



Top 10 Tech Tips

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How to Add a Printer to an APPLE MacBook

Before the printer can be added, the user will need to know the IPV4 address of the printer, usually shown as xx.xx.xx.xx where the x's are all numbers. On the Lexmark's it's located on the display screen in the upper left- or right-hand corner in small grey print.

1. Choose System preferences
2. Choose Printers and Scanners
3. Add (click the small plus icon below the window on left side)
4. Click on the IP icon at the top
5. Enter the IP address of the printer
6. For protocol select "Line Printer Daemon - LPD"
7. You can rename the printer in the lower section for "name, location, and use". This is optional.
8. Click on add

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If PDF Will Not Open Or Print

This is one we get a lot of calls about because there are many times when users do not have the proper extensions loaded to view or (properly) print a PDF file from a browser.

It may be opening in an internet browser window instead of Adobe.

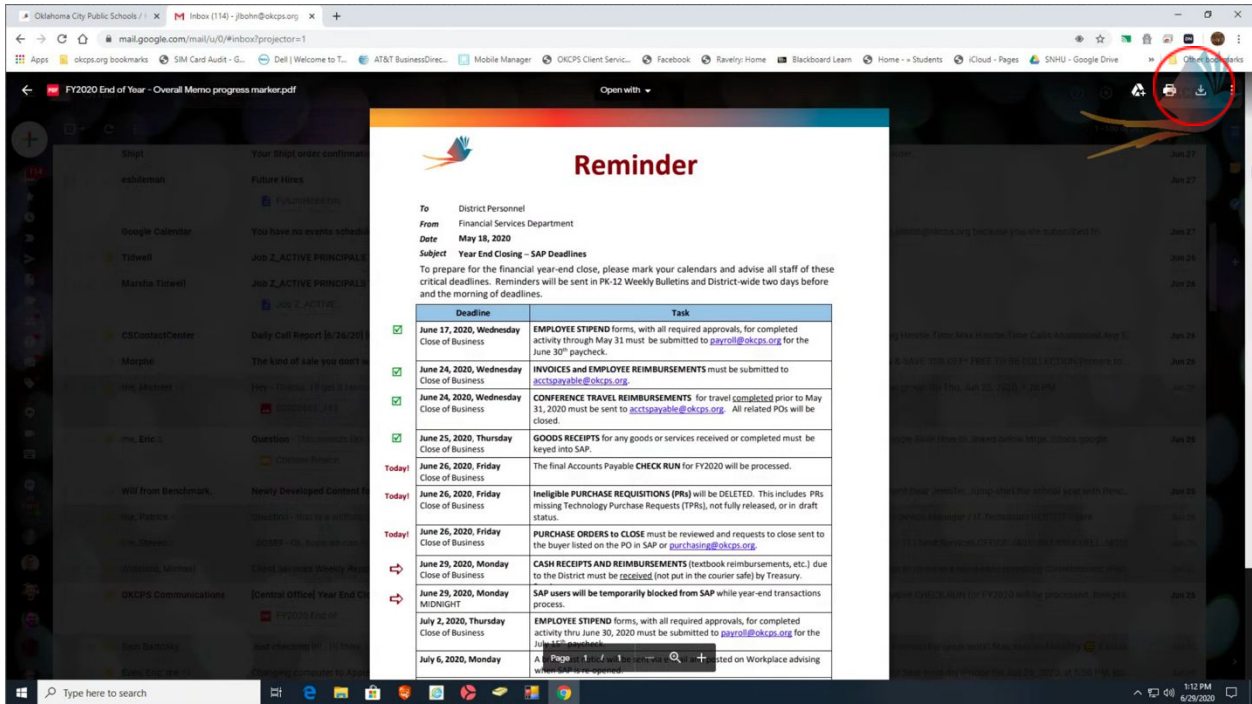
Reminder

To: District Personnel
From: Financial Services Department
Date: May 18, 2020
Subject: Year End Closing – SAP Deadlines

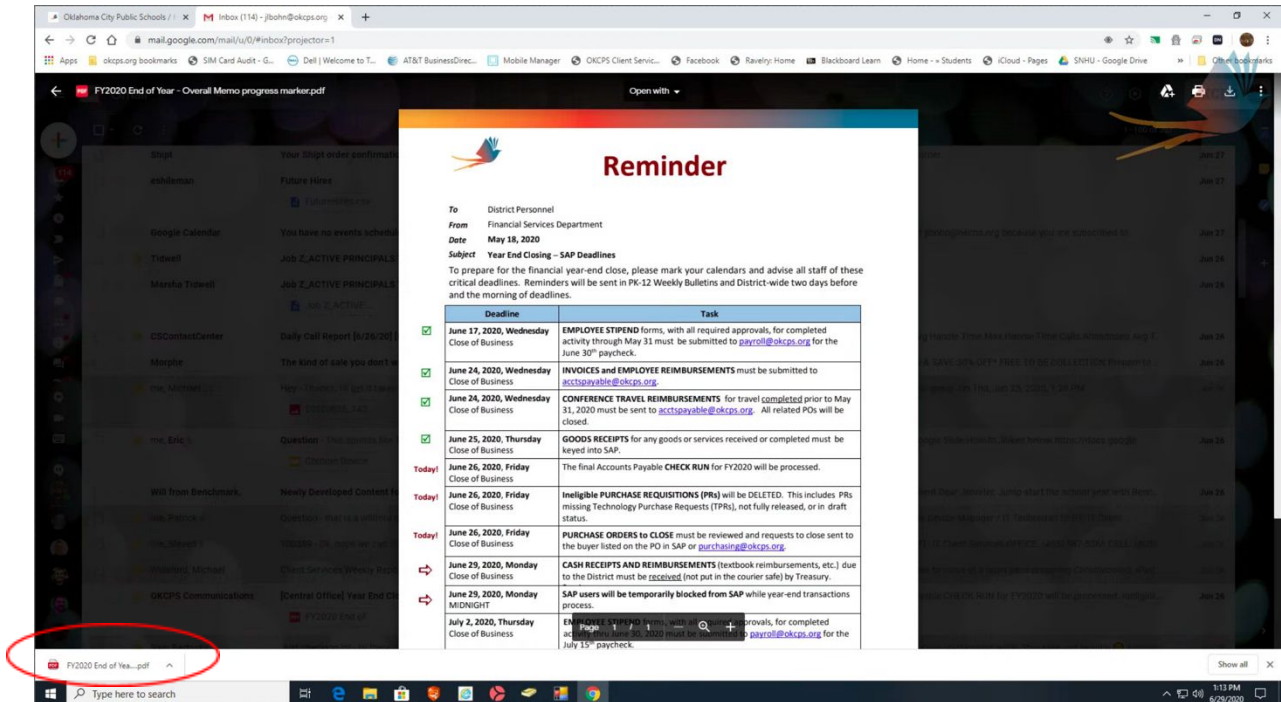
To prepare for the financial year-end close, please mark your calendars and advise all staff of these critical deadlines. Reminders will be sent in PK-12 Weekly Bulletins and District-wide two days before and the morning of deadlines.

