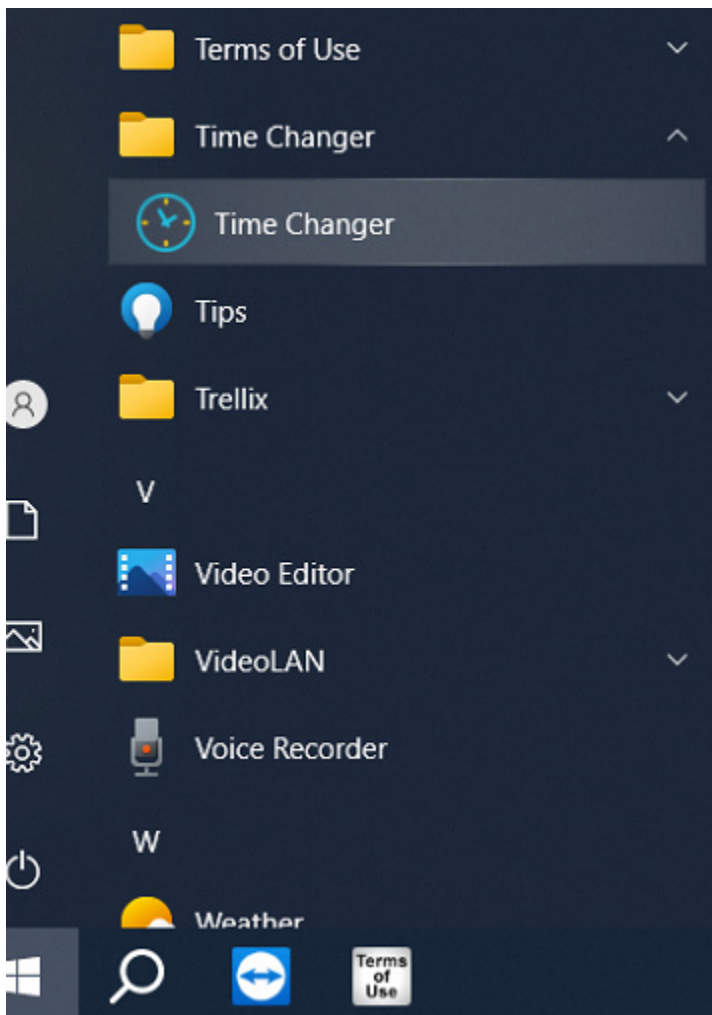
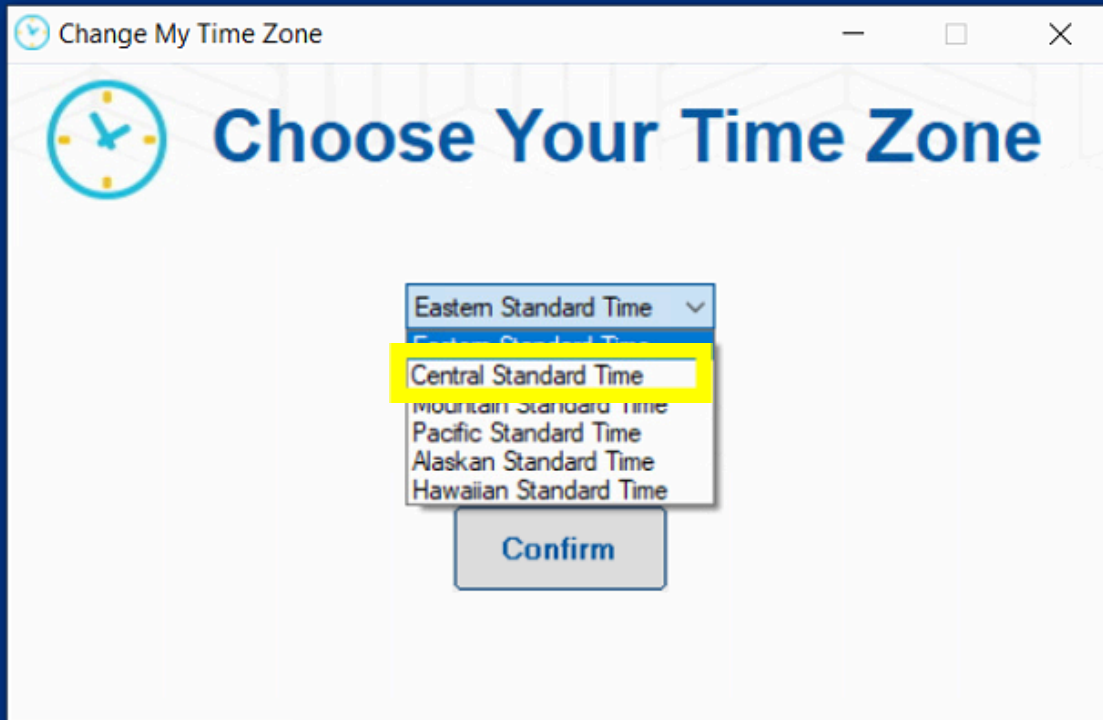


