

## End of Year Information - What You Need to Know

### Create a Backup

- Backup ALL your files that are located on your hard drive (My Documents, Desktop, Favorites, etc.) to either your server folder and/or a flash drive

### Accessing Email (from outside the district)

- If you haven't already done so, be sure to check whether or not you are able to access your email from outside the district
- Go to <http://webmail.bhasd.org> or our district website ([www.bhasd.org](http://www.bhasd.org)) and click on the small envelope in the upper right hand corner



- Remember that in order for you to access your email from outside the district you must have set a password to your email. To do this open GroupWise and go to the following: Tools > Options > Security (enter a password of your choice, check the box that states "use single sign on" and hit OK.

### Passwords and Usernames

- Be sure to keep your passwords in a safe place.
- These passwords include: TAC, the Novell login, your GroupWise login, the Windows workstation login (if it applies to you), GSMS (if it applies to you), Excent\_tera (if it applies to you), and E-School Plus.

### Power Off

- Remember to power off ALL computer hardware and additional peripherals (scanners, printers, etc.) for the summer.

### Inkjet Printers

- If you have an inkjet printer (ex. HP Deskjet 6122, Epson), remove your cartridges from the printer and place a piece of scotch tape over the bottom of the cartridge. This will prevent the cartridge from drying up over the summer, and will be fresh to use upon your return. Place the cartridges in a cool, dry place and remember to re-install them when you return!