Deadline	Task
June 17, 2020, Wednesday Close of Business	EMPLOYEE STIPEND forms, with all required approvals, for completed activity through May 31 must be submitted to payroll@okcps.org for the June 30 th paycheck.
June 24, 2020, Wednesday Close of Business	INVOICES and EMPLOYEE REIMBURSEMENTS must be submitted to actspayable@okcps.org .
June 24, 2020, Wednesday Close of Business	CONFERENCE TRAVEL REIMBURSEMENTS for travel completed prior to May 31, 2020 must be sent to actspayable@okcps.org . All related POs will be closed.
June 25, 2020, Thursday Close of Business	GOODS RECEIPTS for any goods or services received or completed must be keyed into SAP.
Today! June 26, 2020, Friday Close of Business	The final Accounts Payable CHECK RUN for FY2020 will be processed.
Today! June 26, 2020, Friday Close of Business	Ineligible PURCHASE REQUISITIONS (PRs) will be DELETED. This includes PRs missing Technology Purchase Requests (TPRs), not fully released, or in draft status.
Today! June 26, 2020, Friday Close of Business	PURCHASE ORDERS to CLOSE must be reviewed and requests to close sent to the buyer listed on the PO in SAP or purchasing@okcps.org .
June 29, 2020, Monday Close of Business	CASH RECEIPTS AND REIMBURSEMENTS (textbook reimbursements, etc.) due to the District must be received (not put in the courier safe) by Treasury.
June 29, 2020, Monday MIDNIGHT	SAP users will be temporarily blocked from SAP while year-end transactions process.
July 2, 2020, Thursday Close of Business	EMPLOYEE STIPEND forms, with all required approvals, for completed activity through June 30, 2020 must be submitted to payroll@okcps.org for the July 31 st paycheck.
July 6, 2020, Monday	

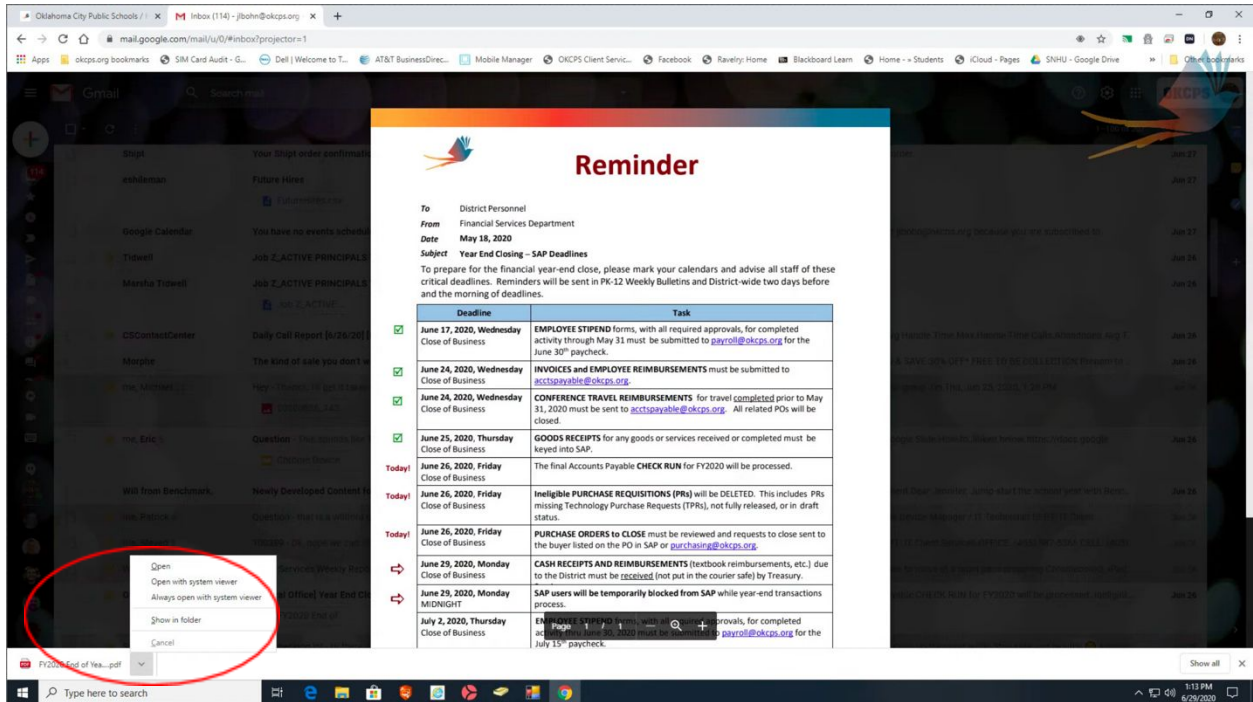
If the file will not print, download the file by clicking the download button in the upper right.



