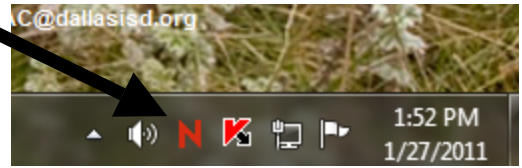Please use your administrative computer for this.
In the bottom right hand corner of the task bar is a red "N" for Novell.
Right click on it and go to Novell Login (top option) and left click.

(If you have the Novell login window that comes up on startup, you can enter your information there instead of this way.
When the login window comes up enter your Oracle user name (should be the first part of your email) and your password. Everyone's password has been reset to yesterday's date, 012711.
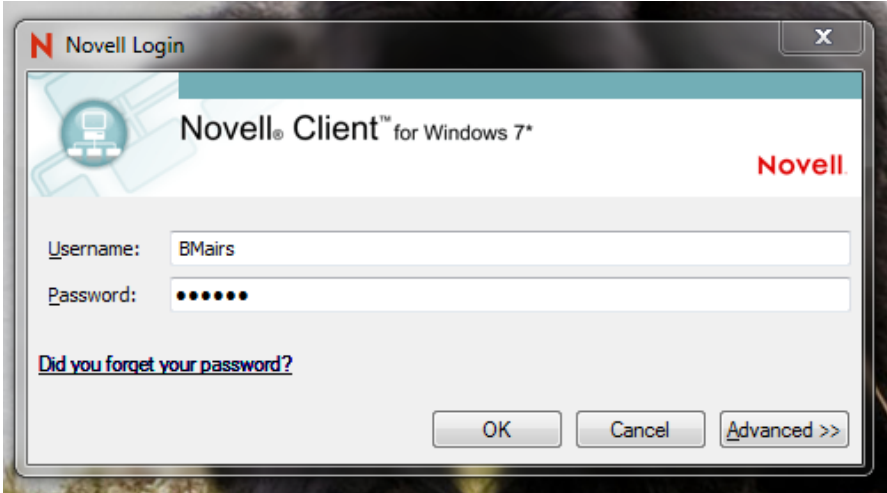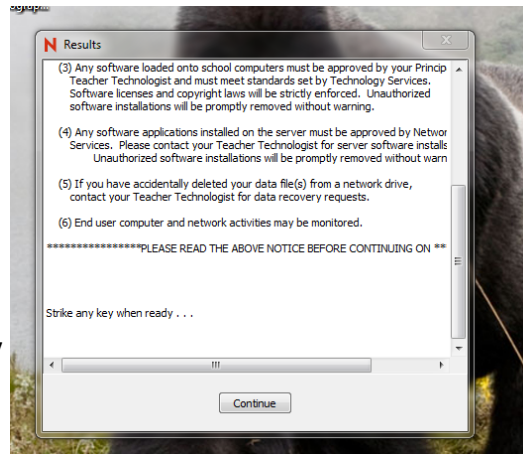

If I ever have to reset your password I will always reset it to the date that you sent me the email. There will always be two digits for the month and two digits for the day and two digits for the year.

Example: 010211 is January 2, 2011

You will have to change your password every 90 days.

You will see the window to your right. Just click on continue.

