SN@P - Frequently Asked Questions

Where do I save my assignments and homework?
Your computer is set to save all documents in the My Documents Folder on the hard drive of your computer. Always save your files to this location or your H drive on the network.

What is an H Drive?
An H drive is a specific area on the school's network for you to save your files. It is always backed up so it is a safe place to store your files. All students have an H drive when they are at school and logged on to the network.

How can I back up my files on my laptop?
It is a good idea to copy your files in your My Documents folder to your H drive periodically. This way you will have a backup copy. You can only access the H drive here at school.

How do I access the Internet at school?
You can have access to the Internet at school by logging into our school network using your assigned log in name. Remember – it is against school rules to access any sites that are inappropriate for school.

How do I access my school Email?
You can access the school email called Groupwise by clicking on the Groupwise icon on your desktop. You must be logged into the network using your user name and password to access email.

How do I print from my Sn@p computer?
From the MVCTC Web Page, click on Printer Connections – a map of the school will appear. From this location, you can add any printer for any classroom in the school. The computer will prompt you through adding the printer.

Where do I go if my computer is stolen or missing?
Come to the Sn@p service Center first to see if it has been turned in. If it has not, report the missing computer to the security office immediately.

Where to I go to get my computer repaired?
Bring your computer to the Sn@p Service Center in the West Media Center for all repairs. You can also get technical assistance on any software problems or issues.

Who is responsible for my Sn@p computer?
Sn@p computers are the property of the MVCTC, but you are responsible for your computer per the Awareness Form and the Student Code of Conduct.