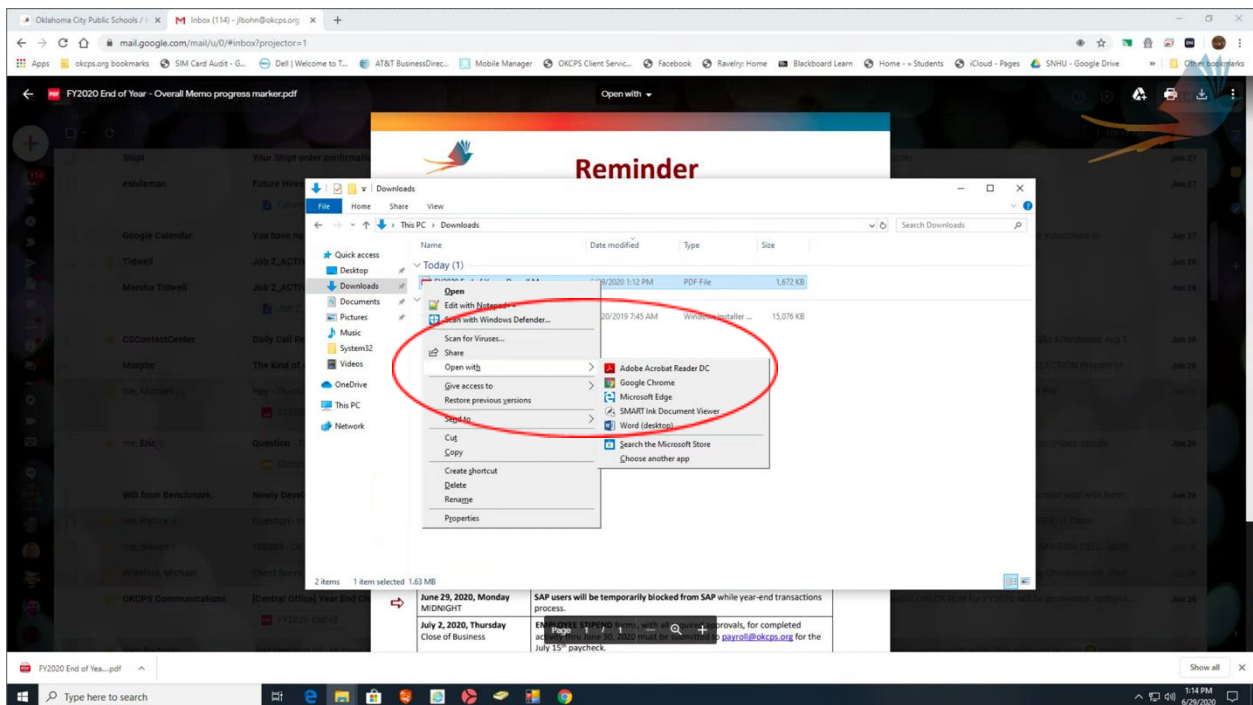
Once downloaded, you will see the file lower left.



Click on the “up” arrow to the right of the file name, and select “Show in folder.”

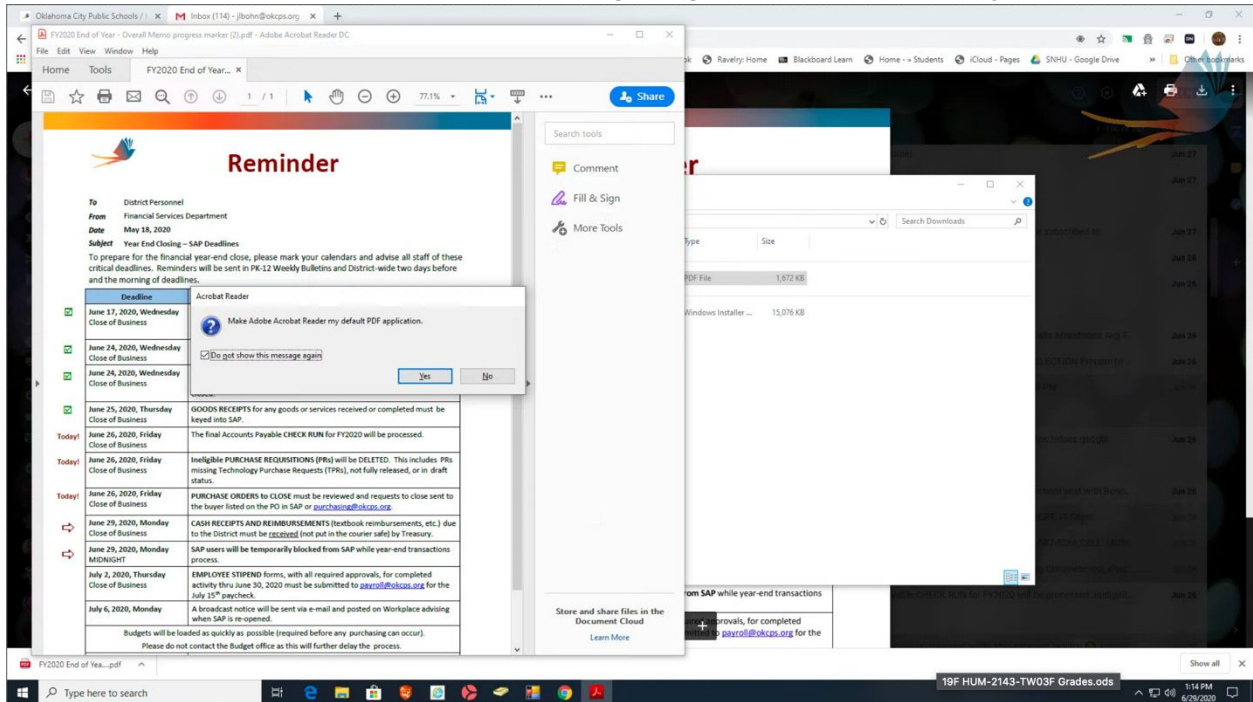


Once the folder window opens, select the file and right click. This will pull up a menu. Select "Open with..." from the menu and choose Adobe.