Several windows may flash by but eventually you should see the window to change your password only this first time and when your password is going to expire in about 90 days. Answer Yes and proceed to the next step on page 2. You must change your password or you will be locked out after a few more times.
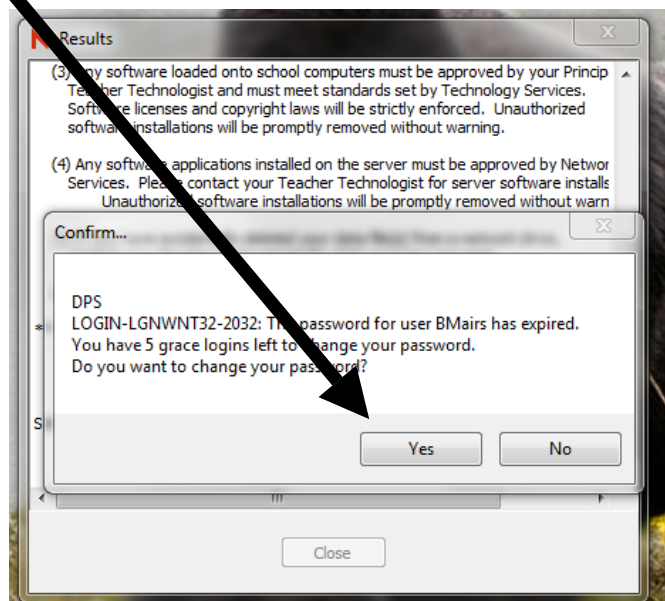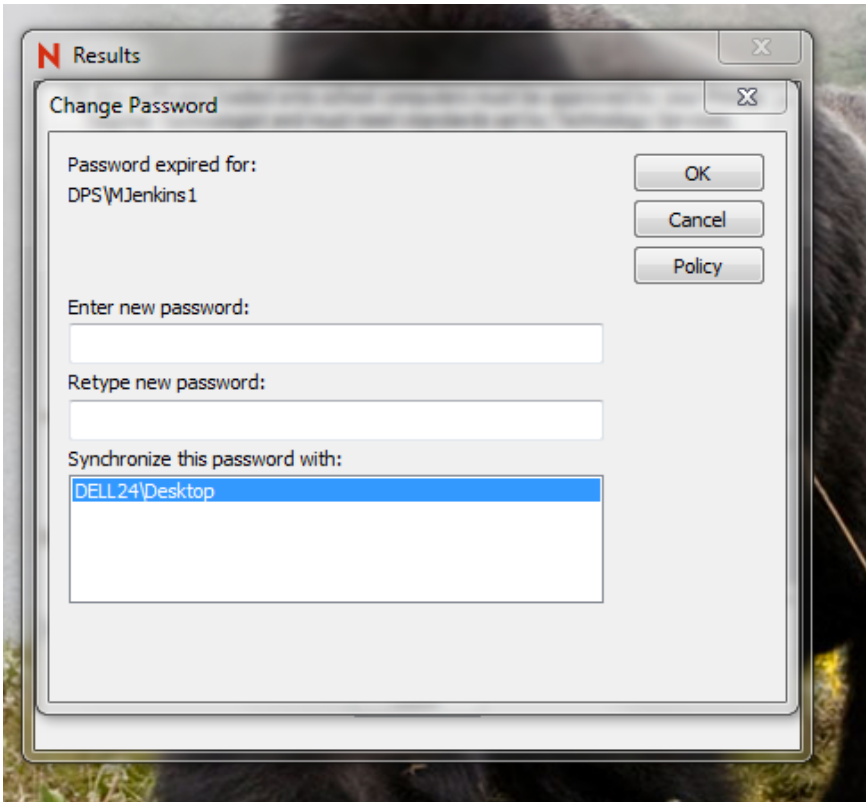
Enter your new password two times. Pick something easy for you to remember. You will have to change it every 90 days, so I suggest putting a number after your favorite password. (Example: favorite1)

Then the next time you have to change it make it favorite2, and so on. However, please do whatever is easiest for you.

I will not be able to look up or see your password; I can only reset it to the date you email me. After so many failed attempts to login you will be locked out.

