



## Computer Log-in and Tablet Info

**Laptop Computer** - when logging in, please make sure to click in the bottom left hand corner, and click 'Other'.

**Username:** s012 or s184 \*(letter lowercase 's')

**Password:** 4thekids

### How to troubleshoot:

1. If you have a blank screen and can not move past the blank screen, please turn off the computer
2. Turn computer over and take out the battery, two tabs on each side of the battery pull out
3. Turn computer back over without the battery in it, and open, press down on power button for 15 seconds
4. After this, close the computer, turn back over and install the battery.
5. After the battery is installed, power the computer back on and let it cycle through start up
6. Please make sure to click on 'Other' in the bottom left hand corner of the screen and the username is s012 and password is 4thekids.

### Verizon Ipad Info:

[Click Here](#) to access the Ipad Apps Help Guide

### Galaxy Tablet Info:

There is no login information, but if there is an access code that appears on the screen, please try to enter the one of these numbers - **2016, 2018, 2019, or 2020.**

**Still need assistance? Please call the Technology Hotline for any issues between the hours of 9:00am - 4:00pm M-F at 216-838-0440**

# INTERNET SAFETY CHECKLIST

## FOR STUDENTS

### When online:

- Think before you post.
- Always use proper netiquette and be a good online citizen.
- Create a unique password and keep it private, sharing it only with my parents
  - I won't use my pet's name, birthday, nickname, etc.
  - I will vary my password from site to site and
  - Change my password from time to time
- Never give out personal details such as:
  - Name
  - Address or even what part of the country I live in
  - Home number
  - Age or birthday
  - School
  - Club names
- Communicate respectfully with others.
- Never upload your picture without checking with my parents.
- Seek permission before sharing pictures or information about other people online.
- Never fill out online forms or questionnaires.
- Never arrange a face-to-face meeting with a stranger.
- Only download from known or trusted websites.
- Tell a trusted adult if I see something that makes me feel uncomfortable.
- Never open emails from people I don't know.

## FOR PARENTS

To ensure your child(ren) are safe online:

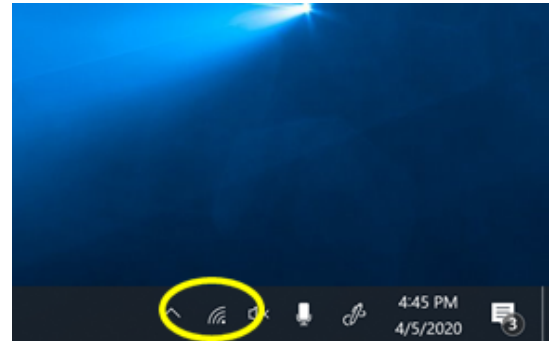
- Educate myself about dangers my children may encounter, including online predators and cyberbullying.
- Discuss with your child about things on the web that make them feel uncomfortable.
- Monitor their internet use by sharing an email account, checking browser history, keeping the computer in a shared situation and maintaining access to your child's account.
- Research and recommend appropriate child-safe sites.
- Maintain an appropriate amount of parental control of software through user time limits and access to sites, games, chat and file sharing.
- Select child-safe mobile devices, included those which do not include a camera or web access and phones with a limit on the number of calls that can be made.
- Note: you can request that the internet provider disable web access, even if you cannot find a phone without a camera.

Power on device by locating power button either at top right or left of keyboard or on one side of device depending of model you have.

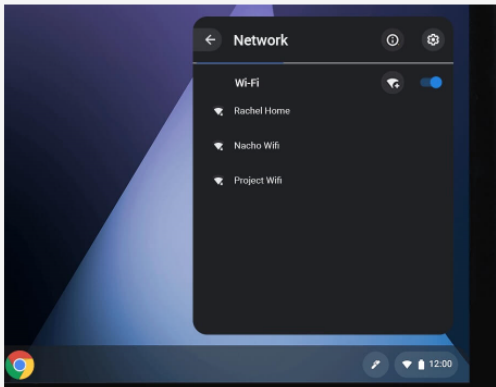
Log into device with your student number and password. If you do not remember your login credentials reach out to your teacher to get full access of device in home environment.