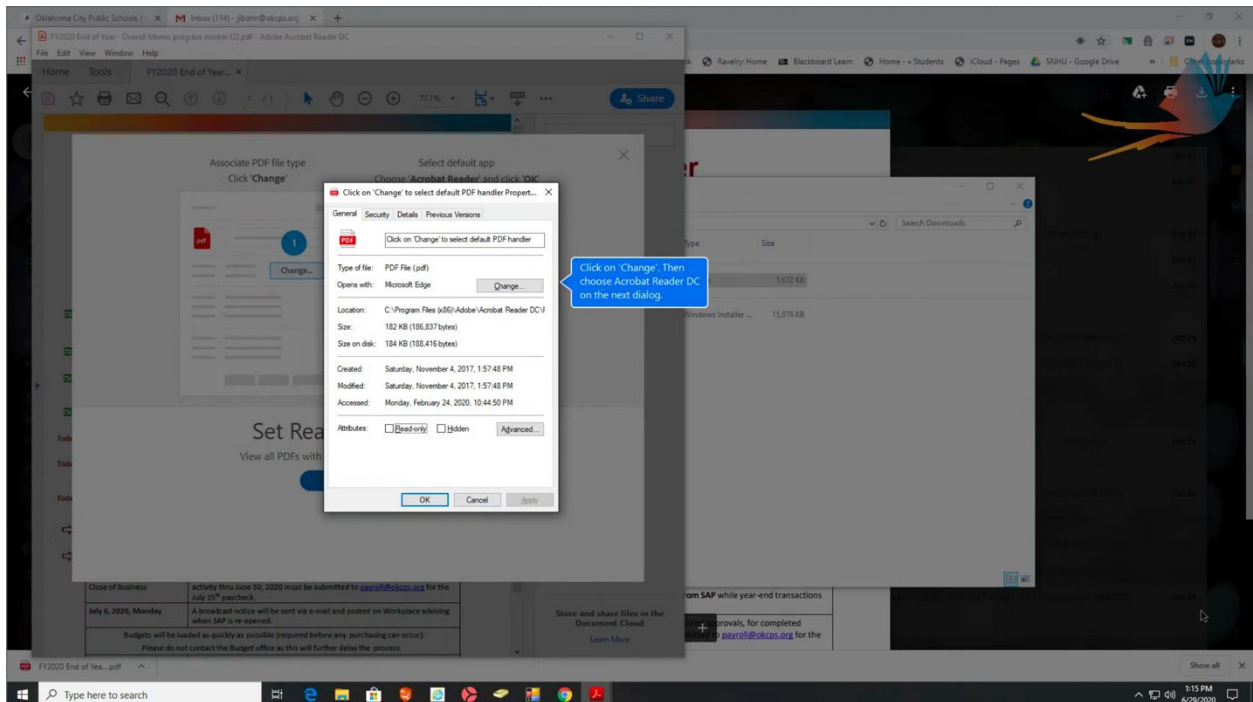


The file will then open in Adobe, and should ask if you want to make Adobe the default program.

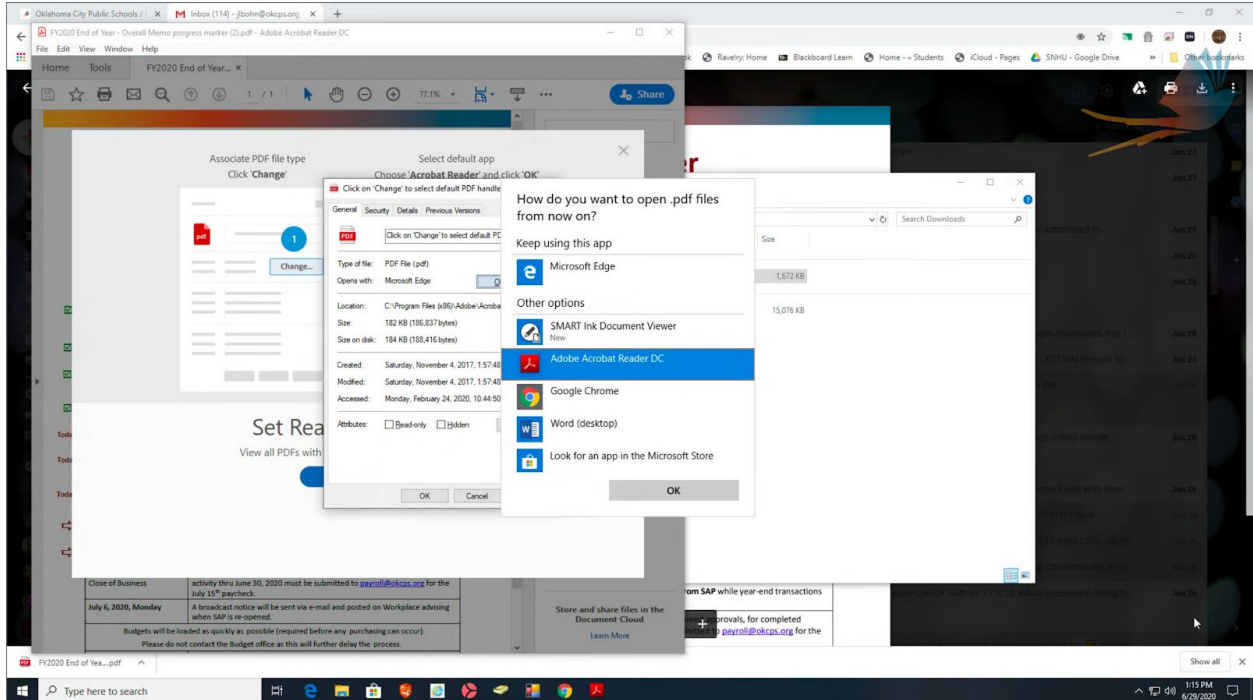
Select the “Do not show this message again” box and hit “yes.”



A settings box will appear. Click on the “Change” button.



A list of programs, or apps, will appear. Choose Adobe and click “OK,” then “Apply” on the settings window.



Your PDF files will now open in Adobe instead of your default internet browser and you should be able to print fine. If not, please call the helpdesk at 587-HELP.

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Signing the Student AUP

All middle and high school students sign the acceptable use policy [AUP]. To have a student sign the AUP, they need to go to Student tools on the OKCPS website. Elementary students do NOT sign the student AUP.



Here a student can sign the AUP or change their password.

