

**Carthage R9**  
**Technology Handbook**  
Staff and Students  
**2021-2022**



# Table of Contents

[About This Handbook](#)

[Technology Integration Goals](#)

[Good to Know:](#)

[Virtual Desktops](#)

[Sync'd Passwords](#)

[Clever Integration](#)

[Staff and Students - What you need to know!](#)

[Technology Department](#)

[Connecting your phone to our email system.](#)

[Staff User Accounts](#)

[Student User Accounts](#)

[Network Drive Letters](#)

[Google Apps](#)

[Office 365](#)

[WiFi Instructions](#)

[Remote Access](#)

## About This Handbook

1. This handbook was designed as a self service manual to assist you with accessing our online resources. It contains all the essential information, yet it is small enough to print out and use as a guide when not connected.
2. This document changes frequently. If you have a print out, please verify you have the latest revision by checking the revision date in the lower right hand corner of this document. The latest version can be found on our District Home Page: [www.carthagetigers.org](http://www.carthagetigers.org).
3. If you plan to print and distribute this document, please verify you have the latest revision.

## Technology Integration Goals

1. Increase student engagement via technology.
2. Access school information anywhere, anytime, and from any device.
3. Focus on the outcomes, not the tools.

## Good to Know:

### 1. Virtual Desktop

- a. Windows 10.
- b. Fully functional from a web browser. Not a requirement to install the client, but still an option.
- c. Available for staff and students; this service allows you to access school technology from anywhere with an internet connection.

### 2. Sync'd Passwords

- a. Any password changes made to your "Network "Login" will automatically cause a password change to your Infinite Campus account, Google Account, YouTube Account, Office 365 Account, and WiFi account.
- b. Grades 9-12 and any employee can change their passwords at any time. However, we can override the setting for special circumstances.

### 3. Clever Integration

- a. This service allows you to use your established Carthage R9 Accounts for online education websites. This saves you time because you can skip the new account process that we all hate so much.
- b. To access the portal: <http://clever.com/in/carthager9>

# Staff and Students - What you need to know!

## 1. Technology Department

- a. Our technology department has 9 full time employees (and an ever-changing number of part-time and high school interns) to assist you with your technology needs.
  - i. Methods for contacting district support:
    1. Call 417-359-7056.
    2. Email the IT Director at: [steversonc@carthagetigers.org](mailto:steversonc@carthagetigers.org).
- b. Our technology website, <http://www.cathertigers.org/technology>, has all the latest information, including the most recent version of this document.

## 2. Connecting your phone to our email system.

- a. On your phone, open the Mail app.
- b. Tap on Accounts and then “Add Account” or “+”.
- c. Tap on Exchange.
  - i. Mail Server: mail.carthagetigers.org
  - ii. Identity: (type in your “Network Login”)
  - iii. Domain: carthager9
  - iv. Domain Username: username
  - v. You may get a certificate warning. It's ok to accept our certificate.

## 3. Staff User Accounts

- a. User accounts, AKA usernames, are created by combining your full last name with the first letter of your first name.
- b. Primary User Accounts
  - i. “Network Login”
    1. Use this account to login to any Windows computer in the district.
    2. Use this account to login to our District WiFi “R9-Schools”.
    3. Includes a Microsoft Outlook email address that is your [username@carthagetigers.org](mailto:username@carthagetigers.org) address.
    4. Use this account to sync your mobile phone with your school email account. See section on connecting your phone for more information.
    5. Use this account to login to the “Virtual Desktops”. See section on “Remote Access” for more information.
  - ii. “Infinite Campus” or “IC”
    1. Login: <https://campus.carthage.k12.mo.us/campus/carthage.jsp>

2. NOTE: This password is synced to your “Network Login”. Contact the IT office for assistance.
- c. Other Accounts
  - i. If you cannot login to a system, please contact our office for assistance.

