





Taking Care of Your CCSD Device

<p>On  Logging</p>	<p>Your username and password are your student ID number.</p> <p>Your Office 365 credentials are: firstname.lastname@students.cobbk12.org</p>
<p> Tech Support</p>	<p>Contact tiffany.post@cobbk12.org by email.</p> <p>Include in your message a:</p> <ul style="list-style-type: none">~brief description of the issue~the device's serial number (sticker on bottom of laptops or settings>general>about for IPADS)~parent/guardian name <p>Do <u>NOT</u> take the device to a computer service</p>
<p>Tags and Labels </p>	<p>Do not remove or modify any labels or tags. Do not write, draw, or add extra stickers or labels to the device</p>
<p>General Information </p>	<ul style="list-style-type: none">• Always make sure hands are clean.• Do not eat or drink near the laptop.• Insert/remove cords and flash drives carefully.• Keep away from pets and small children.• Store the laptop with screen closed.• Do not put anything on top the laptop.• Never lift the laptop by the screen.• Only clean with a soft, dry microfiber cloth