TECH SUPPORT

Good to know

TECHNOLOGY

The Thomasville City Schools Technology Department is dedicated to supporting the effective integration of technology into all aspects of teaching, learning, and school administration. It supports firewalls, servers, access points, laptops, desktops, Chromebooks, and innovative technologies.

TECHNOLOGY DEPARTMENT

Chris Upton uptonc@tcitys.org	**Randall Long** longr@tcitys.org	**David McCorkle** mccorkled@tcitys.org

Resources

Tech Support Good To Know Info

Phishing Awareness Training

Istation Download Link

Steps To Download Your Google Data

Staff Logins

Log in to computer
Username = **lastname+firstinitial (ex. Joe Smith = smithj).**
Password = Changeme2021 (*** Note that C is capitalized)
***You will be prompted to change your password upon first login

Login to email
Username = **lastname+firstinitial**@tcitys.org
Initial Password = Changeme2020 (*** Note that C is capitalized)
***You will be prompted to change your password upon first login

Note: If smithj is already in use by someone else, then smithjo will be tried and this will continue until an unused username can be created

Student Logins

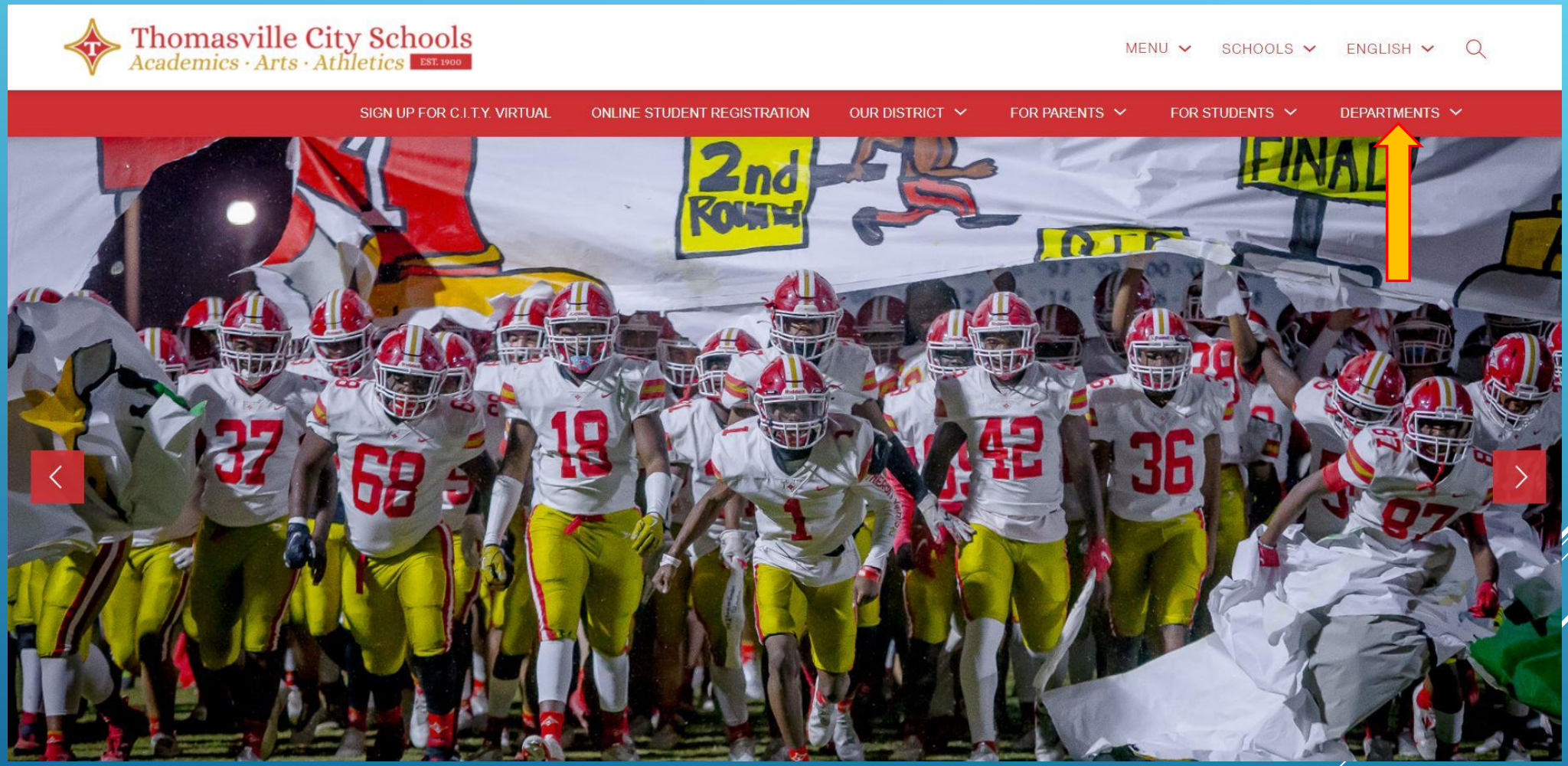
Log in to computer
Username = **lastname+last3oflunch# (ex. Joe Smith has a lunch number of 123456 then username = smith456)**
Password = Entire lunch #