If your time zone on your computer is wrong, it will need to be changed. Please choose one of the following ways to change the computer time zone:

1) USE THE TIME CHANGER APP ON YOUR SCHOOL ISSUED COMPUTER (preferred)

Please use the Time Changer to adjust the time zone.





Make sure Central Standard Time is Chosen.

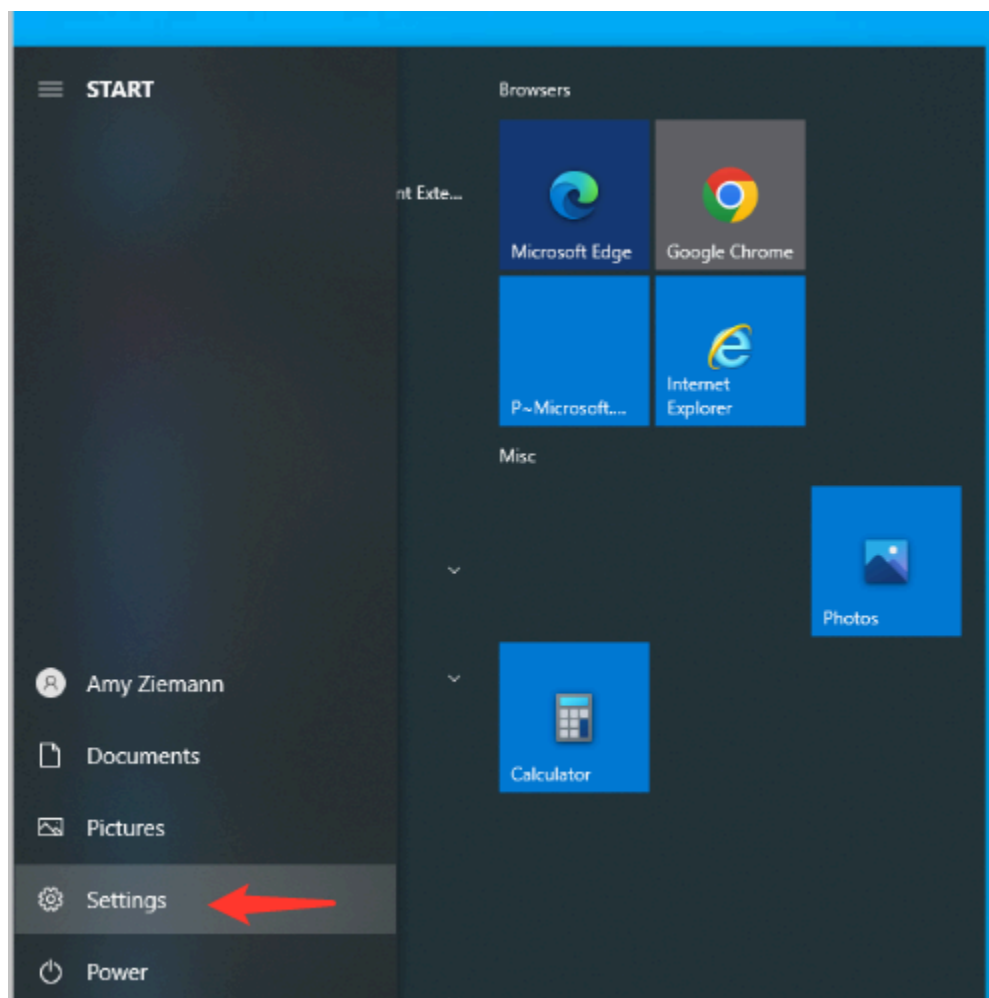
2) USE COMPUTER SETTING TO CHANGE TIME ZONE

Verifying or Changing Date, Time, and Time Zone

In the bottom corner of the screen, click the Windows icon.