#### **4. Student User Accounts**

- a. User accounts, AKA usernames, are created using the state issued MOSIS number.
- b. Primary User Accounts
  - i. “Network Login”
    1. The student username is his/her 10-digit MOSIS number.
      - a. GRADES 3-8: The default password for new students will be in the format: First Initial + Last Initial + @ + MMDDYYYY.
      - b. GRADES 9-12: Passwords are reset every school year and students must create their own unique password.
    2. Use this account to login to any Windows computer in the district, Student WiFi “R9-Schools”, and Virtual Desktop (See Remote Access section of this document).
  - ii. “TigerMail”
    1. This is our new student email system for students in the district, available to students K-12.
    2. Login Information:
      - a. Link: <https://mail.google.com/a/r9tigermail.org>
      - b. Username: MOSIS@r9tigermail.org
      - c. Passwords are synced with your “Network Login”
  - iii. Other Accounts
    1. If you cannot login to a system, please contact our office for assistance.

#### **5. Network Drive Letters**

- a. You have several “network” drive letters that connect when you login to a district computer. The most important item to remember is to always save your personal files in the h:\ drive letter. If you save anything to “My Documents” or your “Desktop”, they will not be backed up and you will lose the data if your computer is reimaged.

## 6. Google Apps

- a. Carthage R9's G Suite Domain is available to all staff and students. The only requirement for accessing our Google Apps domain is that you have Chrome installed on your device.
- b. You must use the district Google domain and **not your personal** gmail accounts for connecting with students.
- c. Google Apps is a free tool provided by Google. They offer limited support. We will do our best to resolve any issues you have with the tools.
- d. Staff:
  - i. Login: <http://drive.google.com>
  - ii. Account: username@carthagetigers.org
- e. Students
  - i. Login: <http://drive.google.com>
  - ii. Account: username@r9tigermail.org

## 7. Office 365

- a. Carthage R9 has a subscription to Office 365. This online tool allows you to run Microsoft Word, Excel, and PowerPoint from your device's internet browser. Examples of modern browsers are Google Chrome, Internet Explorer, and Firefox.
- b. If you are already familiar with Google Apps, Office 365 works exactly the same. Users can collaborate on the same document in real time.
- c. Office 365 ProPlus, a different product from Office 365, allows you to download and install Office on up to 5 PERSONAL devices for free, as long as you are employed by the Carthage R9 school district. After you leave the district and your school account is disabled, your Office 365 ProPlus subscription will end and the installed copies of Office will go into 'reduced-functionality mode'.
- d. Staff
  - i. Login: <https://portal.office.com/home>
  - ii. Account: username@carthagetigers.org
  - iii. Password is synced to your "Network Login".
- e. Students
  - i. Login: <https://portal.office.com/home>
  - ii. Account: username@r9tigermail.org
  - iii. Password is synced to your "Network Login".

## 8. WiFi Instructions

- a. Go into your WiFi settings and select: "R9-Schools"
  - i. EAP method = PEAP
  - ii. EAP Phase 2 = MSCHAPv2

- iii. Server CA certificate = “Do not check” Or “Do not validate”
- iv. Enter your “Network Login” or “Identity” and password.
  - 1. Please don’t put in your email address here, only your username.
- v. You may get a certificate warning. It’s ok to “Accept” or “Trust” our WiFi certificate.

**b. Special Instructions for Windows 7**

- i. Control Panel
- ii. Network and Internet
- iii. Network and Sharing Center
- iv. Manage Wireless Networks
- v. Add
- vi. Manually create a network profile
- vii. Enter the following wireless settings:
  - 1. Network Name: R9-Schools
  - 2. Security Type: WPA2-Enterprise
  - 3. Encryption Type: AES
  - 4. Security Key: Leave blank
  - 5. Check Mark “Start this Connection Automatically”
  - 6. Next
  - 7. Change Connection Settings
  - 8. Security
  - 9. Settings
  - 10. Un-Check “Validate Server Certificate”
  - 11. Configure
  - 12. Advanced
  - 13. Check Mark “Specify Authentication Mode”
  - 14. User
  - 15. Save Credentials
- viii. Login to the network with your “Network Login” and password

## **9. Remote Access**

- a. If you need to access school technology from home, use the virtual desktop system.
  - i. Access Network Drives for uploading or updating files.
  - ii. Run school applications, for example smart notebook and adobe premium.
- b. The quickest way to login is to use an internet browser and go to:  
[www.carthagetigers.org](http://www.carthagetigers.org) . Click on “Virtual Desktop”. Login with your “Network Login” username and password.
- c. If you frequently use a virtual desktop, you may want to install the Vmware View Client on your home computer to improve the experience. Use the server name below that is required during the install:

1. server name: remote.carthagetigers.org