Login to email
Username = **lastname+last3oflunch# @tcitys.org** (ex. smith456@tcitys.org)
Password = tcs+lunch# (ex. tcs123456)

Document Storage

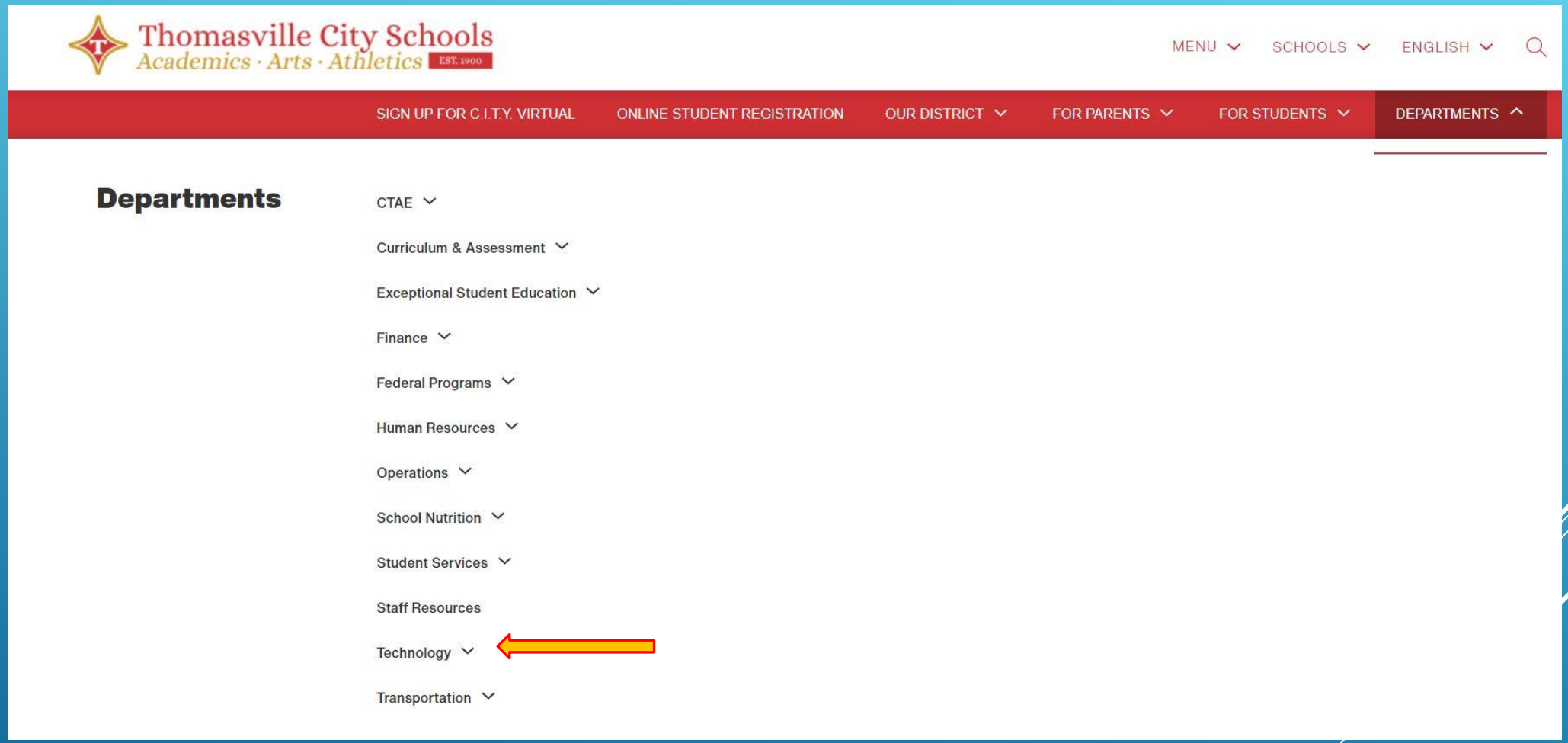
We recommend that you store all your documents on Drive File Stream.

