

May, 2001

- ❖ Please note that timesheets are NOW due by 3:00 every other Friday except as noted on the schedule.
 - ❖ It has been advised that you run the anti-virus Live Update on your computer weekly to guard against any viruses. On the bottom right of your computer screen should be an icon for Norton. When you are already connected to the internet, click on Norton and then choose Live Update and it will go out and find any new virus protection updates that your computer needs. I have been informed that they put out several new virus protections weekly.
 - ❖ You can also get the free Norton for your home computers. I have it saved on a CD if you would like to check-it out. It includes a year's worth of free weekly virus scan updates.
 - ❖ If you have not already done so, please have the top of your laptop labeled with your name.
 - ❖ It has also been suggested to me that you may want to actually keep 2 disk back up copies of your dictionaries. Please make sure you are uploading your dictionaries to the Xdrive web site (link on bottom of Communication Facilitator Page).
 - ❖ I have also been advised that several of the power cords may be breaking due to improper storage of the cords. It is suggested that the cords be wrapped up correctly (at least at the end of the day) to prevent any undue wear and tear on them.
 - ❖ Don't forget final exams!!!!!!! Make sure you are keeping up with that!
 - ❖ Don't turn in any incomplete Student Verification Forms.
 - ❖ ANY problems you are experiencing with your laptop, sound cards, modems, or anything annoying please tape to the top of your laptop as well. We only get to have them maintained every 3 months so make sure you note anything you would like fixed before next semester.
- Please remember that everyone needs either a working cell phone or pager!
 - Student Verification Forms these are crucial ... I keep reminding everyone but I still get some turned in that are incomplete.
DO NOT TURN IN INCOMPLETE STUDENT VERIFICATION FORMS!!!! If they "no-showed" write no-show ... if you need their signature on the bottom, hold the form until the next time you see them and turn the form afterwards do not turn in forms from a previous pay period with a new pay period. They need to be filed separately. If there are any unusual circumstances please tell me so that I can write a note on the form.