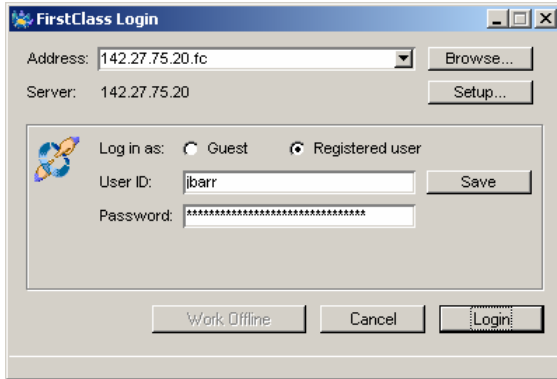




FirstClass.Ink

### First Class Email



**FirstClass Login**

Address: 142.27.75.20.fc

Server: 142.27.75.20

Log in as:  Guest  Registered user

User ID: jbarr

Password:

#### Login:

User ID is usually your first initial last name

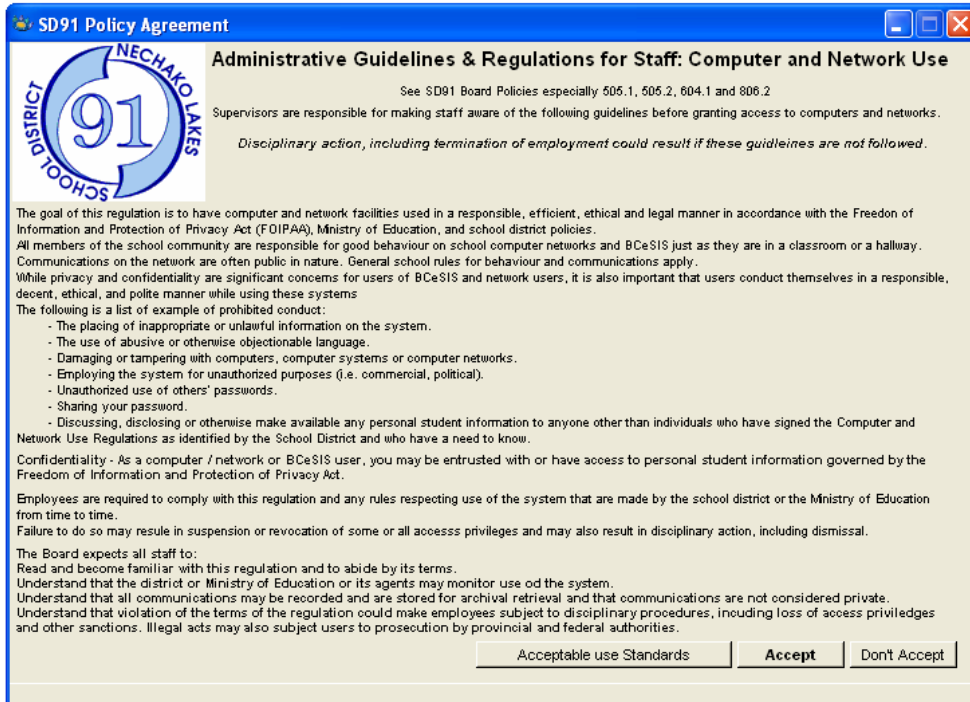
jbarr: Jason Barr (not case sensitive)

Email Address: [jbarr@mail.sd91.bc.ca](mailto:jbarr@mail.sd91.bc.ca)

On set up your account will not have a password. It will ask you to set a password on first login.

Please log in to set you password at the earliest opportunity by following the steps below...

#### Read and accept the **Acceptable Use Standards:**



**SD91 Policy Agreement**

**Administrative Guidelines & Regulations for Staff: Computer and Network Use**

See SD91 Board Policies especially 505.1, 505.2, 604.1 and 806.2

Supervisors are responsible for making staff aware of the following guidelines before granting access to computers and networks.

*Disciplinary action, including termination of employment could result if these guidelines are not followed.*

The goal of this regulation is to have computer and network facilities used in a responsible, efficient, ethical and legal manner in accordance with the Freedom of Information and Protection of Privacy Act (FOIPAA), Ministry of Education, and school district policies.

