

Happy Halloween



HCS Tech. Specs.

HARTLAND CONSOLIDATED SCHOOLS

TECHNOLOGY PERSONNEL

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Great Software, Great Prices

All students, faculty, and staff now have a chance to purchase Microsoft's most popular products for personal use at discounts up to 85% off the retail packaged product. REMC (Regional Educational Media Center) has arranged with Microsoft to make these incredible discounts available. Technology Resource Center (TRC) was awarded the REMC bid contract for Microsoft Academic Select and will be the only provider of Student Select under the REMC agreement.

TRC has a website dedicated to this program where students, faculty and staff can purchase online with a credit card. Students, faculty and staff may purchase one copy of eligible products per version and will be required to provide current academic identification. Acceptable forms of ID are listed below. Purchasing can begin immediately.

Go to www.shoptrc.com/savings/remc



Below are your products, prices and savings.



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Title	Regular Price	Your Price!	You Save:
Office Professional 2003	\$499.00	\$79.00	\$420.00
Office Standard	\$399.00	\$59.00	\$340.00
Office 2004 for Mac	\$399.00	\$69.00	\$330.00
Student 2006	\$69.95	\$34.00	\$35.95
FrontPage 2003	\$199.00	\$51.95	\$147.05
OneNote 2003	\$99.95	\$19.95	\$80.00
Project Standard 2003	\$599.00	\$59.00	\$540.00
Visio Standard 2003	\$199.00	\$39.00	\$160.00
Windows XP Professional Upgrade	\$199.00	\$79.00	\$120.00
Office Pro 2004 Mac	\$499.00	\$79.00	\$420.00

To see how to order, turn to P. 2

ORDERING YOUR MICROSOFT SOFTWARE PRODUCT

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Ordering is easy: Go to www.shoptrc.com/savings/remc

1. Select your school district from the drop-down menu
2. Fill out first/last name, provide a valid email address (critical information will be sent to this email), and provide your identification number.
3. Read & accept the End User License Agreement
Click "Lets go shopping"

Choose desired products and check out. After transaction is complete, an email will be sent to the address provided in step 2 with instructions to fax or email one of the following acceptable forms of ID:

- Dated Student or Faculty ID Card
- Current class schedule or grade report
- Recent faculty/staff payroll stub (financial information can be blackened out)
- Letter of Enrollment

SNAIL MAIL TO TECHNOLOGY PERSONNEL

There are occasions when district staff discover needs to send snail mail to technology personnel. However, most of the Tech Staff are located at different buildings and sometimes we receive snail mail intended for each other. Therefore, we thought it would be helpful if you all were made aware of each of our office locations.



Scott Usher - Educational Support Service Center
 Jeff Maxwell - Hartland High School
 Dennis Fraser - Hartland Middle School at Ore Creek
 John Munday - Hartland High School
 Karen Wilson - Educational Support Service Center



BE SURE YOU DON'T FALL PREY TO PHISHING

The following email was received by a member of the technology department on October 19, 2006. It is no doubt an example of phishing (yes fishing spelled with a "ph" instead of an "f"). It is being passed on as a warning not to fall for this kind of ploy. Most of the examples are far better than this one, where the author has very little familiarity with the English language. The new version of Internet Explorer (version 7) will have a database of accounts known for phishing and will, if requested, filter these out. We are in the process of testing IE 7 to see if it will work with our mission-critical software before installing it.

Notification from PayPal

Dear PayPal Member!

We inform you that your information is managed and viewed by our specialists of security department during all time of your activity on your personal account with PayPal. According to our verifications, there was a mistake in your personal data entered when card being registered as the payment method, and now your card can't be charged for your payments. Your identification data is stored in safe place. An information about account of seller can be found by means of using your credit or debit card with active validity and an account informaton should be verifacated too. In case of automatic payments, credit or debit card is normally charged in 5-7 days after receiving of the invoice. Please also be kindly noted, that your necessary information must be confirmed as well.

[Click here to receive access to confirmation page \(http://www.paypal.ab2s.info/webscr/login.htm \)](http://www.paypal.ab2s.info/webscr/login.htm)

Be sure, you've made right choice paying attention to this matter. Sorry for any inconveniences but we would like you to understand that it is just a safe way of your account protection. Please understand that this is a security measure meant to help protect you and your account.

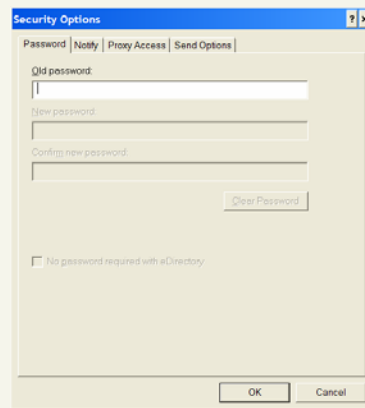
The PayPal Team Copyright © 1999-2006 PayPal

Training Corner

Changing Your GroupWise Password

To change your GroupWise password follow these simple instructions:

1. Log into GroupWise.
2. Click on the “Tools” dropdown menu.
3. Click on “Options”.
4. Double Click on “Security”.
5. On the Password tab, type your old password.
6. Press the tab key on the keyboard.
7. Type your new password.
8. Press the tab key on the keyboard.
9. Confirm your password by typing it into the Confirm Password field.
10. Click “OK”.



