

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

PROPERLY LOGGING ON TO THE SASD NETWORK

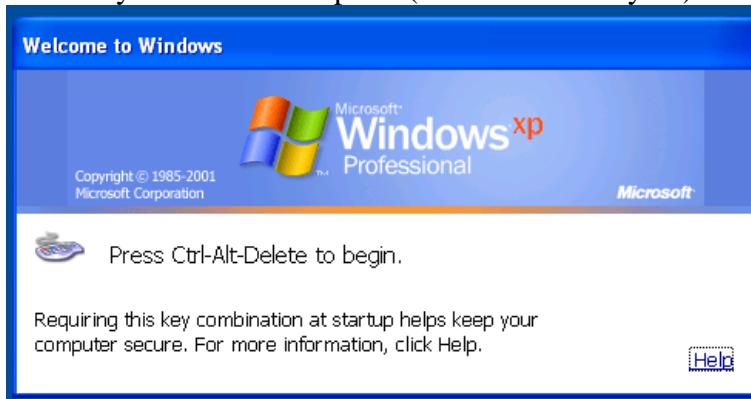
Purpose

This handout is to briefly instruct how to properly log on to the Sayre Area School District (SASD) Network.

How Should I Log On to My Computer?

It's quite simple, just do the following:

Turn on your SASD Computer (if it is not already on). The following screen will appear:



Hold the **CTRL** & **ALT** keys down and then press the **Delete** key on your keyboard – the following sample screen will appear:



Enter your username

For students – its your graduation year followed by your first initial plus your full last name – see the following example for Bob Smith who will graduate in 08):



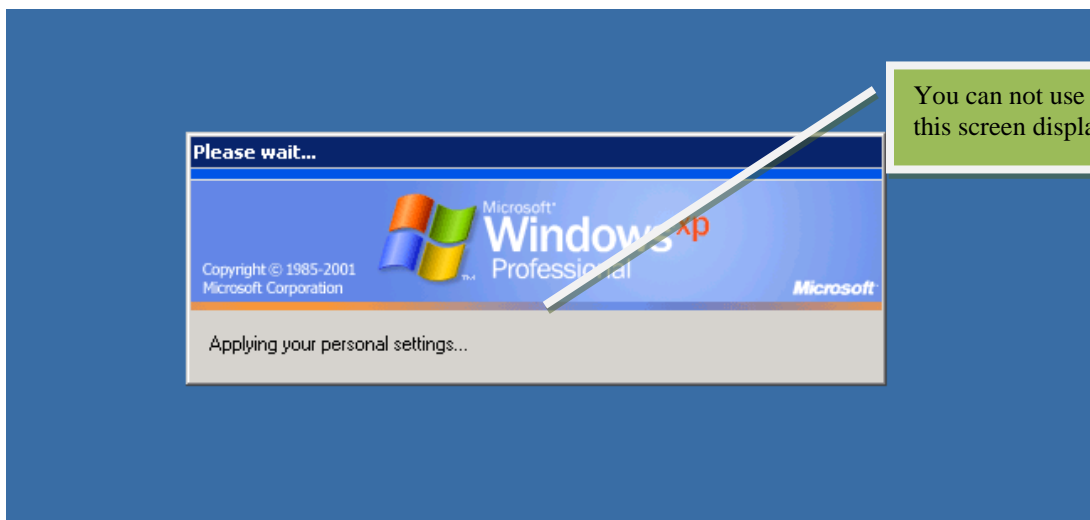
For teachers & staff – its your first initial plus your full last name – see the following example:



Then enter your password – see the following sample (please note that your password will appear as a bunch of *****).

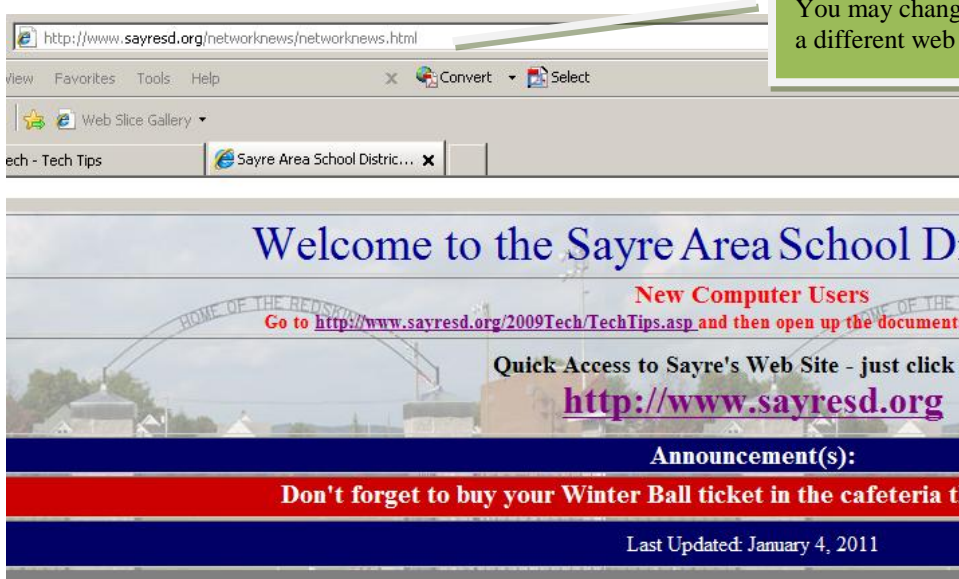


Make sure you always log on to: SAYRESD (see the field above called “Log on to:” in the screenshot). This is our computer network domain name where your accounts are located. If this does not appear, just press the down arrow and select SAYRESD. Once you have this information in the fields, click enter and the following screen should appear



You can not use your PC while this screen displays

You will need to wait until you see the following screen:



You may change the URL to go to a different web site

You may now use any of the SASD Network programs or you may also change the URL from the above screen to go to a different web site. (Please remember to read any SASD Network and District News. For example, if there is a planned network system downtime, it will be posted here).