All members of the school community are responsible for good behaviour on school computer networks and BCeSIS just as they are in a classroom or a hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

While privacy and confidentiality are significant concerns for users of BCeSIS and network users, it is also important that users conduct themselves in a responsible, decent, ethical, and polite manner while using these systems

The following is a list of example of prohibited conduct:

- The placing of inappropriate or unlawful information on the system.
- The use of abusive or otherwise objectionable language.
- Damaging or tampering with computers, computer systems or computer networks.
- Employing the system for unauthorized purposes (i.e. commercial, political).
- Unauthorized use of others' passwords.
- Sharing your password.
- Discussing, disclosing or otherwise make available any personal student information to anyone other than individuals who have signed the Computer and Network Use Regulations as identified by the School District and who have a need to know.

Confidentiality - As a computer / network or BCeSIS user, you may be entrusted with or have access to personal student information governed by the Freedom of Information and Protection of Privacy Act.

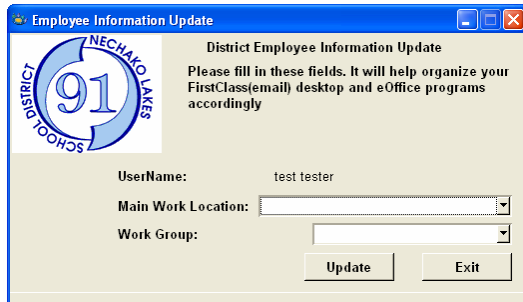
Employees are required to comply with this regulation and any rules respecting use of the system that are made by the school district or the Ministry of Education from time to time.

Failure to do so may result in suspension or revocation of some or all access privileges and may also result in disciplinary action, including dismissal.

The Board expects all staff to:

- Read and become familiar with this regulation and to abide by its terms.
- Understand that the district or Ministry of Education or its agents may monitor use of the system.
- Understand that all communications may be recorded and are stored for archival retrieval and that communications are not considered private.
- Understand that violation of the terms of the regulation could make employees subject to disciplinary procedures, including loss of access privileges and other sanctions. Illegal acts may also subject users to prosecution by provincial and federal authorities.

#### If prompted, fill out the **District Employee Information Update:**



**Employee Information Update**

**District Employee Information Update**

Please fill in these fields. It will help organize your FirstClass(email) desktop and eOffice programs accordingly

UserName: test tester

Main Work Location:

Work Group:



**Set Password:**

When you login the first time without a password this screen will pop up and ask you to set a password. It is not case sensitive and can be letters and numbers. Make sure you leave to Old password: as blank.

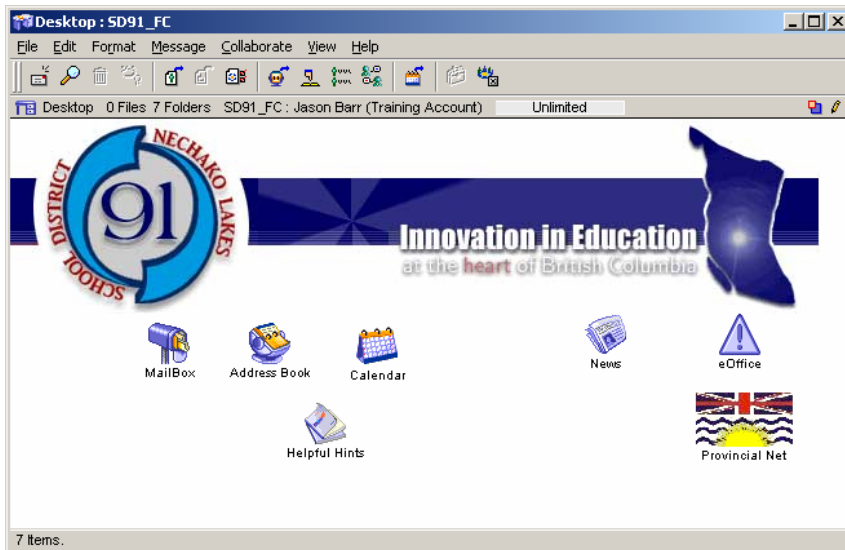
**Important:** If you do not see the **Change Password** window, you can always choose *Collaborate... Change Password...* from the menu bar in First Class.

We recommend that you pick a new password each year that is:

- not used for any other important account
- easy for you to remember
- difficult for someone else to guess.

