



## Welcome Back Technology Checklist

- ❑ Set up your teacher computer. Plug the cables located in your classroom's blue bin into the back of the computer and other technology devices (document camera, monitor, etc.). If you have trouble, please click for a [Step by Step Guide](#) to setting up the computer.
- ❑ In most classrooms, the phone acts as a "middleman" for connecting the network cable to the back of the computer. Plug your network cables into the wall and your computer as shown in the illustrations below:



- ❑ Check with your office staff to determine where to place your empty blue bin. *It is very important that bins are not left in classrooms.*
- ❑ Make sure your computer and other technology is working properly. Power on everything. Login to your computer. Test your document camera, projector, smartboard, phone, etc.
- ❑ Verify that your email is working by opening Microsoft Outlook 
- ❑ Make sure you can login to the online services you use (Google, Office365, Skyward, Eduphoria etc.)  
**NOTE: Skyward usernames and passwords are now the same as your computer login.**
- ❑ Check for Network Connectivity on wireless devices such as iPads and laptops.   
**NOTE: The BISD-Secure network is no longer active. Please connect using BISD-5G.**
- ❑ Make sure to add any desired printers by visiting [printers.birdvilleschools.net](http://printers.birdvilleschools.net) in a browser.
- ❑ Setup/update your voicemail. If you do not remember your voicemail password, [submit a help desk ticket](#) that includes your phone's extension number.

Check the BISD Technology Knowledge Base if you have any additional questions or to submit a ticket.

Visit [support.birdvilleschools.net](http://support.birdvilleschools.net) in a browser, such as Google Chrome.

**IMPORTANT!** Please do not move phones to different classrooms. Phones *must* stay in their assigned room for 911 purposes. Computers may only be moved to a new room if a help desk ticket is entered. Moving requires renaming a computer to the correct room number.

Please note that we typically receive hundreds of tickets per day during the start of the school year. Additional temporary staff will assist with the high-ticket volume and Technology will do our best to respond to all requests as quickly as possible.

I acknowledge that I have read and completed the steps outlined above:

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_