Submit Tech Request



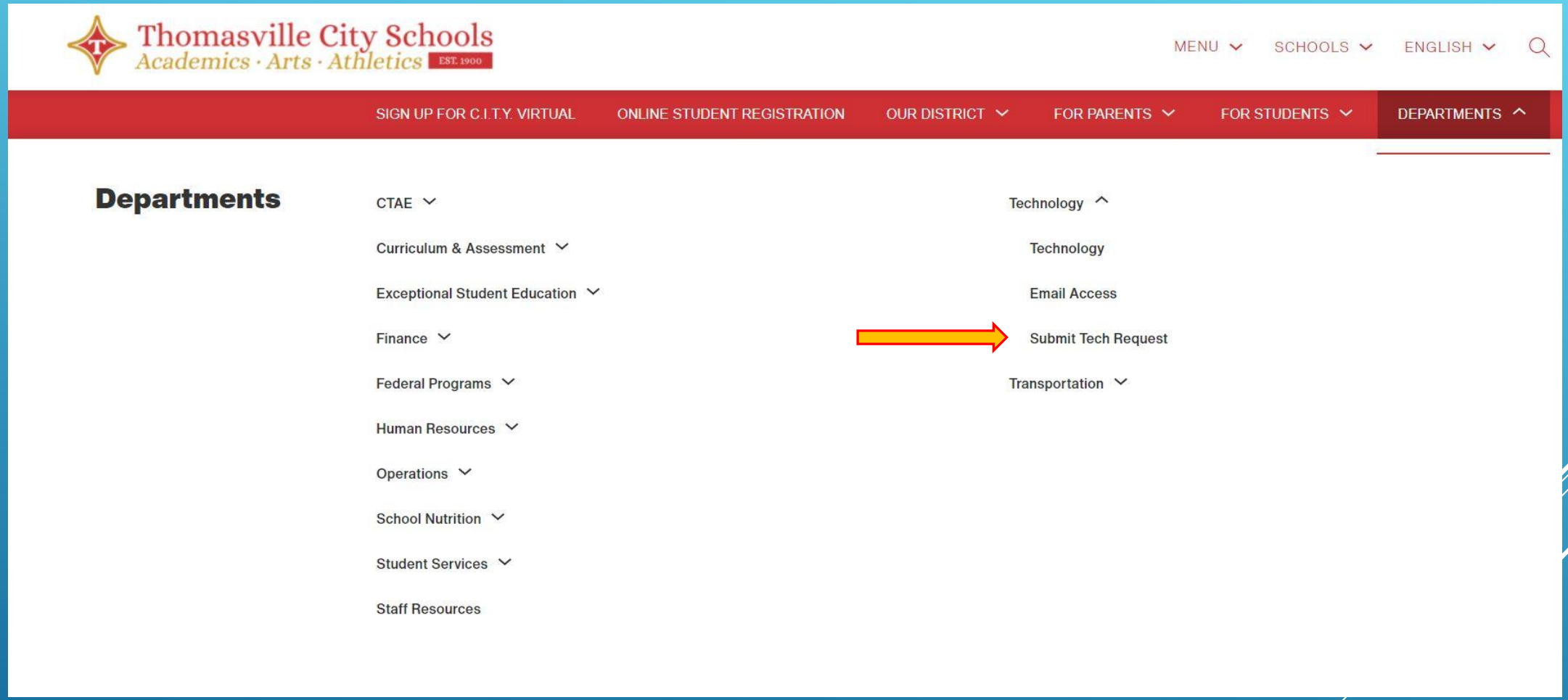
Go to Tcitys.org and click on Departments

