

Device or Issue	Contact Person	Phone	Email	Notes
Can not log in to computer @ Elementary Campus	Beverly Blinka	596-1502	bblinka@somervilleisd.org	If Beverly can not resolve the issue, proceed to requesting assistance from Ursula Idlebird at the HS campus. If Ursula can not assist, contact SISD Tech Support.
Can not log in to computer @ HS Campus, Edgenuity	Ursula Idlebird	596-1534	uidlebird@somervilleisd.org	If Ursula can not fix contact SISD Tech Support
Time Clock Issue	Ninfa Stevens	596-2153	nstevens@somervilleisd.org	If Ninfa is not available, please ask for Christy Webb.
Google Email Issues	Ninfa Stevens	596-2153	nstevens@somervilleisd.org	If Ninfa is not available, please ask for Ursula or Karla.
TxEIS issues	Amanda Flencher	596-2153	aflencher@somervilleisd.org	If Amanda is not available and an employee is locked out, please ask for Karla Sparks. If any other issues please contact Region VI @ 936-435-8400.
Gradebook-Set Up	Beverly Blinka,Ursula Idlebird	596-1502 OR 596-1534		Karla can assist if Blinka & Ursula are not available.
Gradebook - Unlock	Campus Secretaries		HS 596-1534 Ashley Shupak/ Elem 596-1502 Kristin Sowders	Ninfa Stevens, Amanda Flencher, & Karla Sparks can unlock gradebook
PEIMS/Student Data	Christy Sablatura	596-1534	csablatura@somervilleisd.org	If Christy is out, Contact Amanda Flencher

Xerox Copiers	Ninfa Stevens	596-2153		Ninfa will maintain and update email addresses for each copier in the district.
Xerox Maintenance/supplies	Campus Secretaries		HS 596-1534 Ashley Shupak/ Elem 596-1502 Kristin Sowders	
Setup Projector, Laptop, microphones for presentations at Yegua Center	Ninfa Stevens	596-2153		Please give advance notice as soon as possible with the details of the set up request.
District Calendar, Website & Facebook updates	Ninfa Stevens	596-2153	nstevens@somervilleisd.org	Karla can assist if Ninfa is out.
Online Textbooks, Edgenuity, Eduphoria, Eduhero, T-TESS	Karla Sparks	596-2153	ksparks@somervilleisd.org	
Distance Learning	Usula for HS campus & Ninfa for admin.			It is the responsibility of the participant to call Kimberly Taylor @ Region VI & ask to drop the workshop into SISD camera @936-435-8275.
SISD Tech Support	Michael Ancira		techsupport@somervilleisd.org	
Region VI Support	936-435-8400			