A screenshot of the 'Oklahoma City Public Schools Acceptable Use Policy' sign-up form. The form is titled 'Sign AUP' and includes the instruction: 'If you want to sign the Acceptable Use Policy, Please Complete this form to Login:'. There is a 'Student' radio button selected. Under 'Please Enter the Credentials:', there are input fields for 'First Name', 'Last Name', 'StudentId', and 'Birth Date (mmddyyyy)' with dropdown menus for month, day, and year, and a 'Submit' button. Below this, there are sections for 'Forgot Logonid / Password' and 'Change Account Settings', each with a 'here' link. A yellow footer bar contains the note: '**Use your unique 6 or 7 digit Student ID (add leading zeros if needed. Example: 00xxxx)**'.

Student usernames/logonids will always be firstname.lastname@okcps.org.

If a student cannot remember their secret question answer, or you need other assistance, please call the helpdesk at 587-HELP.

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Signing the Google Acceptance – Students

All students must initially sign a Google acceptance before they can access any Google products, including chromebooks.

To have a student sign the Google acceptance, they need to go to Google drive (circled in red), found under Student tools on the OKCPS website.

The screenshot shows the Oklahoma City Public Schools website. The top navigation bar includes links for HOME, ABOUT OKCPS, BOARD OF EDUCATION, DEPARTMENTS, FAMILIES & COMMUNITY, STUDENT TOOLS, STAFF TOOLS, and CAREERS. The main header features the Oklahoma City Public Schools logo and the tagline "Ignite Passion. Instill Pride." Below the header, there is a "Resources for Students" section with a list of links: Resources, Infinite Campus, Academic Planning Guide, Student Parent Handbook, Student Code of Conduct, Scholarships, and ONECard. In the center, there are several tiles: "Student Login Renaissance Learning", "Google Drive Access" (circled in red), "Student AUP Sign the AUP here!" (circled in orange), "Destiny Digital Library", and "Login Using Your Student ID Number ONEcard Metropolitan Library System".

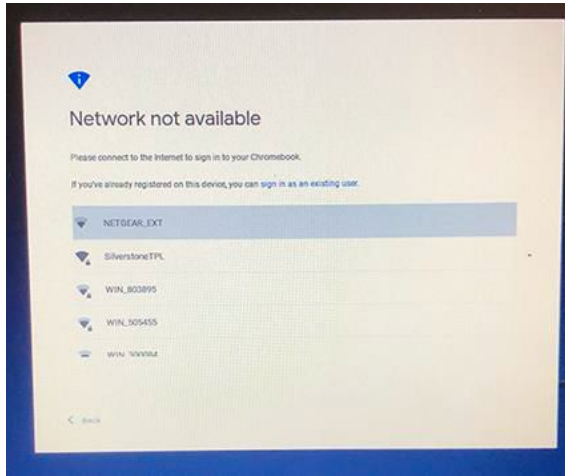
Student usernames will be firstname.lastname@okcps.org, and passwords should be capital X, zero, and the student ID number for elementary students; for middle and high school students, password is set via the Student AUP (circled in orange).

Once the student has signed their Google acceptance, it will take 15 minutes for their account to become active, but 24 hours for them to be able to log into a Chromebook. Please call the helpdesk at 587-HELP with any questions.

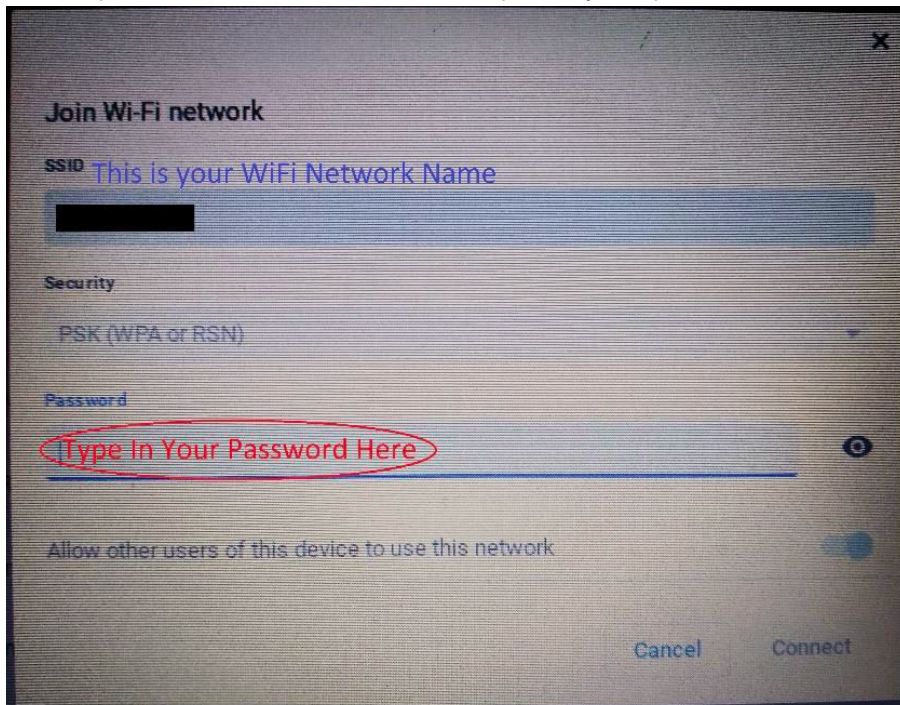
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How to Connect a Chromebook to a Network

