



Tech Preparation for Your Sub

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When you have a sub teacher to cover your absence, whenever possible, please prepare the following in advance.

Loaner Laptop

You can check out a loaner laptop for your sub teacher from Tech Support Center in advance, or instruct your sub to pick it up in the morning. Loaner laptops are always available and no advance reservation is required. (If you are going to use a DVD, read the “DVD” section below.)

Guest Network Access

Guest network access requires a login name and password that is changed regularly for security reasons. The current guest login information is available only from the Reception Office. Your sub teacher must obtain this information from the Receptionist on arrival. Guest login information is not available from Tech Support or Office staff.

DVD

Sub teachers are often asked to play a DVD. Playing DVDs is tricky because of region code restrictions, absence of optical drives in recent computers, and the often unreliable built-in drives in older computers. We have special loaners set aside for playing DVDs, one for each DVD region. If your sub is going to use DVDs, please bring the discs to Tech Support Center in advance and check out the appropriate loaner laptop that can play your discs.

Projector Connection

Sub teachers often need to use the projector. Please be sure to leave basic projector instructions for your sub, so they know how to connect the computer to the projector.