Submit Tech Request (continued)



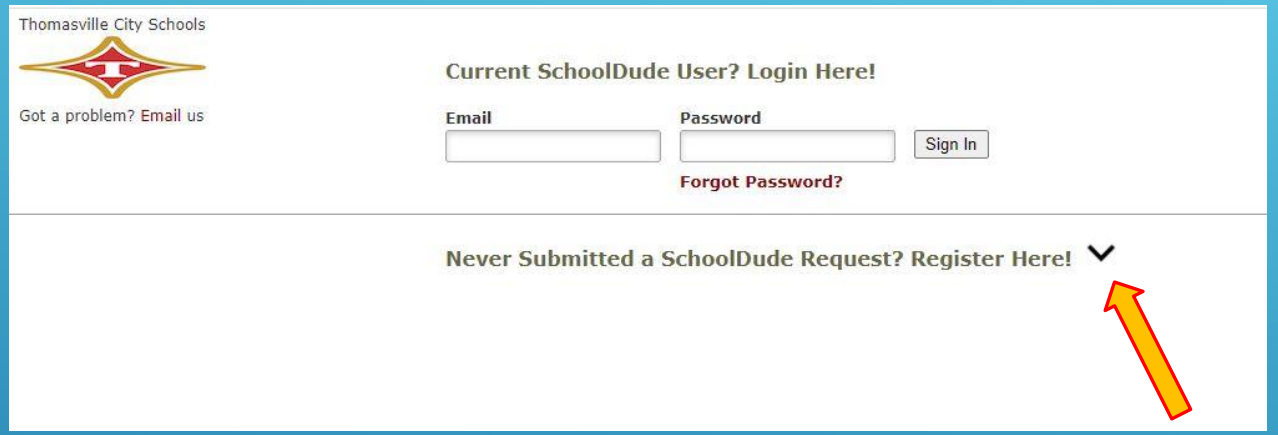
Click on Technology

Submit Tech Request (continued)