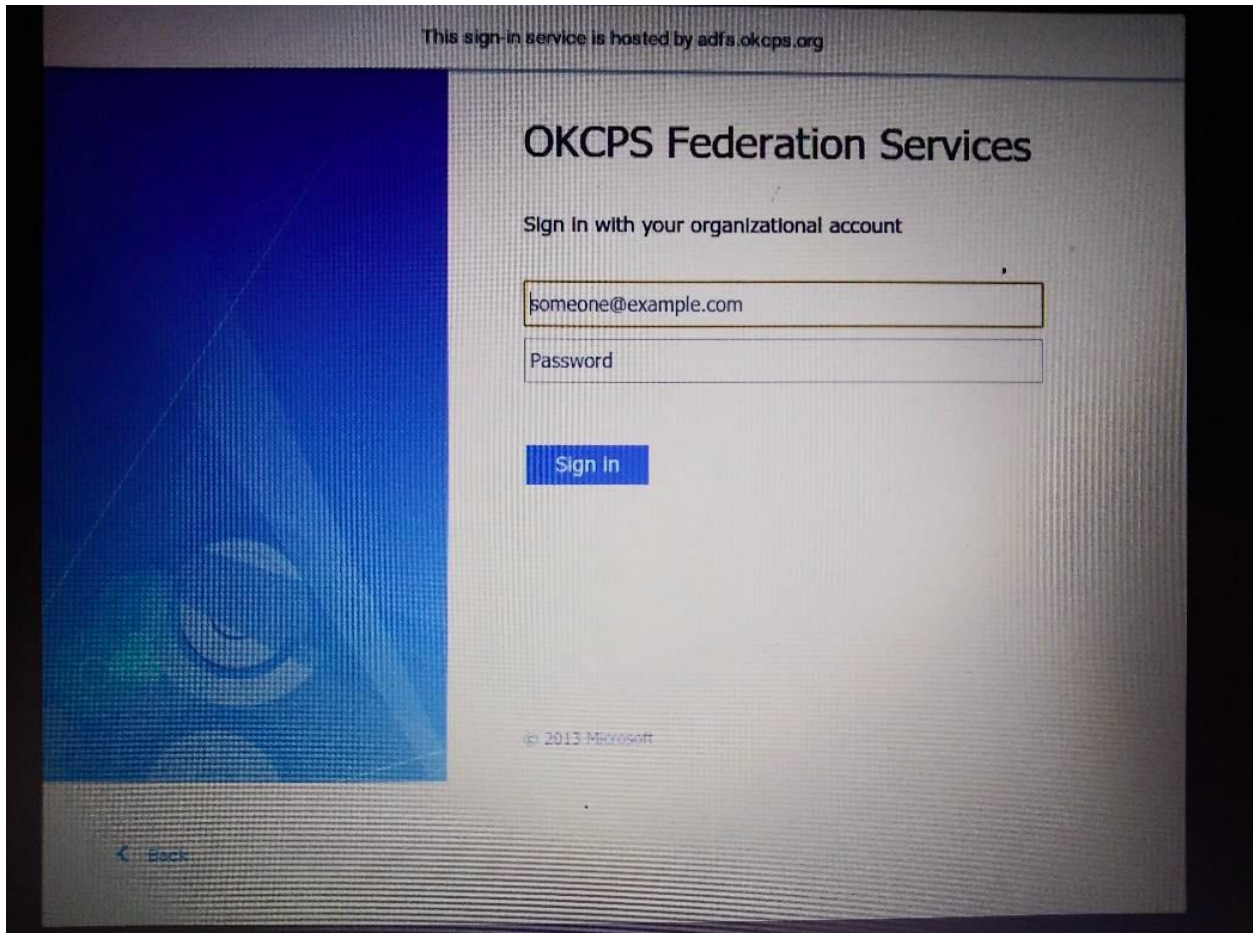
1. Power on the Chromebook, you may be prompted with a "Network not available" box. There should be a list of available networks in your immediate area.



2. Find your network and click on it (use the SSID found on the back of a hotspot if that is what you are using. Steps for hotspots below).
3. The first time you connect to the network, you will be prompted for a password unless your network is open, then it will connect automatically. For hotspots or password-secured networks, put in your password and click connect.



4. You should then see a box that says "OKCPS Federation Services". If it just buffers...click the "**Back**" button in the lower left hand corner > then on "**Next**" to refresh the page.

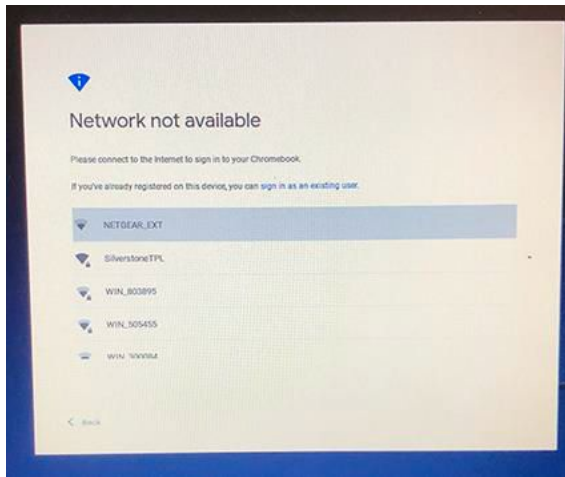


5. Type in your password.
6. For elementary students, the password is capital X, zero, followed by the ID number. IE: X0123456 .
7. You can now use the device.

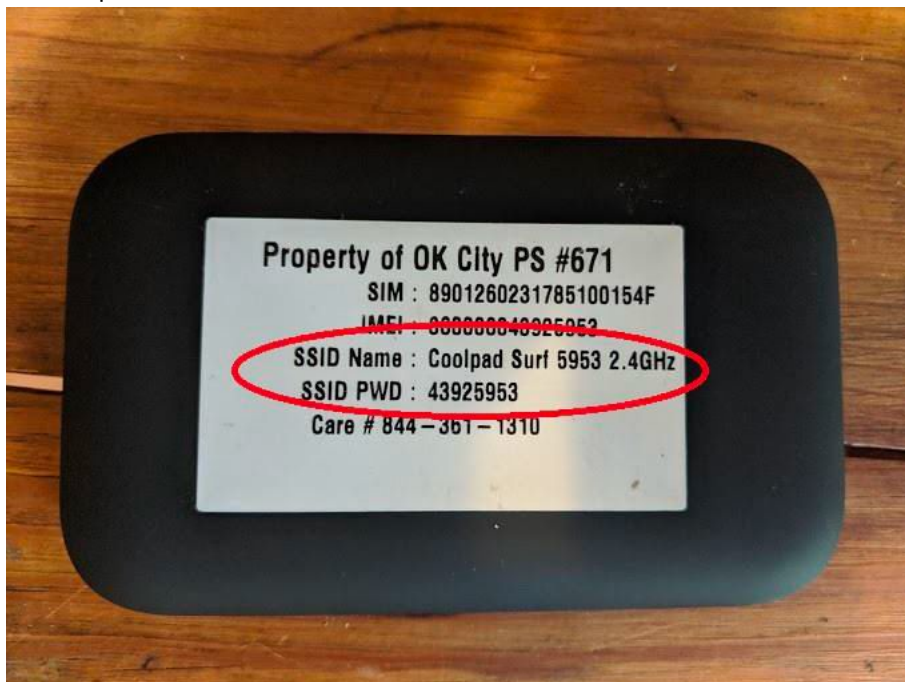
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Steps for Connecting to the Mobile Hotspot

