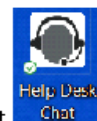


## WHO TO CONTACT QUICK TECH GUIDE

**Canvas** Your school inhouse Canvas Team

**Camera** down Maria Jeantete [maria.jeantete@taoschools.org](mailto:maria.jeantete@taoschools.org) or Michele Franco [michele.franco@taoschools.org](mailto:michele.franco@taoschools.org) 575-751-8081, be specific on camera name and location.

**Camera** blurry or direction adjusted please put in a school dude ticket, be specific on camera name and location.



**Copy Machines** connecting your device to copy machine call 1-866-520-6414, Chat email [HelpDesk@itsupport247.net](mailto:HelpDesk@itsupport247.net) (email takes 24 hours)

**Copy Machine** not working or needs to be moved call **DSI** 1-888-386-7834 have equipment ID ready for them.

**Hotspots** Michele Franco [michele.franco@taoschools.org](mailto:michele.franco@taoschools.org)

**Let's Talk K-12 insight** [jnaranjo@taoschools.org](mailto:jnaranjo@taoschools.org)

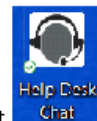
**Phones** (High Point) Name change on phone or voicemail password reset email [helpdesk@highpointnetworks.com](mailto:helpdesk@highpointnetworks.com).



**Phones** (High Point) Add phone to new location or phone not working call 1-866-520-6414, Chat email [HelpDesk@itsupport247.net](mailto:HelpDesk@itsupport247.net) (email takes 24 hours) phones are assigned to room number **never** take your phone with you.

**PowerSchool** Rona Ortega [rona.ortega@taoschools.org](mailto:rona.ortega@taoschools.org) 575-737-6032

**Raptor** credentials [maria.jeantete@taoschools.org](mailto:maria.jeantete@taoschools.org) 575-751-8081. Learning of software please use training videos on Raptor website.



**School email password reset O365 and Gmail** call 1-866-520-6414, Chat email [HelpDesk@itsupport247.net](mailto:HelpDesk@itsupport247.net) (email takes 24 hours)

**School Messenger** Rona Ortega [rona.ortega@taoschools.org](mailto:rona.ortega@taoschools.org) 575-737-6032

**Social media for District** [maria.jeantete@taoschools.org](mailto:maria.jeantete@taoschools.org) 575-751-8081

**TieNet** Lynn Brasher [lynn.brashar@taoschools.org](mailto:lynn.brashar@taoschools.org) 575-737-6114

**Visions** Brenda Halder [brenda.halder@taoschools.org](mailto:brenda.halder@taoschools.org)

**Website** [maria.jeantete@taoschools.org](mailto:maria.jeantete@taoschools.org) 575-751-8081