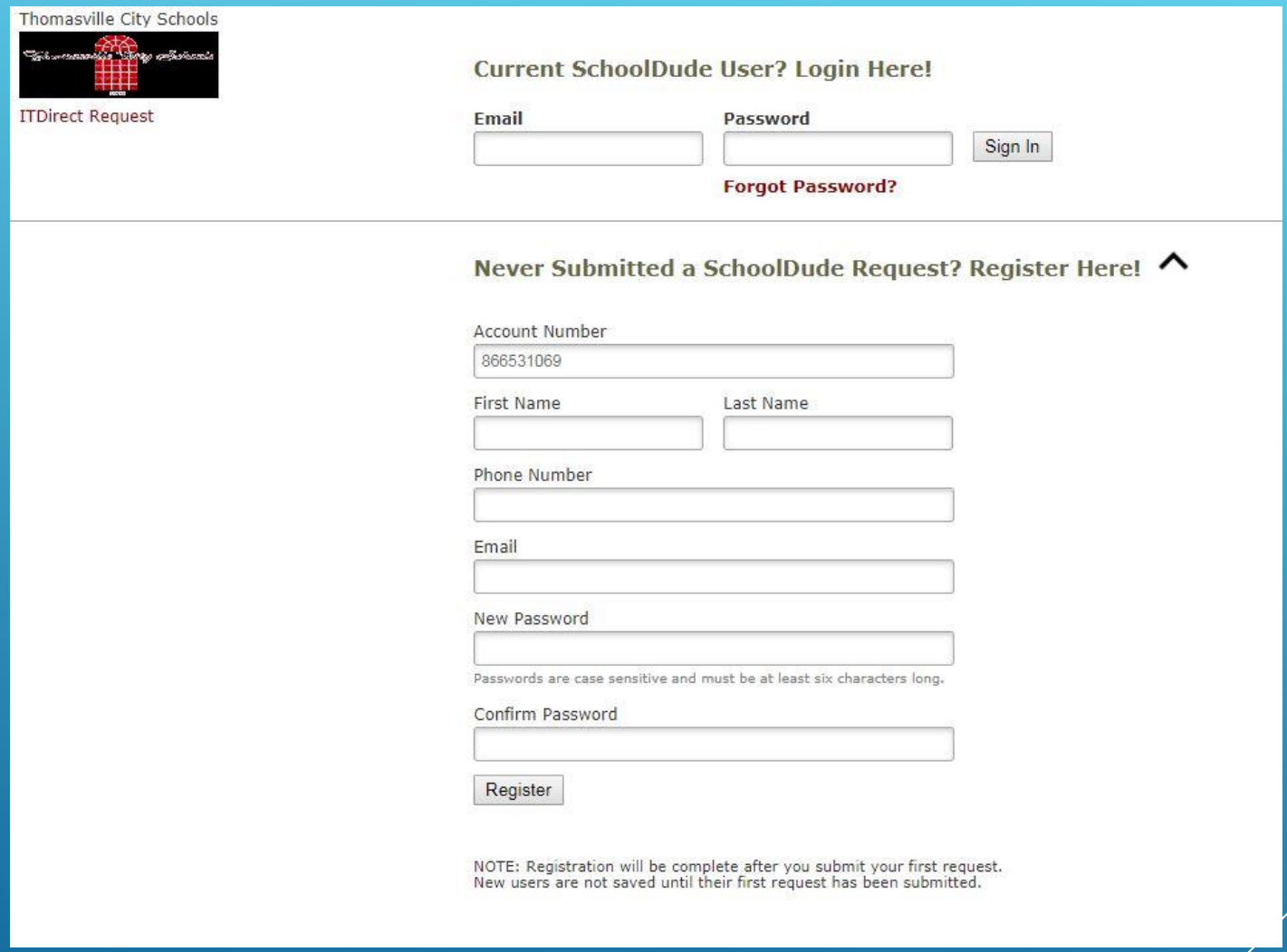
CLICK ON SUBMIT TECHNOLOGY REQUEST

Submit Tech Request (continued)