Choose the cog for Settings



Select Time & Language

Windows Settings

**System**Display, sound, notifications,
power**Devices**

Bluetooth, printers, mouse

**Phone**

Link your Android, iPhone

**Network & Internet**

Wi-Fi, airplane mode, VPN

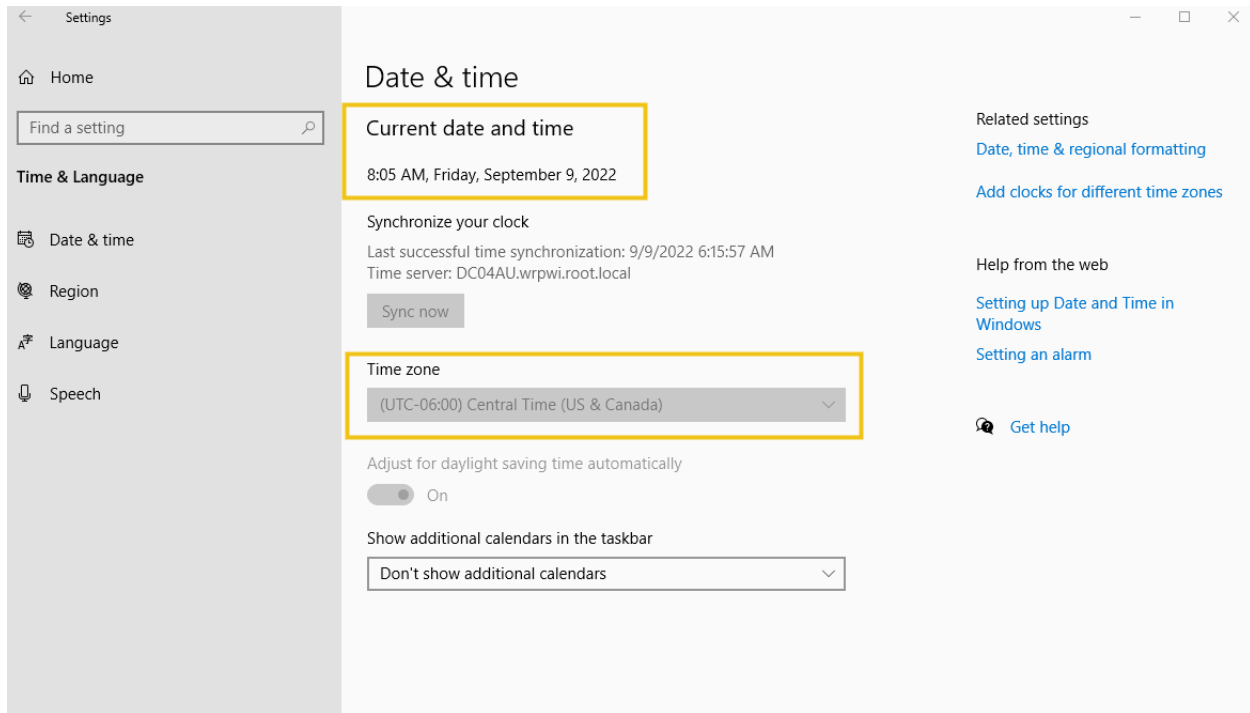
**Personalization**

Background, lock screen, colors

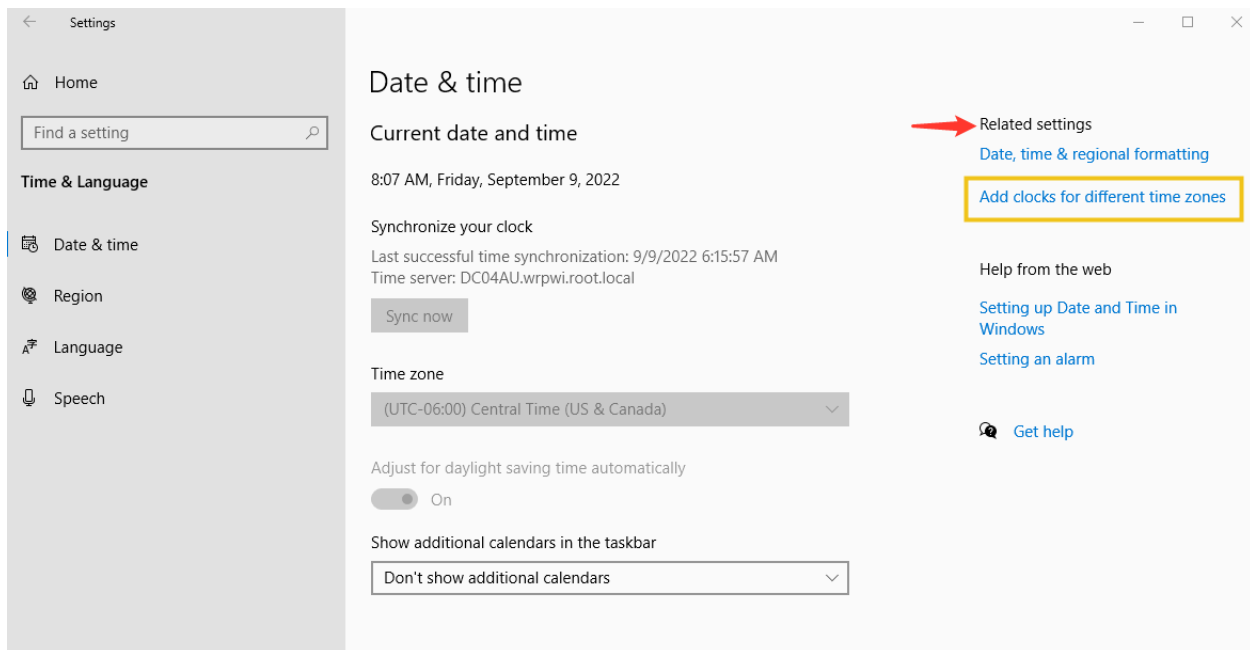
**Apps**Uninstall, defaults, optional
features**Accounts**Your accounts, email, sync,
work, other people**Time & Language**