Once you get in, everything will look the same. However, if you open My Computer you will see the difference. You now have extra network hard drives to save to. Double click on the Staff icon in the window.
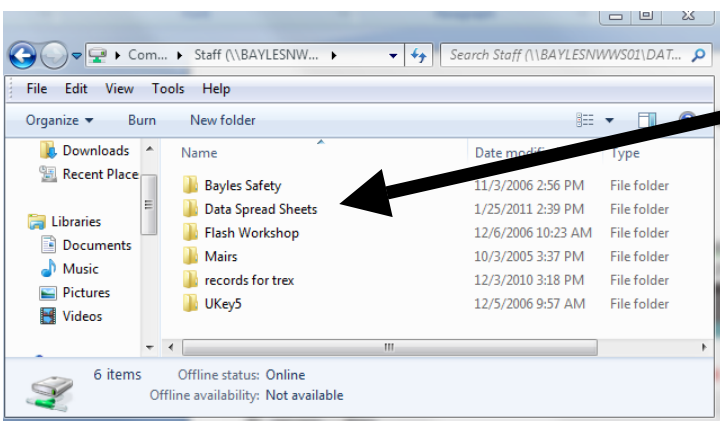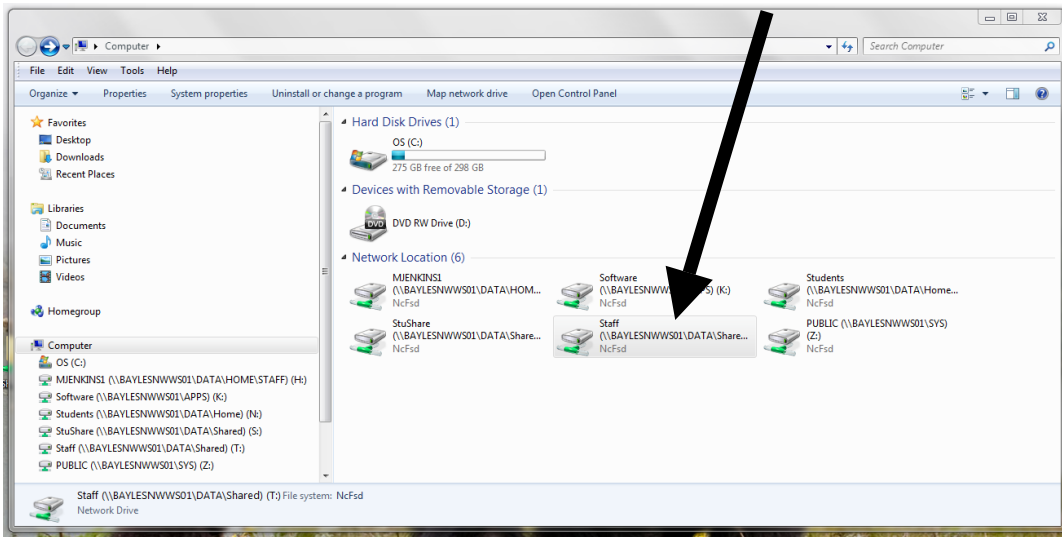

Then double click on the Data Spread Sheets Icon.

You should now see Grade Level Folders:
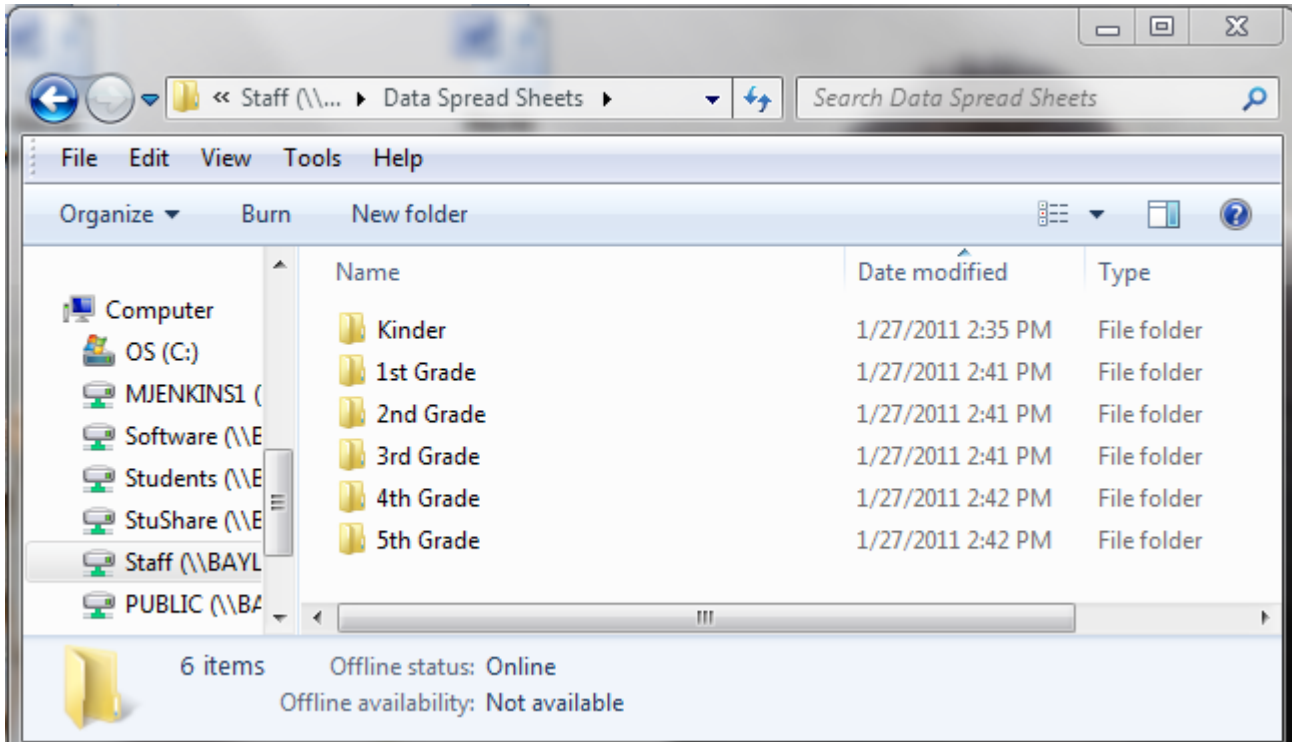
Open the folder for your grade level and save it there. Please name your Tier Spreadsheet your name and then what it is (Example Bowlin1D or BowlinMath). That is is it you can drag it there or open save it by navagating to the server from the dialogue window (Computer/Staff/Data Spreadsheets/Your Grade Level).

