CJHS Media Center Tech FAQs

Q. **How do my students access their school email?**

A. Go to **webmail.ebnet.org**

Username: school username (do NOT include @ebnet.org)
Password: school password

Q. **How do my students access their school Google Account?**

A. Go to **drive.google.com**

Username: school username@ebnet.org (Make sure to include @ebnet.org)
Password: Should be their school password (hint* should be at least 8 characters long with at least one number. It may end in "16." Students were asked to write this down in their agenda on their birthday)

Q. **What should my student do if they forgot their school password or google password?**

A. If they forgot their school password, have them see a media specialist in the media center.

If they forgot their google password please have them email the help desk (**helpdesk@ebnet.org**) with their school email requesting a google password reset.

Q. **What other tools are my students using in the classroom?**

A. Different teachers are using different platforms. Some of these include:

Moodle (classroom.ebnet.org), Google Classroom (classroom.google.com), TeacherWeb (teacherweb.com), Remind (remind.com), Noodletools (noodletools.com), Turnitin (turnitin.com)

Q. **What do I do if my student does not have access to a computer at home?**

A. Students can borrow a netbook from the media center. They need to obtain a permission slip from the media center that needs to be signed by a parent or guardian before they can borrow a device.

Q. **What do I do if my student does not have access to Microsoft Office?**

A. Log in to your student's email account and locate the email dated 12/22/14 from Nick Latronica. Follow the instructions in the email to receive a free copy of Microsoft Office.

Q. **Can my students access their school files from home?**

A. Yes. Go to **ebdocs.ebnet.org**. Log in with your student's username & password.

CJHS Media Center Info and Policies

Media Center Staff: Ms. Tu, Ms. Foung, Mrs. Antonison, Mrs. Chimento

Media Center Policies

The Media Center is open at **7AM, Monday through Friday**

The Media Center is open after school **until 3PM Tuesday through Thursday**
(whenever there are late buses)

Students can come in before school, during lunch and after school to use the media center.
No pass is needed unless a student comes during or between classes.
A pass after school is only required if a student arrives at the media center after 2:25PM (they can obtain a pass from the teacher they were with).

Fiction/Nonfiction Book checkouts: 3 books at a time, 3 week checkout

Research Books: 1 book at a time, overnight checkout

Overdue Fines: $0.10 per day per book

Overdue Notices are sent out every Monday to your student's email

Media Center Website & Resources

Go to **mc.ebnet.org** to access our media center website.

Visit us on Twitter **@cjhsmediacenter**

Textbooks are available for students to use in the media center.

Photocopies: $0.10 per page

Black and white printing is free. Color printing is not available.