

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

HOME ACCESS USING A CFF LENOVO LAPTOP

Purpose

How to use a CFF Lenovo Laptop at home.

What Do You Have Access To?

When using a CFF Lenovo Laptop at home, you do not have access to:

- SASD network programs (ex. GradeQuick)
- SASD storage (your documents)

At home you do have access to:

- The programs on the laptop (ex. MS Word)
- Internet if you can hook up to your home internet service (wired or wireless). Please note that the Sayre IT department does not support problems with accessing your home internet service).

How Do I Log In?

Turn on your Lenovo Laptop.

Your username will be SASD and the appropriate password.



Please make sure you are logged on to HSCFFT?? where the ?? represents your teacher number.

What About My Saved Work?

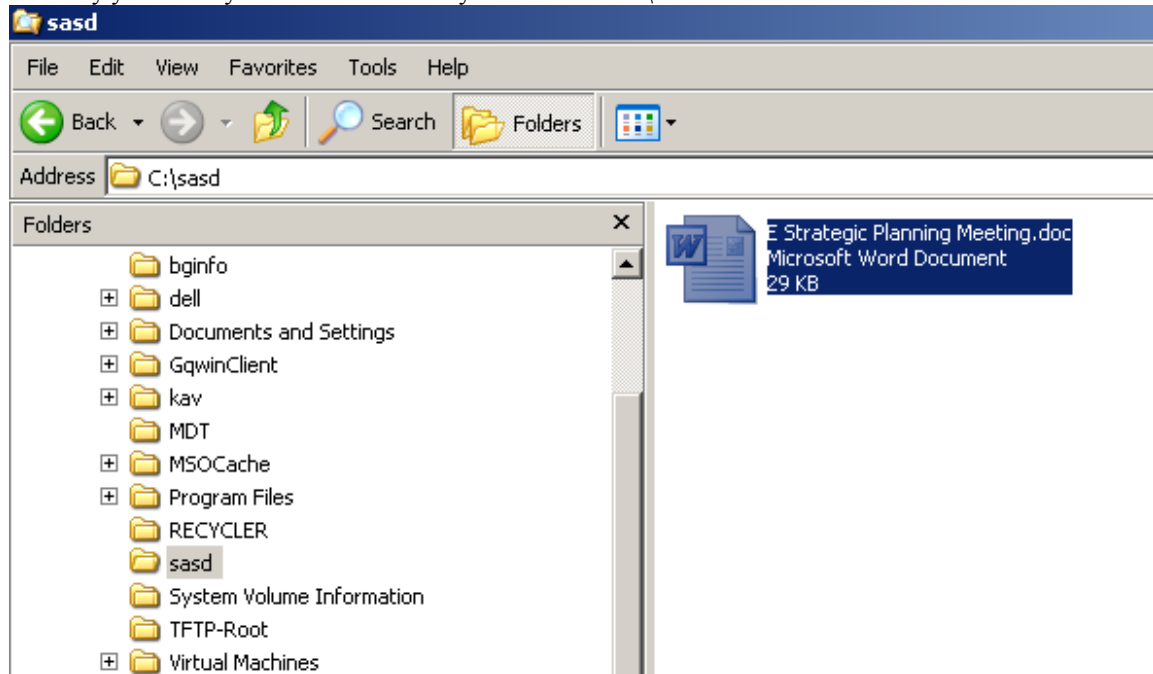
When you save to your Lenovo laptop at home, you will need to copy your work to your SASD network folder (this ensures that the work will be backed up).

If you do not copy your work to the SASD network, you may lose all of your work when the PC is worked on or re-imaged.

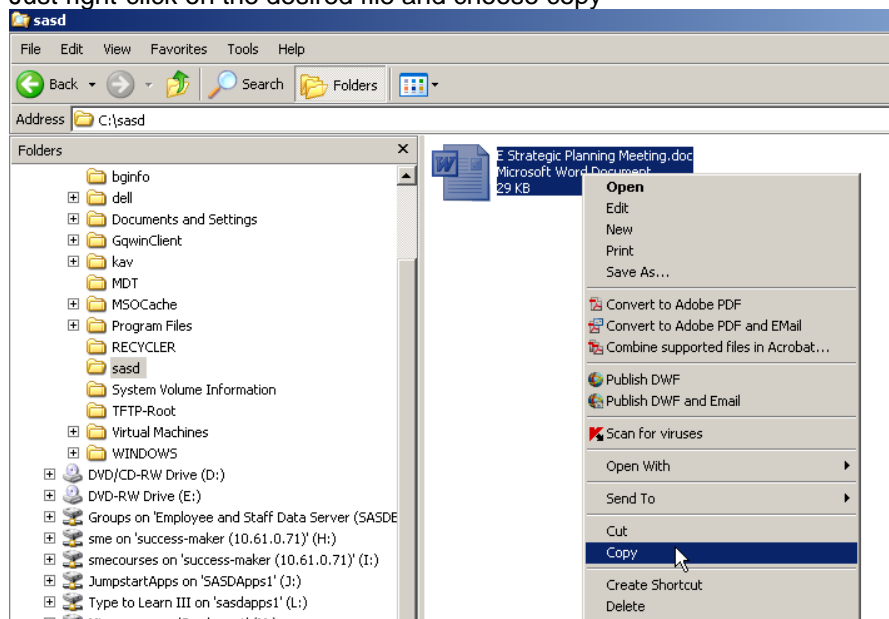
Here is an example of how to copy your work from your laptop to the SASD network.