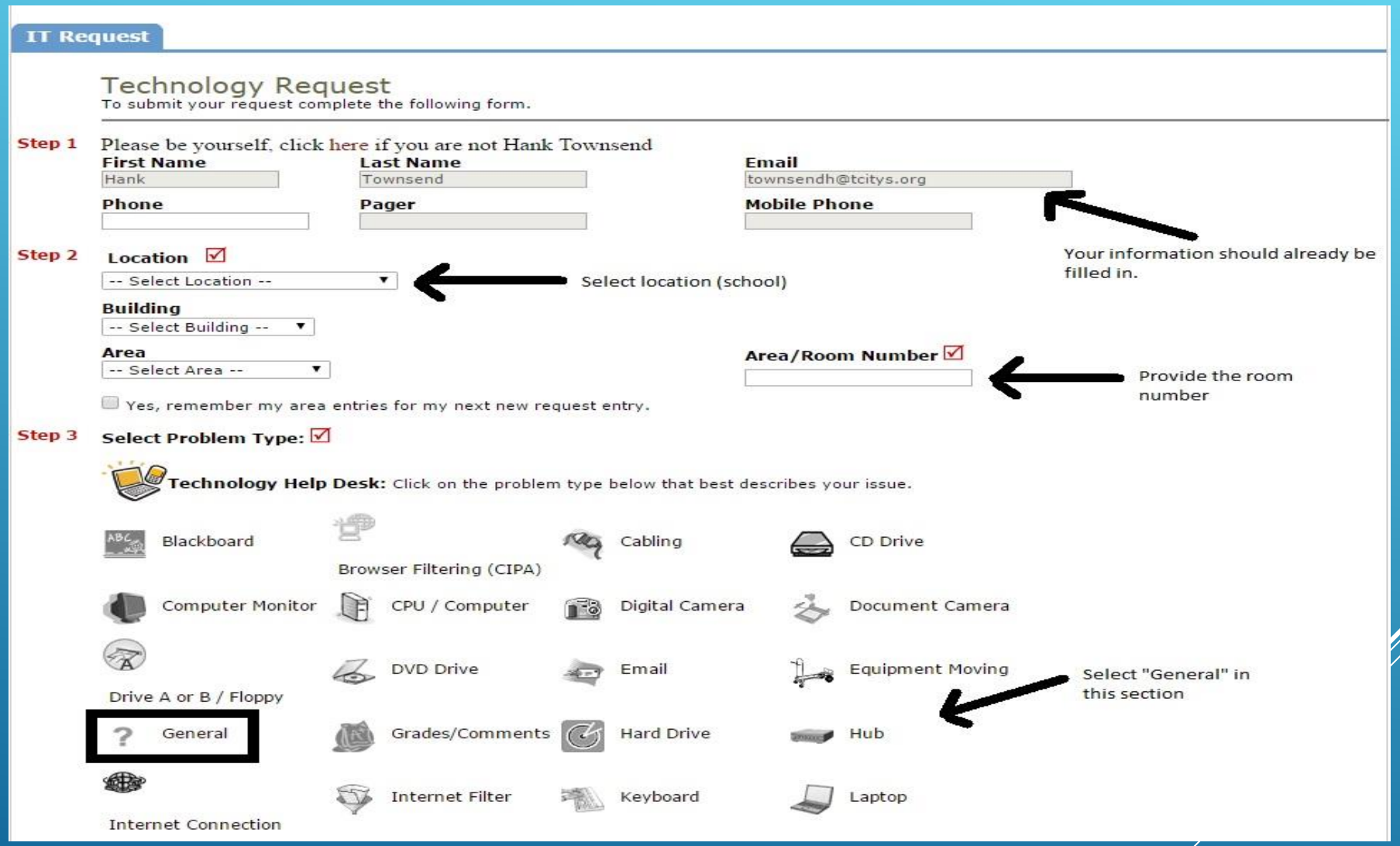
Click on the down arrow to register

Submit Tech Request (continued)