### Wi-Fi Setup Guide

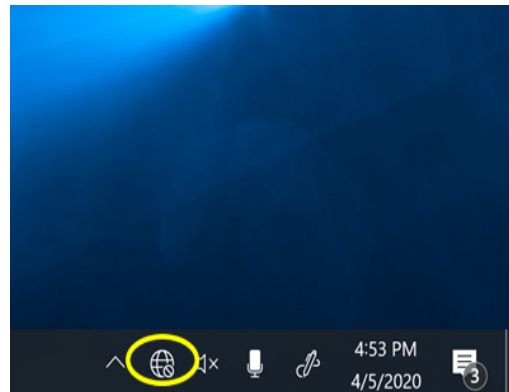
Click on the wireless icon in the bottom-right corner of the taskbar. (If you don't see the button, click the up-arrow button on the left.)



If you're already signed into a Wi-Fi network:  
You will see **Connected to [network-name]** (see image below)



If your **NOT** connected to a Wi-Fi network:  
It will see globe in the bottom right hand corner



#### Either way:

1. Click on it to show you the list of Wi-Fi Networks that are available
2. If you're connecting to your own home network
  - a. Click on your "HOME" Wi-Fi network (home will be what you named your home network as)
  - b. Type in your password and you should be connected

At any time, you can switch to a different Wi-Fi network that's in range by doing the same steps

*If you still have issues or concerns, feel free to contact the*

**CMSD DOIT Help Desk as it is open to all families and students for technical support.  
If you need assistance, call 216-838-0440 M-F from 8:00-5:00 pm.**

## iPad Quick Reference Guide

Power on device by locating power button right side of device by holding down and releasing.

Device may or may not have you enter a code. If so, use the code you used while in the classroom at school if you do not remember your code reach out to your teacher to get full access of device in home environment.

### Wi-Fi Setup Guide

1. Tap on the Settings app. The Settings icon looks like the following:



2. Once in the settings application, you will be at the General Settings screen as shown below.



3. Tap on the Wi-Fi category to get to the screen where you will connect to a wireless network as shown below.



4. Once you Tap on a network name, it will try to connect to it.
  - a) If the network is not using encryption, then you are connected.
  - b) If the network is using wireless encryption, though, you will be presented with a screen asking you to enter the wireless encryption password as shown below :



This checkmark designates that your iPad is connected to the network. You can also see that your iPad is connected to a wireless network as in the upper left-hand corner you will see the word iPad with the Wi-Fi symbol () next to it. You can now go back to your home screen and use any apps that require Wi-Fi connectivity

**At any time, you can switch to a different Wi-Fi network that's in range by doing the same steps**

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Encienda el dispositivo, ubicando el botón de encendido en el lado derecho del dispositivo manteniendo presionado y soltando.

El dispositivo puede o no tener que ingresar un código. Si es así, use el código que usó mientras estaba en el salón de clases en la escuela si no recuerda su código comuníquese con su maestro para obtener acceso completo del dispositivo en el hogar.

### Guía de configuración de Wi-Fi

1. Toca la aplicación Configuración. El ícono de configuración tiene el siguiente aspecto:



2. Una vez estés en la aplicación de configuración, estará en la pantalla de Configuración general como se muestra a continuación.




3. Toque la categoría de Wi-Fi para acceder a la pantalla donde se conectará a una red inalámbrica como se muestra a continuación.



4. Una vez que toca un nombre de red, intentará conectarse a él.
  - a) Si la red no está usando encriptación, entonces estás conectado.
  - b) Sin embargo, si la red está usando encriptación inalámbrica, se le presentará una pantalla pidiéndole que ingrese la contraseña de encriptación inalámbrica como se muestra a continuación:



En este punto, puede ver que su iPad está conectado a una red inalámbrica en la esquina superior izquierda verá la palabra iPad con el símbolo de Wi-Fi al lado **iPad** . Ahora puede volver a su pantalla de inicio y usar cualquier aplicación que requiera conectividad a Wi-Fi.

**En cualquier momento, puede cambiar a una red Wi-fi diferente que esté dentro del alcance siguiendo los mismos pasos.**

*Si aún tiene problemas o inquietudes, no dude en comunicarse con*

**CMSD DOIT Línea de ayuda ya que está abierta a todas las familias y estudiantes para recibir asistencia técnica. Si necesita ayuda, llame al 216-838-0440 de lunes a viernes de 8: 00-5: 00 pm.**

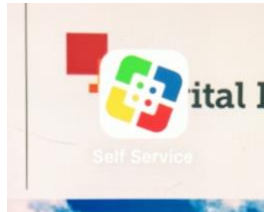


# VERIZON IPAD OVERVIEW

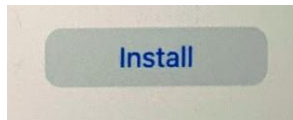
**Did you just receive a Verizon Ipad? If so, please follow these steps. You will be able to access Zoom, Microsoft Word, Teams, Clever, and many more apps.**

**Step 1:** Go to the home screen on your Ipad by pressing the thumbprint button at the bottom of the Ipad and swiping up. You will see a screen full of apps.

