

IT Systems Administrator Report

August 2, 2011

1. Set up new office in library, and new computer.
2. Researched and got quotes for new equipment and software including site licensing agreements for latest Microsoft Office and Adobe Design Premium Creative Suite, and a new firewall.
3. Learning Infinite Campus, website content manager software, wireless system management, and wireless link to island management.
4. Installed remote management software on servers.
5. When teachers return and new financial staff are in place, I will be assessing staff technology requests made last spring.

Chris Plansky
IT Systems Administrator