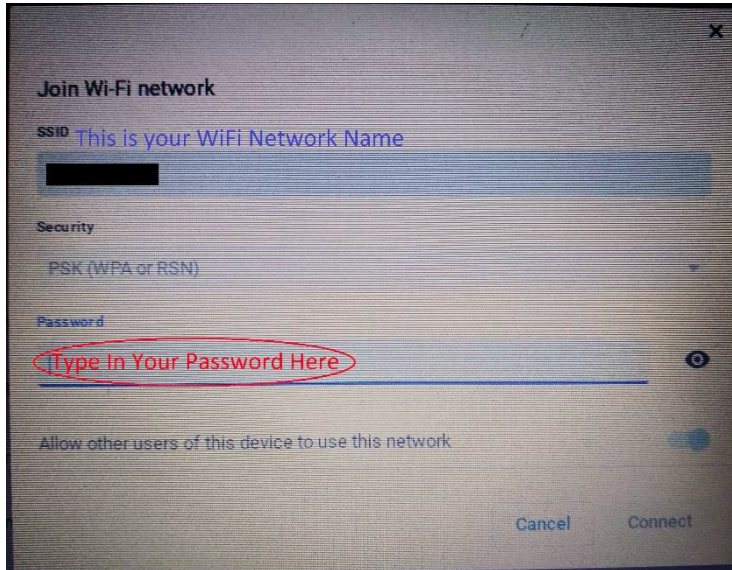
1. Power on devices and search for the SSID (Wi-Fi Name) of the hotspot (see step 2) in the list of available networks.



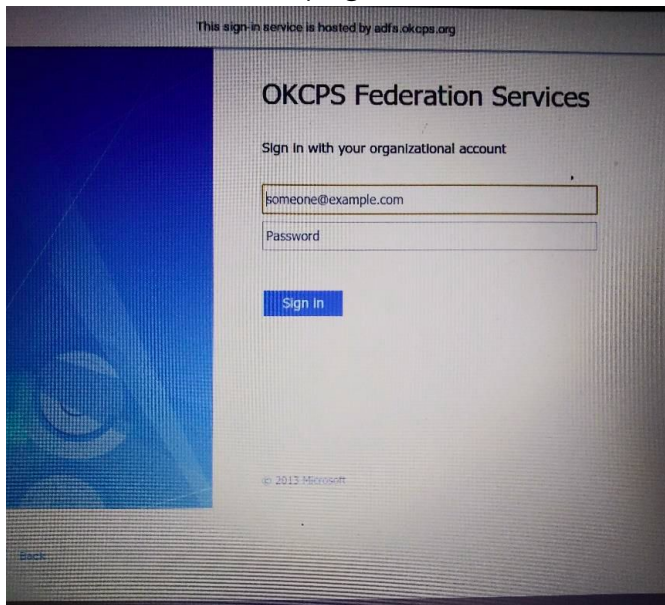
2. The SSID is located on the back of the hotspot, pictured below. The SSID and password are circled in red.



3. The first time you connect to the network, you will be prompted for a password unless your network is open, then it will connect automatically. For hotspots or password-secured networks, put in your password and click "Connect".



4. You should then see a box that says "OKCPS Federation Services". If it just buffers...click the "**Back**" button in the lower left hand corner > then on "**Next**" to refresh the page.



5. Type in your password. For elementary students, the password is capital X, zero, followed by the ID number. IE: X0123456
6. You can now use the device.

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How to Sign the Staff AUP

Open a web browser and go to www.okcps.org



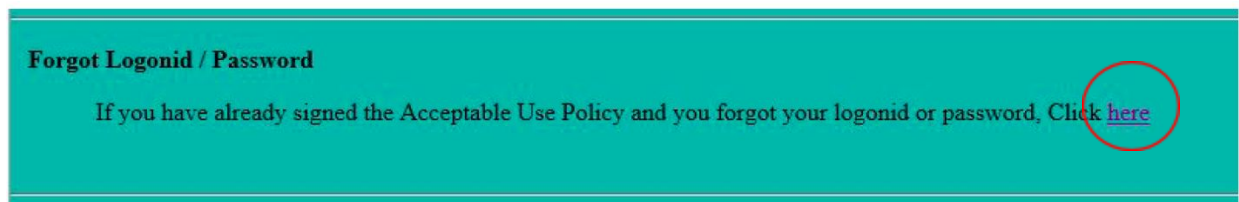
Click on the words "Staff Tools"



Click on the pink box that says "Staff AUP"



Click on the "here" link at the end of the sentence beneath "**Forgot Logonid / Password**"



Make sure the drop-down box says "Employee"

Forgot Password

User Type:

Enter your last name

Enter Credentials

Last Name

Enter your employee ID number

****NOTE** YOU NEED TO ADD ZEROES IN FRONT OF YOUR EMPLOYEE ID NUMBER TO MAKE IT 8 DIGITS TOTAL**

****Use your unique 8 digit employee ID (add leading zeros if needed. Example: 000xxxxx)****

Enter your Date of Birth in the format mm dd yyyy and hit "Submit"

Date of Birth

Enter your district username; this is the first part of your district email address and is commonly first initial, middle initial, then last name.

Please enter the following to proceed :

Enter Network LogonId :

Answer your secret question and hit "Submit." Please note that this field is case-sensitive. If you cannot remember the answer to your secret question please call the Helpdesk at 587-HELP

Secret Question : *What is your wife's maiden name?*

Your Answer :

Click on the bubble next to "Type by User"

Type by User

Enter a new password, retype the new password and then hit "Submit." The new password must be at least 8 characters long and have 3 of 4 of the following:

- A capital letter
- A lowercase letter
- A number
- A special symbol from the choices !@# \$%&

Type New Password :

Re-type New Password :

Please allow 5-15 minutes for the password to sync with our servers before you attempt to log in again.