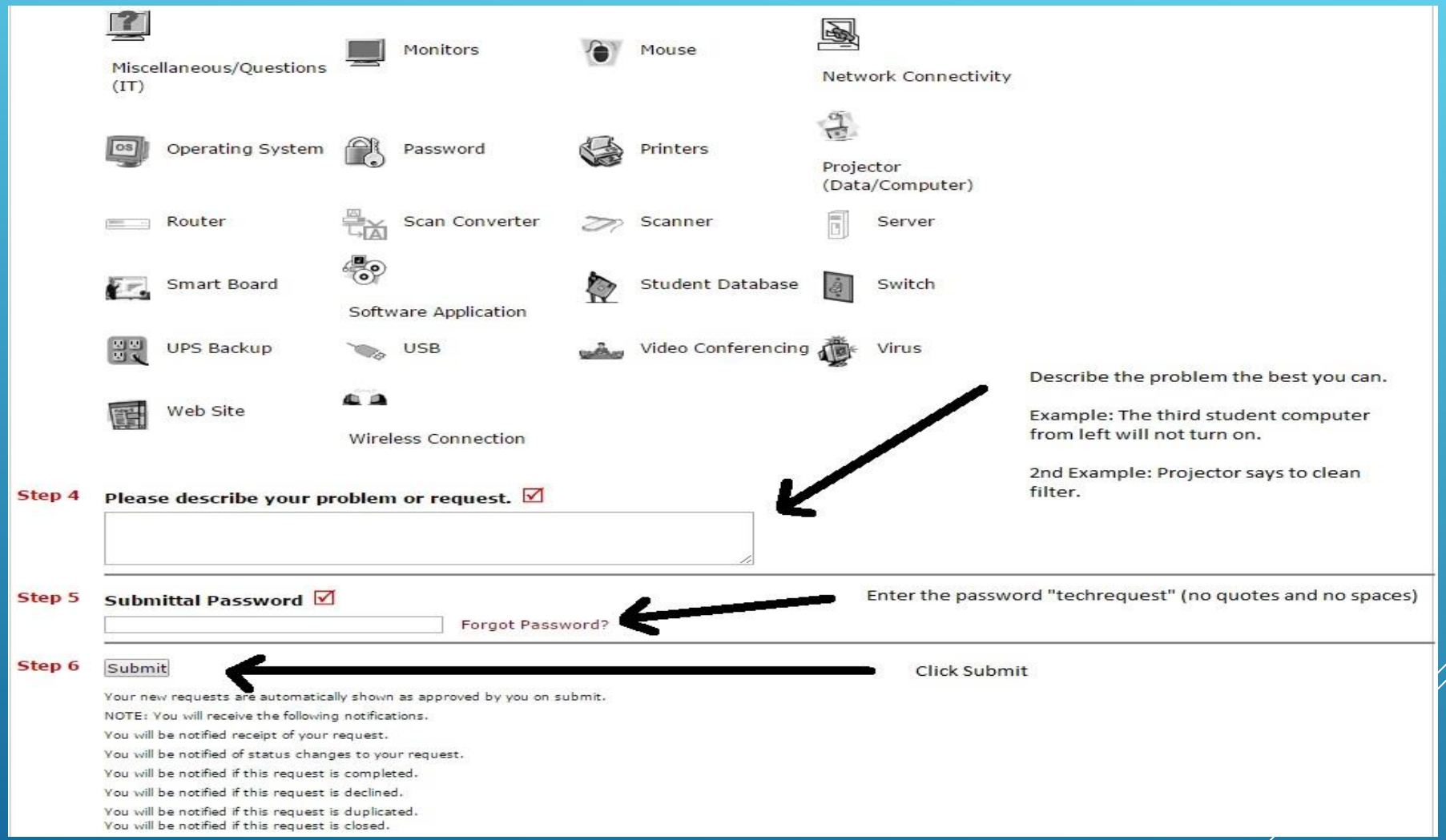
Fill in required fields and select Register.

Submit Tech Request (continued)



1. Complete fields as shown

Submit Tech Request (continued)



Complete fields as shown.
Note: Submittal Password is "techrequest" without the quotes.

- **PLEASE Do Not Email or Stop Technology Specialist in the hallways. Please submit a Technology Request and we will respond as quickly as possible.**

- Please note that technology equipment is assigned to the classroom and not an individual.

- Please do not move any technology equipment. If any equipment needs moving, Please submit a tech request.

Wireless Access for Staff

- In order to connect your personal devices to the TCS wireless network, a technology specialist has to enter the passphrase into the device. Please submit a tech request and we will be happy to put your device on the TCS wireless network.

- Do not use TCSBYOD or you will be on the same network as students

Questions?