Using eAccess from Home on a Windows Computer: Web Folders

NOTE: Due to staffing limitations, the Beaverton School district can't support the operation of non-district owned computers.

These conditions must be met in order to use a PC to access your folders:
*   Users must have an Internet-connected computer.
*   Users must use Internet Explorer. Other browsers will not work.
*   This process will not work with Microsoft Vista. The District is developing directions for using eAccess from home using Vista.

Logging on to eAccess
1. Open Internet Explorer and go to <http://eaccess.beavton.k12.or.us/>.
Another option is to use the eAccess link from each school's library website.

2. Go to the Usage Instructions section on the eAccess website > PC at Home section > Windows Web Folders section. Click on the **Personal Folder** link to access your personal folder or the **Shared Folder** link to access a shared space.

3. At the prompt, enter your eAccess username and password.

4. A window should appear showing the contents of your eAccess folder.

Modifying Files
Drag the file from eAccess onto your desktop. Please note that you can't work on files directly from the server (this is a windows limitation). You must drag files to your desktop first.

Saving a file to eAccess
Drag a file from your computer's desktop into the eAccess window. A message will show that the file is being copied and it will then appear in your eAccess window.

Renaming Files
Right click on the file and select rename. Type the new name, then click once on the file for the change to take effect.

Deleting a File from eAccess
Right-click on the file. Then choose delete.
Note: do not drag the file from eAccess to the trash because that will <u>not</u> work.

Troubleshooting
If you receive a message that your web browser is not "Web Folders" compatible, make sure you are using Internet Explorer 5.0 or newer for Windows. If the error still appears, it could be trying to connect via the previously used Web Folders system.   Try removing any bookmarks/favorites to eAccess, then try the Personal or Shared links again.