**First Class Desktop:**

Holds your Mailbox, Calendar, Address Book, News, eOffice, Provincial Net  
You can upload & download documents & files to your first class desktop



**Calendar:**

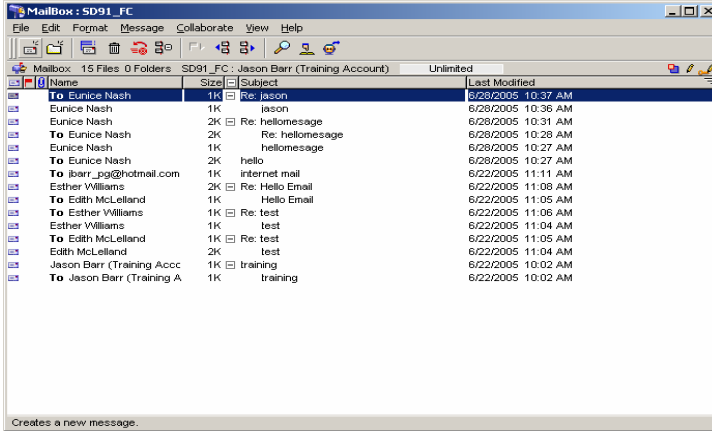
You can add events and tasks to your personal calendar  
You can share your calendar with others  
You can also sync your calendar with a Palm

**News:**

This Conference is on every user desktop in the District  
You can send mail to this you want the entire district to see  
You cannot delete mail from inside conferences

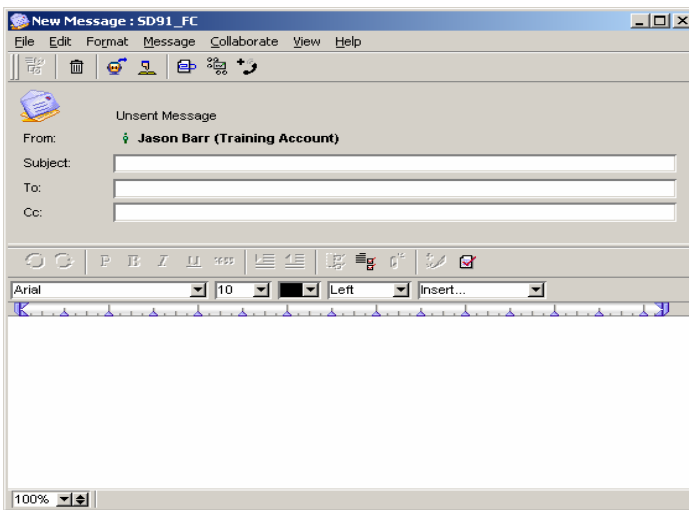
**Mailbox:**

Your mailbox is where all your email will be stored. All the messages you send will have a 'To' in front of the address.  
You have the ability to create folders inside your mailbox to sort mail accordingly



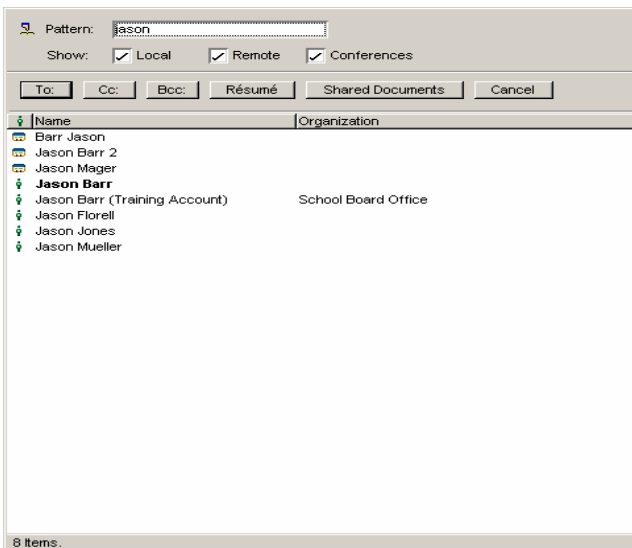
### Provincial Net:

This Conference is also on every user desktop in the District Conference that multiple districts around BC use to communicate amongst each other



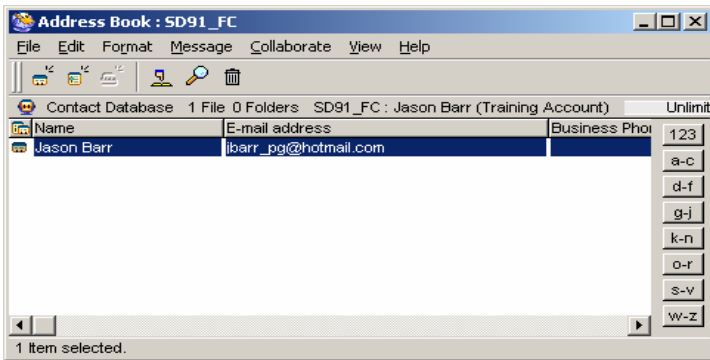
### Sending Email:

When sending email inside the District you just need to type the persons name in and FirstClass will find it in the system.