Speech, region, date

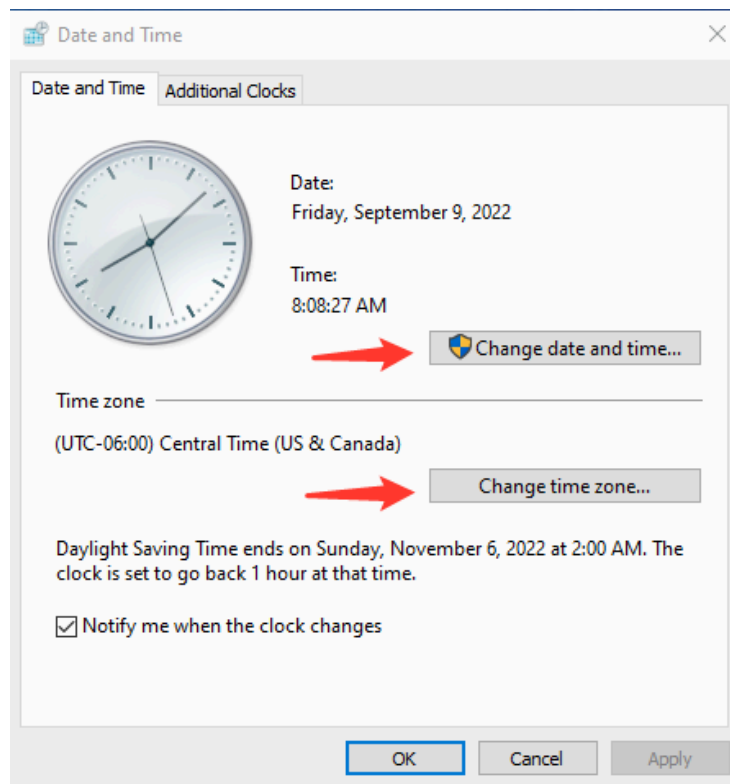
Verify the Current date and time and the Time zone are correct.



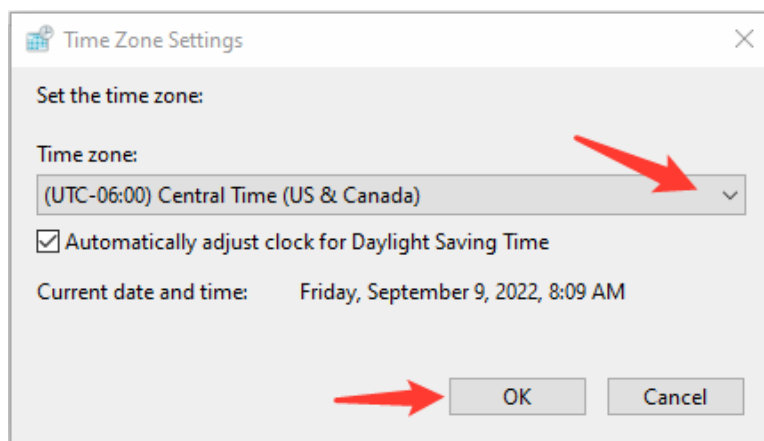
If one or both is incorrect, under Related settings, choose Add clocks for different time zones.



Click Change date and time if the time is incorrect. Choose Change time zones if the time zone is incorrect.



Use the dropdown under the Time Zone to choose the correct time zone for Central Time.
Click OK when you are finished.



Verify that the Date, Time, and Time zone are correct and click OK.