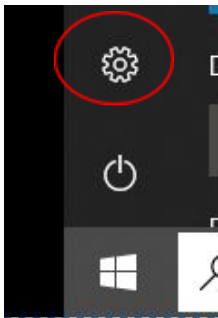
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No Audio From Presentation Mode During Google Meet or Hangouts

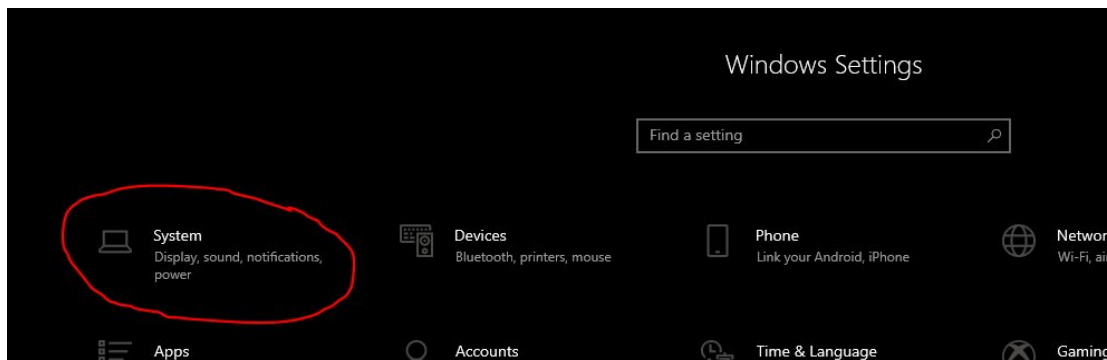
Steps to try when students cannot hear the audio from a presentation in Google Meets or Hangouts when the presenter is using a Windows PC.

These steps apply only to the presenter using a Windows machine.

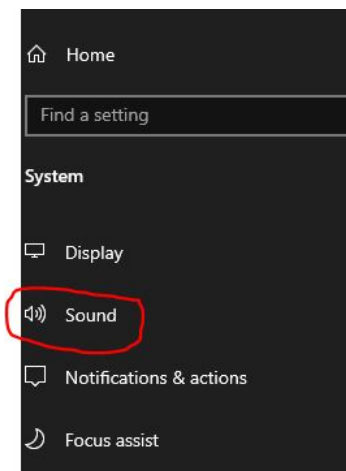
1. In Windows, go to the start menu and find the settings icon or type in the search bar "settings".



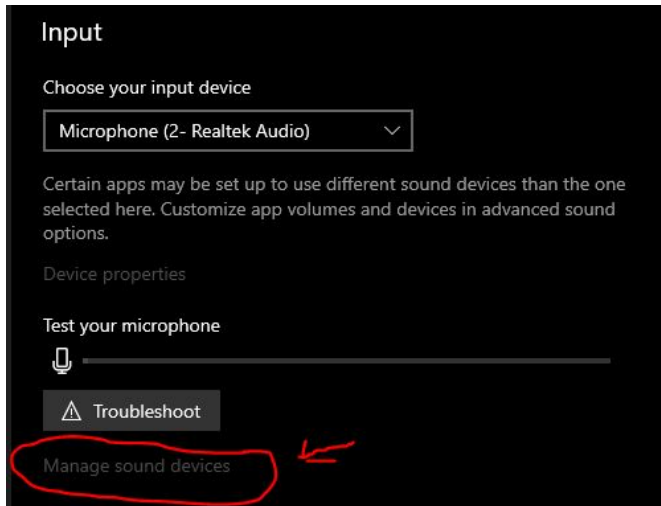
2. In the settings window go to "System"



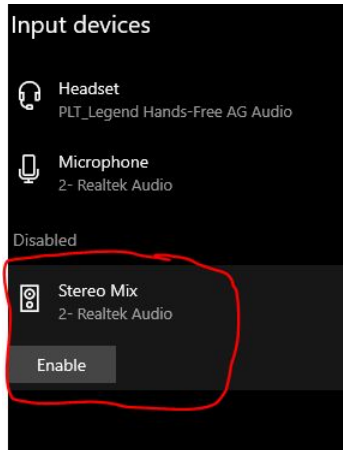
3. Under the system menu, go to sound.



4. Go to the "Input" section in the sound settings and click on "Manage sound Devices".



5. In the list of output and input devices, go to the bottom where it says "stereo Mix". Click on stereo mix and click on "Enable" when the option appears.



6. The audio should now work in presentation mode.

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How to Login to Your District Gmail Account

1. Open the Gmail login site.
 - a. Go to either www.gmail.com in your device's web browser **OR**
 - i. Go to www.okcps.org
 1. Click on staff tools
 2. Click on the Gmail icon (white envelope with Red M)
2. Enter your OKCPS email address. In the text field, type in your email address username@okcps.org
 - a. Be sure to use the @okcps.org after your username
 - b. In some instances when using a district owned device and/or while on the school network, it may or may not remember your credentials.
 - c. Click on either next or sign in
3. If you are NOT on the district network or you are using a personal device, after typing in your email address and clicking on next, you will see an OKCPS Federation Services page.
 - a. Retype your email address again with the @okcps.org after your username. It may or may not be saved in your device and automatically filled in for you.
 - b. Type in your district password
 - c. Click sign in
 - d. You will be asked by Google to verify that it's you. If so click on continue. You should now see your email inbox.

IF it keeps trying to sign into a previously signed in account (like a personal Gmail or another user's OKCPS email), you need to clear your browser history.

To clear the browser history, you need to first determine which browser you are using.

For Google Chrome: <https://support.google.com>

For Internet Explorer: <https://support.microsoft.com>

For Firefox: <https://support.mozilla.org>

For Microsoft Edge: <https://support.microsoft.com>

Connect Email to Mobile Device

OKCPS or IT Client Services are not responsible for personal devices and are not liable for any issues that may happen while connecting to your district email. We do not troubleshoot personal devices.

Here links to use as a reference for your device:

Apple Devices: <https://support.google.com/iOS>

Android Devices: <https://support.google.com/Android>

General Sign in help from Google: <https://support.google.com/mail>

Help for synchronizing Gmail account: <https://support.google.com>

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