### Searching for names:

If you type 'Jason' in when addressing an email and hit enter FirstClass will search the system for all the Jason's in the system. The little men icons are system addresses and the card icons are you own personal addresses



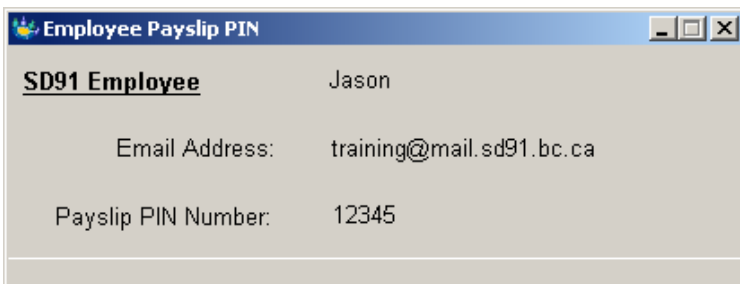
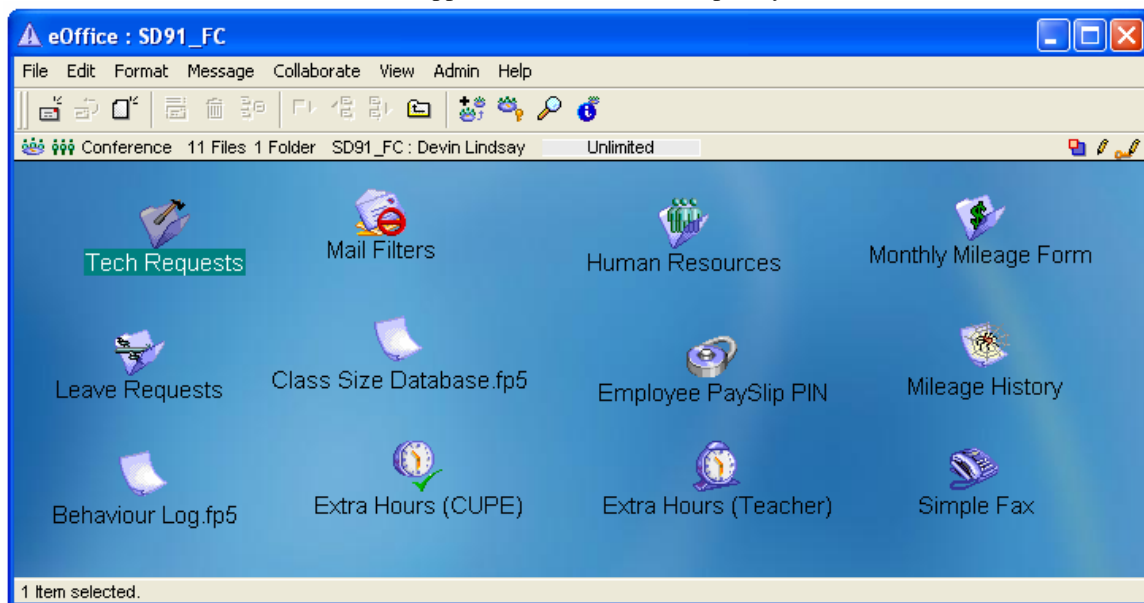
**Personal Address Book:**

You can add names and addresses to your personal address book so you can search the names the same way you do names in FirstClass

You can add the address from an email just right click and add to address book

**eOffice:**

This is a conference that holds various applications that are developed by the district.



**Employee Payslip PIN:**

This program will show employees the number needed to open their electronic Pay stubs.

If an employee's number is not in the program it will send an email letting payroll know it needs to be entered.

If you have any difficulty accessing your account, please contact the designated tech contact at your site for assistance.