

# High School of Fashion Industries

Hilda Nieto, Principal

## Information for Teachers

### OUR NEW SCHOOL NETWORK

Every teacher now has their own personal/ **private user name and password**. This will allow you to access your files (My Documents) almost anywhere in the building. It is like having your own personal desktop where you can save files, not worry about having a disk, and only you can see them.

#### Public Folders:

Teachers are able to create public folders where students can hand in work to their teacher's folder from anywhere in the building. It can also be used by departments to share files. Instructions can be found in How to create a public Folder.

#### Where?

It can be used on **any computer that is on the Instructional network**.

Currently available at:	Also at:
<ul style="list-style-type: none"><li>• Computer Labs: rms. 221, 329, 919 and 704</li><li>• College Office, rm. 729</li><li>• Support Services' Student Lab, rm. 329</li></ul>	<ul style="list-style-type: none"><li>• the Library</li><li>• CAD Classroom, rm. 603</li><li>• Dept offices/ mostly all classroom computers</li></ul>

### Steps for logging onto the HSFI Network:

1. To get to the logon screen you press the **Ctrl Alt and Delete** buttons all at the same time.



2. You will get a pop up screen that looks like this: **Make sure the log on to area is 78M600.**



3. At the log on screen enter in the following your user name and password:  
User Name: 1st initial of your 1st name and last name (lowercase, no spaces)  
(Example: Joann Smith is jsmith)

Password: teacher file number

If your user name does not work, add a 1 to your user name. Example: jsmith1 (no spaces)

