

Does your child still need a device?

Please use the sign-up link to choose an appointment time for pick up:

Appointments are available on Tuesday 8/18 and Wednesday 8/19. Please sign up for one that works for you. You will get an email reminder of your appointment time the day before. If you do not enter an email address in the sign up, you will not receive the reminder and will need to write down your appointment date and time for your reference. Be sure to sign up early! Sign up for 8/18 closes on the 17th and sign up for 8/19 closes on the 18th to give us time to prep devices.

Pick Up Location and Directions:

Device Pick Up is being done through curbside pick-up in the **bus lane** here at Vickery Mill. You will not need to get out of your car.

If you are heading north on Alpharetta Street, you will use the second entrance. If you are heading south on Alpharetta Street, use the first entrance. Follow the signs and stop at the lowest numbered cone (1, 2, or 3). Please see map below.

Pick Up Procedure:

For your convenience, and so that we can serve everyone quickly and smoothly, please follow the steps of this procedure carefully.

- Please arrive at your **appointment time ONLY**. Priority pick-up will be given to those that arrive at their appointment time. If you arrive early or late you will be asked to pull ahead of the cones and wait until on-time arrivals are served.
- On a piece of paper, please write your appointment time and your child's first and last name and have this piece of paper ready when you pull up to the cones. An employee will approach your car and ask for this piece of paper.
- Please allow us a moment to scan your child's device and the devices for up to 2 other cars. You will receive a bag containing the labeled device, charging cord, and the Device User Acceptance Form. Forms do **not** need to be signed or returned.
- **If you have more than one 3rd, 4th, or 5th grade student needing a device, please make separate, consecutive appointments for each student.**

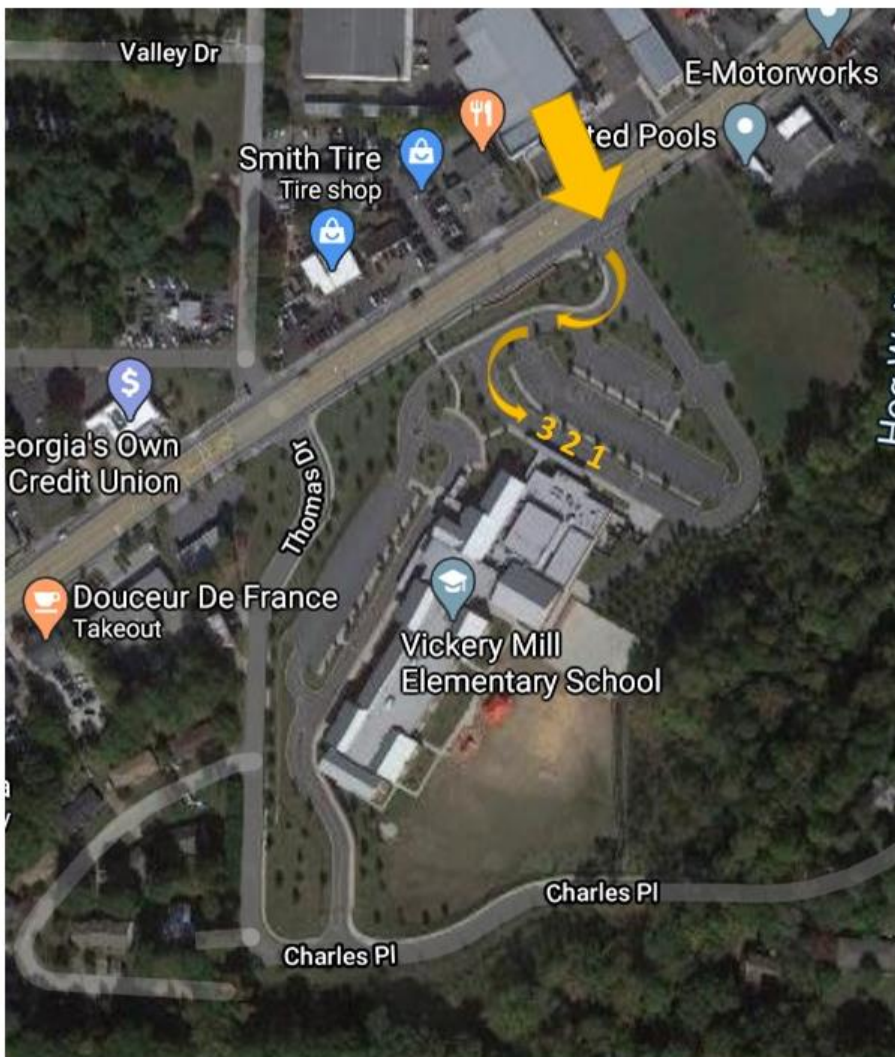
Note: These appointments are for students that do NOT already have a device.

If your child already has a device:

Please make sure to have them test that it is working properly before the start of instruction on the 17th.

- Students with a device should log in from home, agree to Microsoft updates if prompted, and leave the device on for 30 minutes daily until the start of school. Checking to make sure that the student can log in to Classlink and access Microsoft Teams (in Classlink) will also be helpful.
- If a student is unable to login or the device has issues, parents should call the Universal Remote Learning Hotline at 470-254-2300. Hotline Hours are 9am to 3:30pm Monday – Friday. **We are not able to swap out devices at Vickery Mill.** If your device is not working, please call the Hotline and if a swap is needed, you will be given an appointment to pick up a device at one of the Hub sites.

Device Pick Up Map:



Thank you so much for your help in making this process as smooth as possible for all!