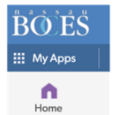
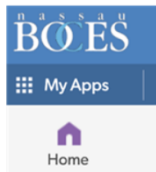






# Prospect Technology Inquiries 24-25



Issue/Inquiry	Who to Contact:
<p><b><u>ASQ and TSG Issues</u></b>            New student- Needs to be added to Dojo, (K and Pre-K)            ASQ, Golds (Pre-K)            School email password reset            TSG or ASQ Password reset</p>	<p>Email Ms. Tortora student’s full name             See Ms. Tortora            Email Ms. Tortora</p>
<p><b><u>New Staff Issues</u></b>             New Staff - Need ID-id issues            New Staff- Need email username/password            New staff member needs to be added to email thread             Create an AESOP Account</p>	<p>Contact Human Resources            See Ms. Tortora in the media center            (district email thread contact human resources/            school email thread email Ms. Tortora)            Email <a href="mailto:crigalos@hempsteadschools.org">crigalos@hempsteadschools.org</a> to request an Aesop account</p>
<p><b><u>AESOP/Frontline Absence Management Credentials</u></b></p>	<p>Email Ms. Rodriguez and Ms. Rigalos cc Dr. Gilmore and Ms. Adams  <b>Faster response call human resources- 516-434-4000</b>  <a href="mailto:crigalos@hempsteadschools.org">crigalos@hempsteadschools.org</a>  <a href="mailto:jrodriguez@hempsteadschools.org">jrodriguez@hempsteadschools.org</a>  <a href="mailto:dgilmore@hempsteadschools.org">dgilmore@hempsteadschools.org</a>  <a href="mailto:yadams@hempsteadschools.org">yadams@hempsteadschools.org</a></p>
<p><b><u>Power Teacher Roster Concerns</u></b></p>	<p>Power teacher Attendance – Mr. Green/ Ms. Bennett</p>
<p><b><u>Password/Logins (Teacher)</u></b>            Internet/WIFI            Computer issues            My Learning Plan            Phones (call office first)            Power Teacher problems            Promethean Board            Software            Data/ Reports            Printer issues  <b>Passwords/logins</b>            Classroom iPads (make sure to write number)            Staff IDS- need building changed, need access to both doors/ not working</p>	<p>Put in a ticket for the technology department to address.</p> <p><b>Technology Helpdesk</b>            -Go to the technology help desk            -select other            -describe the issue            -type your room number and name            -submit            (be patient- issue is usually resolved within days)</p>



<p>-Requesting Device</p>	
<p><b><u>Help with Instructional Technology Programs</u></b>          -Class Dojo          -Renaissance          -Toddle          -Powerteacher          (need to learn how to use)          -ASQ          -TSG</p>	<p>Email Ms. Tortora to schedule a time for help. See tutorials on Prospect Schools Home page under Teachers/Staff</p> 
<p><b><u>Need ink</u></b></p> 	<p>Email Ms. Bennet or Ms. Meglio</p>

**\*As per District Tech Committee, please note; do not directly reach out or email Mr. Noone.\***  
**\*\* If you need support from Ms. Tortora, see her Tech/Help supports blocks on her schedule. You may request/schedule a time through email.**