

# Welcome to St Mary's Catholic High School

## Arriving at School

- Please sign in at reception using our Inventry touch screen system and collect your ID badge. Once a photo has been taken a staff badge will be ordered for you.
- You have a unique code to all doors, (see below)
- Code from car park into school is has a hash code in front #

## Logging on to the school network

- Your username is in the form <initial>.<surname> i.e. a.smith
- If you are having difficulties logging on for the first time try prefixing your username with
- "lsmdomain\" i.e. lsmdomain\a.smith

If you still cannot log on call I.T. support on extension Ext 428

## SIMS

Click on the SIMS icon on the desktop and enter your username and sims password. The username will be the same as your logon username. Enter the 10 digit string that was emailed to you. This password can be changed the first time you log on.

## Email

To access the school's email go to <http://webmail.lsmchs.com>

Your email address is in the form <initial>.<surname>@lsmchs.com i.e. a.smith@lsmchs.com

Your password is the same as your log on password.

## Printing

When printing documents select the following printer:

follow-you on srv-print

You can THEN go to any photocopier in school, enter your printer six digit code and retrieve your documents. On the wall next to each photocopier there is a laminated sheet with instructions on how to print, copy or scan.

If you have more than 30 copies of a document to print or copy choose:

Repo Release on srv-print

Then call Shiobhan Cuerden our Reprographics Technician on Ext 433 to schedule printing.

When you print to any of the above queues a box will pop up on the computer asking you to select the department to be charged, select the appropriate code from the list on screen.

|                                 |  |
|---------------------------------|--|
| <b>Your Details</b>             |  |
| Windows username/Sims username: |  |
| Windows password/Sims password: |  |
| Network Password:               |  |
| Printer code/door code:         |  |
| Email address:                  |  |