**Welcome to our New Domain!**

You will notice a couple of changes to our network, this document is provided to you in order to assist you in having a successful experience when logging in and accessing our network.

Teachers, Admin Staff, Principals and Dean’s now have their own unique log on:

**Your first initial followed by your last name – i.e. jmurray**

**The default password is password$1**

You will be prompted to change your password when you log in. It must contain 8 letters including Caps, lower case, and a number or special character

There is one Teacher computer in every room; **this computer should still be accessible to each student and still contains access to a student account – from the log in screen, please use the Switch User button to see the Other User account icon and enter the following:**

**User Name = student**

**Password = Student!**

For younger students, the classroom teacher may have to log the student on. Please note, this only affects the Teacher computer, all other desktops and laptops still have the original CMP Student account and do not need a password.

All other desktops/laptops have not been changed.

**Chrome Browser Bookmarks Missing?**

You may notice that your Chrome Browser bookmarks are missing – Please enter the following URL’s into the Chrome Browser and once the page loads, click the yellow star on the right hand side of the address bar; this will create a bookmark to that page.

Renaissance Place:

<http://hosted91.renlearn.com/2157799/login/studentlogin.aspx>

Rosetta Stone:

<http://camontessori.rosettastoneclassroom.com>

Learning.com:

<http://learning.com>

Typingweb:

http://typingweb.com

Aeries.net:

<https://teacher.asp.aeries.net/camontessori/login.aspx>

Employee Attendance:

<http://aetimekeeping/attendance/ess.aew>

**You now have a U:// Drive**

This is a backup drive for your documents. If your computer ever ‘dies’ we can restore your documents from the U:// drive.

**To locate your U:// Drive,** double click on the My Computer icon and you’ll see your U:// drive in the window. You can click on the drives icon and drag it to your desktop – this will make a shortcut to it on your desktop so you can drag and drop documents into it for storage and backup.

For those of you who work from home, you can make this drive available offline and work on documents stored in it. Once you return to our domain and log in, your documents will sync.

**To make your U://drive available offline**, right click the drive icon and select: ‘Always available offline’. Then wait as your files are synced for offline use – this could take a couple of hours if you have a lot of files. You can continue working while you wait.

When you return to our domain, right click the U://drive icon again and choose, ‘sync’.

If you log in and your desktop is bare – just the recycle bin appears, please let the Tech. Dept. know immediately (send a tech ticket). This happens rarely and can be fixed.

From now on, please **do not turn off your computers every night** – if you must turn your device off, please turn it off before the weekend only and make sure it/them /are turned back on Monday morning.

Welcome to our Active Directory domain!

CMP Technology Department