You are good to go!

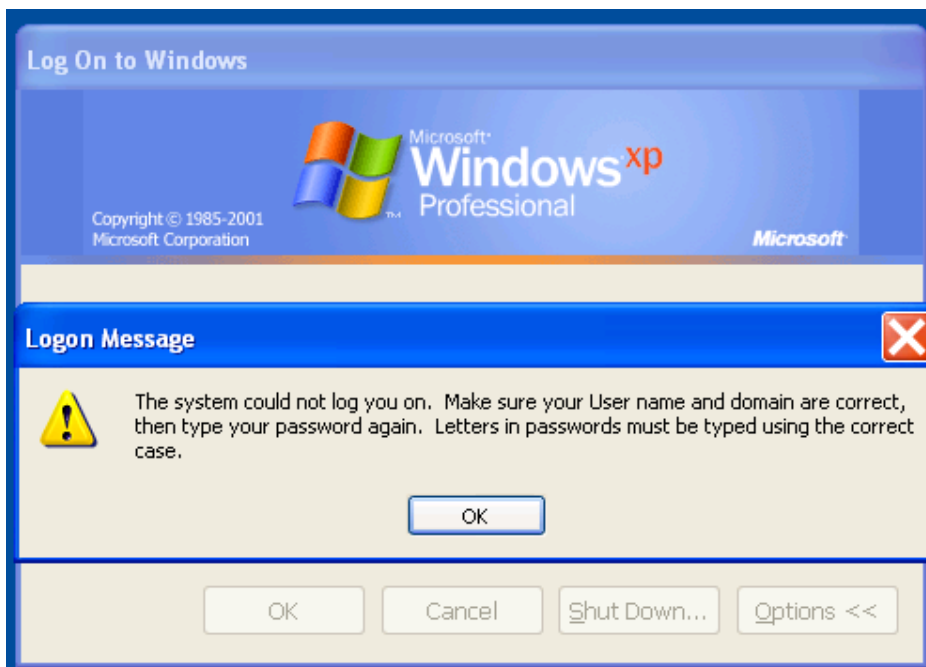
Note: If you were unable to complete the previous steps, please read the following section titled "Common Errors"

Common Errors

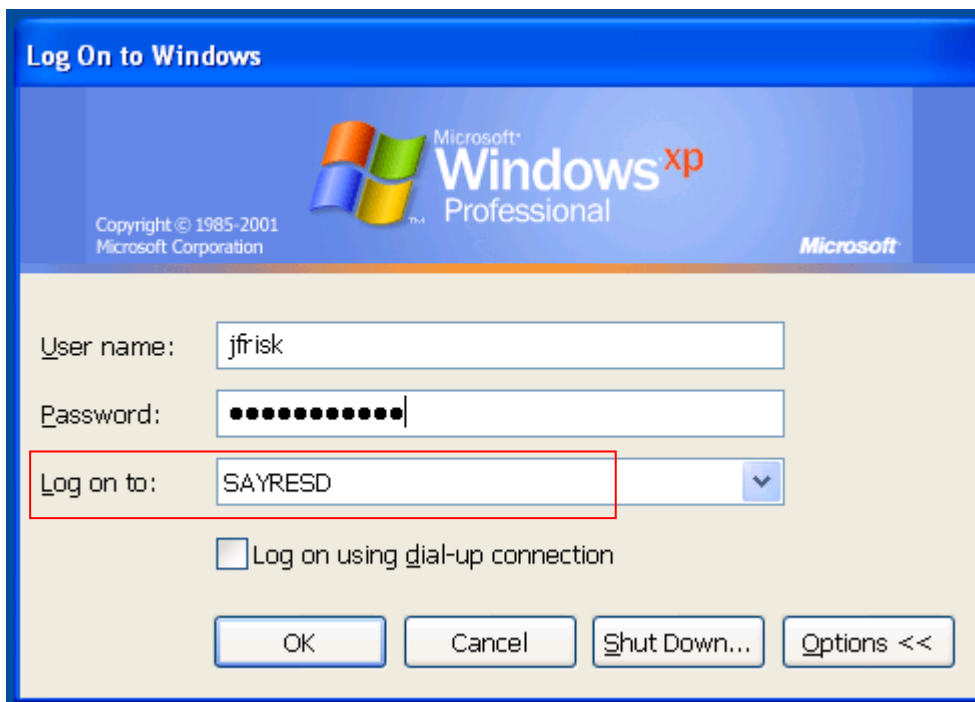
Let's say your screen looks like the following:



You click on OK – the following screen appears:



In the above example, you need to log on to the SAYRESD domain. Just change the Log on to the following:



If this does not fix the problem, delete and retype your password – and try again.