**Step 2:** Place your finger on the home screen and swipe left, you will now see a another screen full of apps. Please click on the app titled **'SELF SERVICE'**



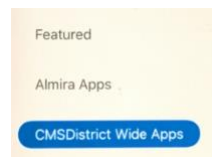
**Step 3:** After you click on the **'Self Service'** App you will see a screen full of various apps. If any app says **'Install'** under the logo, press the **Install** button to activate the app.



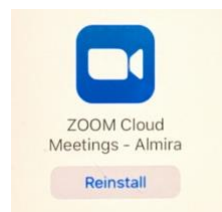
**Step 4:** After you press the **Install** button for the apps, please go to the upper left hand corner of your screen and click on the **'3 DOTS'**.



**Step 5:** A menu will appear with our school name. Click on **'Almira Apps'**



**Step 6:** Click on the install button under the app titled **'Zoom'**. You will now be able to access Zoom for your classes.



**You are all ready for class! If you have any questions please ask your teacher or call our main office at 216-838-6150**

# Franklin T9 Mobile Hotspot

## First time use

When customers first turn on their new devices, they will see device information on the OLED display. Take a look at the steps below to help walk customers through the setup process if needed.

1. Make sure the battery and SIM card are inserted.
2. You can find the Wi-Fi Name and password at any time you need. Press the Power/Menu button shortly when the display is on. (Please note this info is not printed on the back cover) The menu will switch every 3 seconds and show you the Wi-Fi name and password.
  - The default Wi-Fi name (SSID) will be "FranklinT9 + the last 4 digits of IMEI".
  - The default Wi-Fi password is random and will be shown on the screen of the device.
3. Ensure the battery and SIM card are inserted.
4. Hold the Power key for 3 seconds until all LED indicators illuminate in blue.
5. Connect your Wi-Fi device to your Mobile Hotspot.
6. On your computer or other Wi-Fi enabled device, search for available Wi-Fi networks and select network name (SSID) located inside the back panel of your mobile hotspot.
  - From a Windows PC:
    1. Left-click Wireless Network Connection on the taskbar to view available networks.
    2. Choose the SSID from the list of available networks.
  - From a Mac computer:
    1. Select **System Preferences > Network > Airport**.
    2. Click **Advanced to choose SSID from the list of available networks**.
    3. Choose the SSID from the list of available networks.
  - From an iOS device:
    1. Go to **Settings > Wi-Fi**.
    2. Choose the SSID from the available networks.
  - From an Android device:
    1. Go to **Settings > Wi-Fi settings**.
    2. Choose the SSID from the available networks.
7. Enter password located inside the back panel, then click **OK**.

# Cool Pad Hotspot Overview

## Connecting Your Wi-Fi Device to Your Mobile Hotspot

1. Power on your mobile hotspot.
2. On your computer or other Wi-Fi enabled device, search for available Wi-Fi networks and select network name (SSID) located on label on back panel of your mobile hotspot.

Note: Wi-Fi name (SSID) and Wi-Fi Password are located on the label inside the back cover of the device.

- From a Windows computer: Left-click Wireless Network Connection on the task bar to view available networks. Choose the SSID from the list of available networks.
- From a Mac computer: Select System Preferences > Network. Choose the SSID from the list of available networks.
- From an iOS device: Go to Settings > Wi-Fi. Choose the SSID from the list of available networks.
- From an Android device: Go to Settings > Wi-Fi. Choose the SSID from the list of available networks.

3. Enter the password located on label on back panel and click OK.

## Using the WPS

If your Wi-Fi device supports WPS, you do not have to input the password manually after a WPS connection has been established. Please follow the following steps:

1. Power on your Mobile Hotspot and enable the Wi-Fi function from the device you would like to connect.
2. Press and hold the WPS key on your device for 3 seconds to start the Wi-Fi Protected Setup authentication process. 7
3. Enable the WPS function on your Wi-Fi device in order to respond to this authentication process.
4. Follow the system prompts on your Wi-Fi device to finish the connection.
5. If no Wi-Fi device is connected within 2 minutes, the WPS function will automatically turn off.