The other question I got was how to freeze the first column of names in the spreadsheet so when you scroll left to right you can always see the names. Select Column A by clicking on A, then select Freeze Panes, there are 3 options go to the first one.
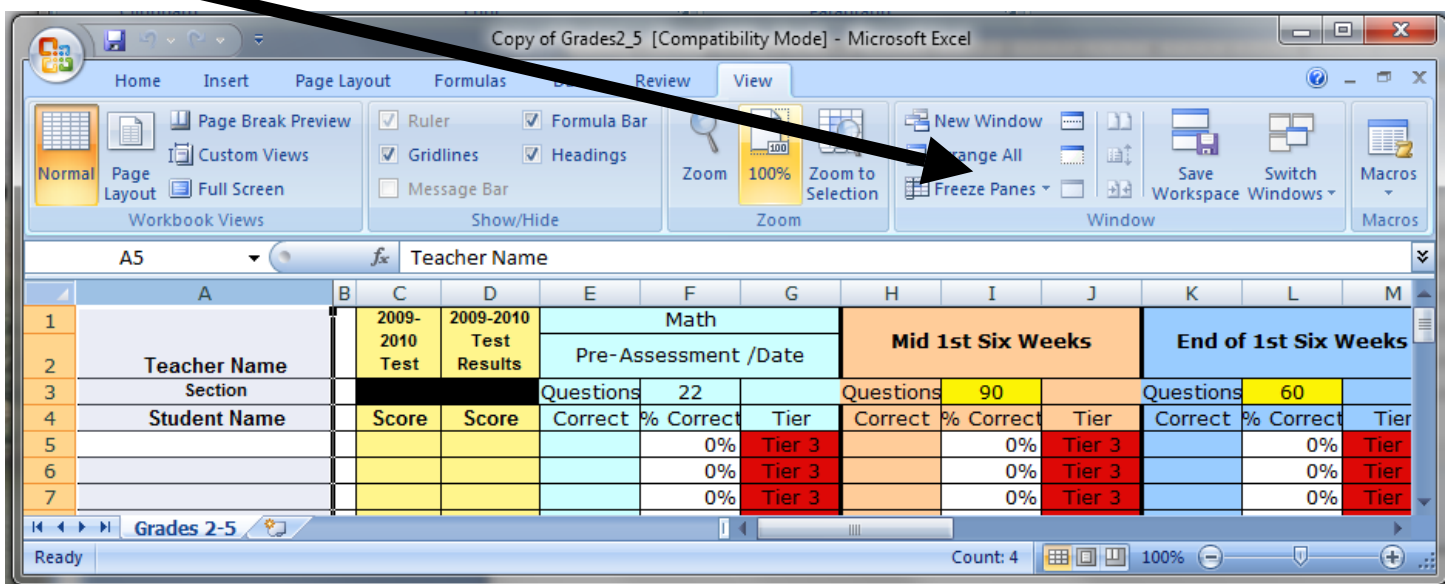
I also resized the B column on mine to make it smaller. Please remember to log off of the server. Go to the start bubble in the bottom left, the triangle by shutdown, then to Log Off. You are also logged off after you restart your computer.