarding Skyward:

- Finance – Contact the Business Office at 512-732-9030
- Employee Access/TrueTime – Call x20525 or email [SkywardEmployeeAccess@eanesisd.net](mailto:SkywardEmployeeAccess@eanesisd.net)
- Skyward Admin/Gradebook – Call your campus's Skyward Contact:

Campus	Contact
<b>Elementary</b>	Campus Secretary
<b>Middle School</b>	Registrar
<b>High School</b>	Data Processor

### Work Orders

For assistance with your computer or other technology items, enter a technology workorder using the Eduphoria Help Desk: <http://eduphoria.eanesisd.net>. Login with your Novell username and password.

Be sure to give a warm welcome to our department Tech who will be joining your campus team for a few hours every day to help keep your technology up and running.

### Desktop Management

Zenworks has been added to your computers. This is used to remotely deliver applications and configurations to computers throughout the district. Please call the help desk with any questions or concerns x20777.