First you will need to log into the SASD network

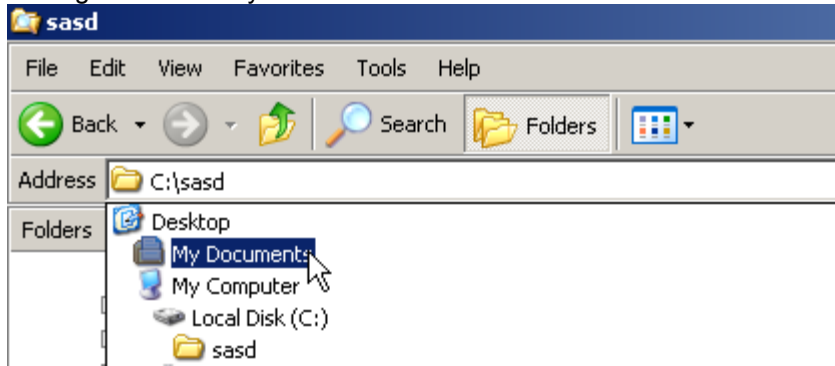
Let's say you saved your work at home to your Lenovo's C:\drive and the folder named sasd:



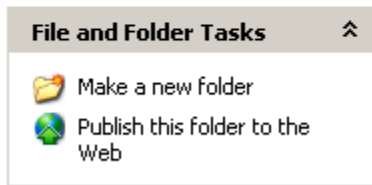
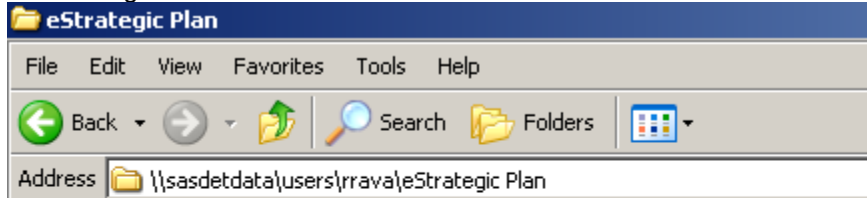
Just right-click on the desired file and choose copy



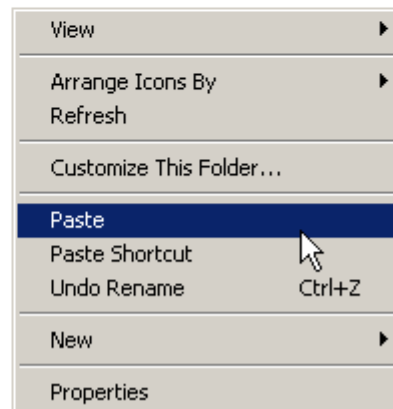
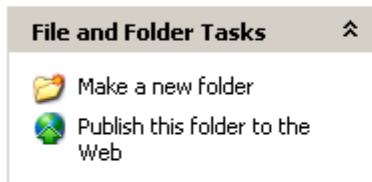
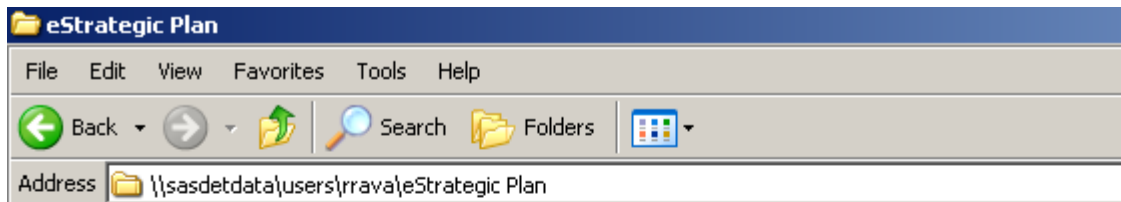
Then go to You're My Documents

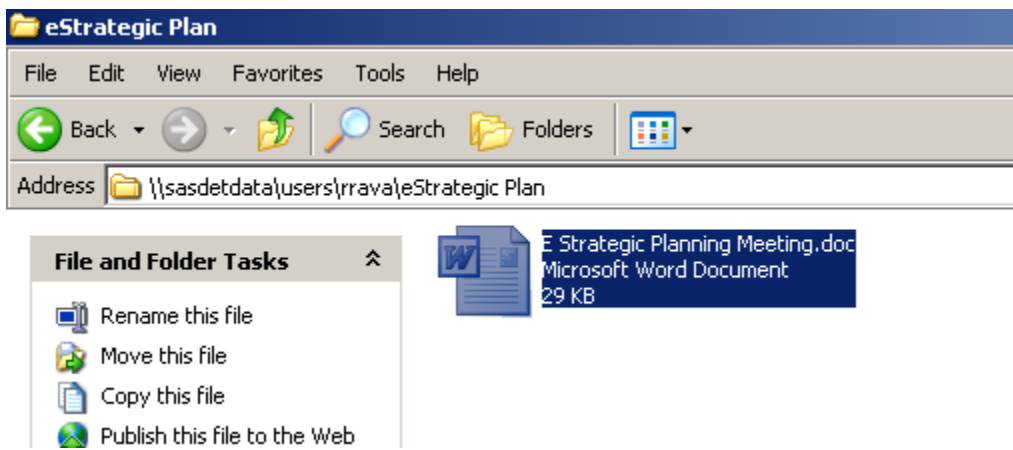


Then navigate to the desired folder



Right-click and choose paste





Your work is now stored to the SASD network and is backed up daily.