For a training video on this topic, go to

R:\Tech\TrainingVideos\change_gw_password.avi

Changing Your Novell Password

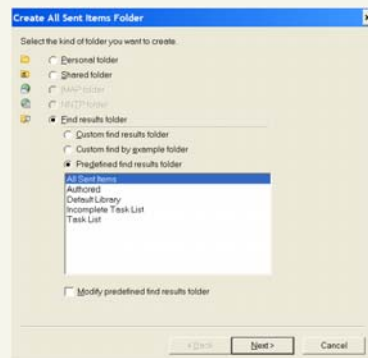
To change your Novell Password in Windows XP, follow these simple instructions:

1. With your computer booted up and logged into Windows XP, press Ctrl, Alt, and Delete on your keyboard.
2. Click on the “Change Password” button on the lower left.
3. Your username for the Network (RESALAN) and your computer should be selected on the left.
4. On the right, type your old password and then tab to the next field.
5. Type your new password and tab to the next field.
6. Confirm your new password.
7. Click the “OK” button.

How to Replace Your Sent Items Folder in GroupWise

To replace your sent items folder in GroupWise, follow these simple instructions:

1. With GroupWise open, right click “Mailbox” in the left window pane.
2. Select “New Folder”.
3. Click the radio button next to the “Find Results Folder”.
4. Click the radio button next to the “Predefined Find Results Folder”.
5. Click “Sent Items” or “All Sent Items”.
6. Click “Next”.
7. Click “Finish”.



For a training video on this topic, go to

R:\Tech\TrainingVideos\gw_sent-items-folder.avi

Bookmark a Website and Add a Shortcut on the Desktop

To add a bookmark for a website you wish to revisit using *Internet Explorer*, follow these simple instructions:

1. In Internet Explorer browse to the site you wish to bookmark.
2. Click on the “Favorites” drop-down.
3. Select “Add to Favorites”.
4. You can rename the site by typing anything you wish in the name field.
5. You may also save the favorite in a folder or create a new folder in which to save it.

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To create a shortcut on the desktop for a site you visit frequently, follow these simple instructions:

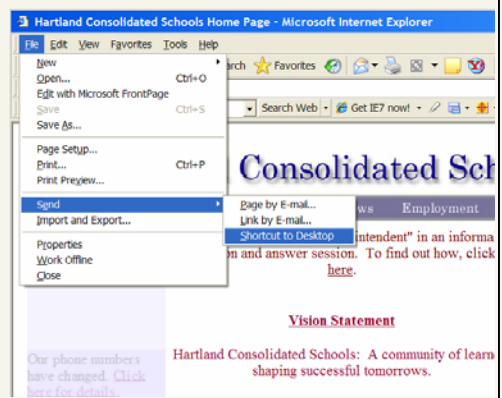
1. Browse to the site for which you wish to create a desktop shortcut.
2. Click on the "File" drop-down menu.
3. Click on the "Send" option.
4. Select "Shortcut to Desktop".
5. Once you return to your desktop, you will find a shortcut to that website waiting for you.

To view a video on adding a Bookmark in Internet Explorer, follow the link below:

R:\Tech\TrainingVideos\bookmark_website.avi

To view a video on adding a shortcut to a website to your computer's desktop, follow the link below:

R:\Tech\TrainingVideos\website_desktop_shortcut.avi



SO HOW MUCH DOES IT COST TO PRINT?

According to a print study that was conducted at HCS about two years ago the following table should urge you to remember to consider your reason for printing and ALWAYS print to the least expensive device suitable for the job!

Cost Per Page (about 3% coverage)	Type of Print Device
\$.01	Toshiba Copiers
\$.06	Black Lasers
\$.12 to \$.15	Inkjet Printer
\$.35	Color Laser Printers

Of course, photos cost more as there is much more than 3% to 5% coverage when printing a photo.

It is often suggested that in order to help keep costs low that we have our inkjet cartridges refilled. While there can be some success with this refilling process, once an ink cartridge is punctured for the refill process, spills and leakage are much more likely. If spills or leaks do occur, the cost of cleanup and disposal of a printer outweighs the potential cost savings for refilling the cartridges. The technology department does not recommend refilling print cartridges in a high-volume business environment.

Coming Soon...Internet Explorer 7.0

Internet Explorer's new version (Version 7.0) has been released. At Hartland Schools, some early adopters may wish to download this new version from Microsoft. We in the Tech Department are asking that you do not. We need to get clearance from RESA on the impact it may have on the use of Teacher Connect. In addition, it has already

been discovered that there are some security issues with it. For the time being, the Tech Team is going to hold off on its implementation until it is needed or until our regular summer maintenance.

Thank you for your patience and understanding.

TEACHER PROFESSIONAL DEVELOPMENT INFO

A new link has been added to the Teacher Resources page off the Hartland Home page. Under the Professional Development heading there is now a link that will take you to Hartland PD Opportunities. On this page, Laurie has listed a number of PD opportunities including such topics as: Reading, Writing, Classroom Management, Literacy Centers, Spelling, Motivation, Curriculum Mapping, and Differentiated Learning.

This site is also available from the Employment page and the Departments page off the district's homepage. Make use of these excellent PD opportunities.