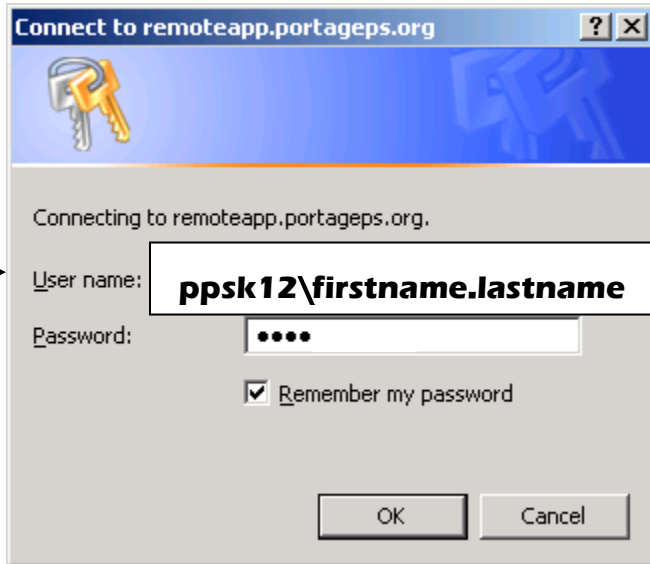


How to Get to Your U:Drive from Home (if you have Windows)

Windows XP Minimum Requirements: Service Pack 3, Internet Explorer 7 or 8

Windows Vista Minimum Requirements: Service Pack 1, Internet Explorer 7 or 8

1. **www.portageps.org**
2. Click on: **STUDENTS & ALUMNI**
3. Click on: **WEB ACCESS** box.
4. Log on. Before typing your **USER NAME**, type: **ppsk12**



Use \ , not /
No CAPITAL letters
No nicknames
Nothing after your last name

5. Type your **PASSWORD** – last four numbers in your student I.D. number. Click on **OK**.
6. Click on the **APPLICATION** where your work is saved: Word, PowerPoint, etc.
7. Select the **DRIVES** option.



8. Click **CONNECT**.
9. Repeat steps 4 and 5. Enter your **USER NAME** (ppsk12\firstname.lastname) and **PASSWORD**.

Mac Users: How to Get to Your U:Drive from Home

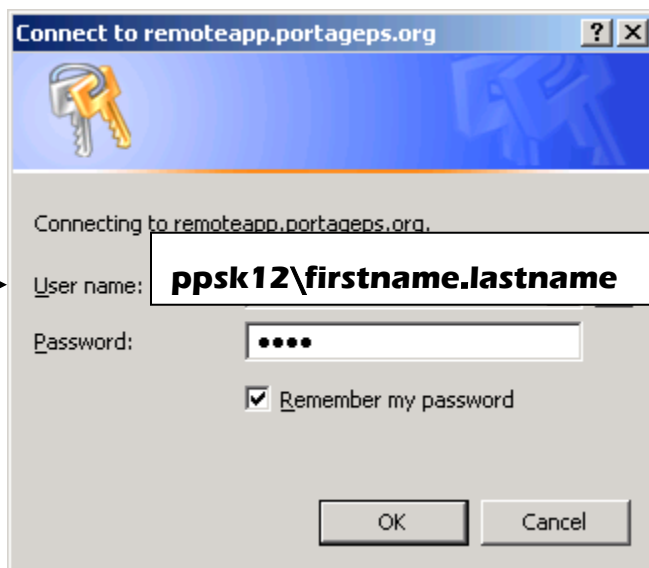
Step 1: If you do not already have the Mac remote desktop client, download it from this web site:
<http://shell.windows.com/fileassoc/0409/xml/redirect.asp?EXT=dmg>

➔ Remote desktop client requires OS X 10.4.9 or newer.
If you are reading this on your computer, [click here](#) to go to the web site.

Step 2: Click the image below to download a remote desktop connection file. Run the file to connect into a PPS desktop.



Step 3: Log on. Before typing your **USER NAME**, type: **ppsk12**
Type your **PASSWORD** - last four numbers in your student I.D number. Click on **OK**.



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Tip: Use **Command-2** to toggle between window mode and full-screen mode.