

ACCESSING YOUR ELECTRONIC FILES FROM HOME OR A NON-WORK LOCATION

There may be a need for you to access files that are saved to the school network (H: drive) or a share drive (S: drive) when you are at home or a non-work location (known as remote access).

Please note that the information provided below may change as additional options become available.

1. Launch an Internet browser – most common Internet browsers are shown below.



Chrome/Google Chrome



Edge/Microsoft Edge



Firefox/Mozilla Firefox

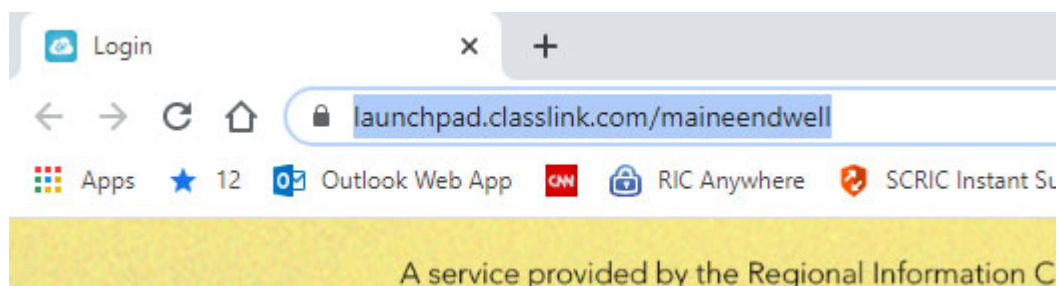


Internet Explorer

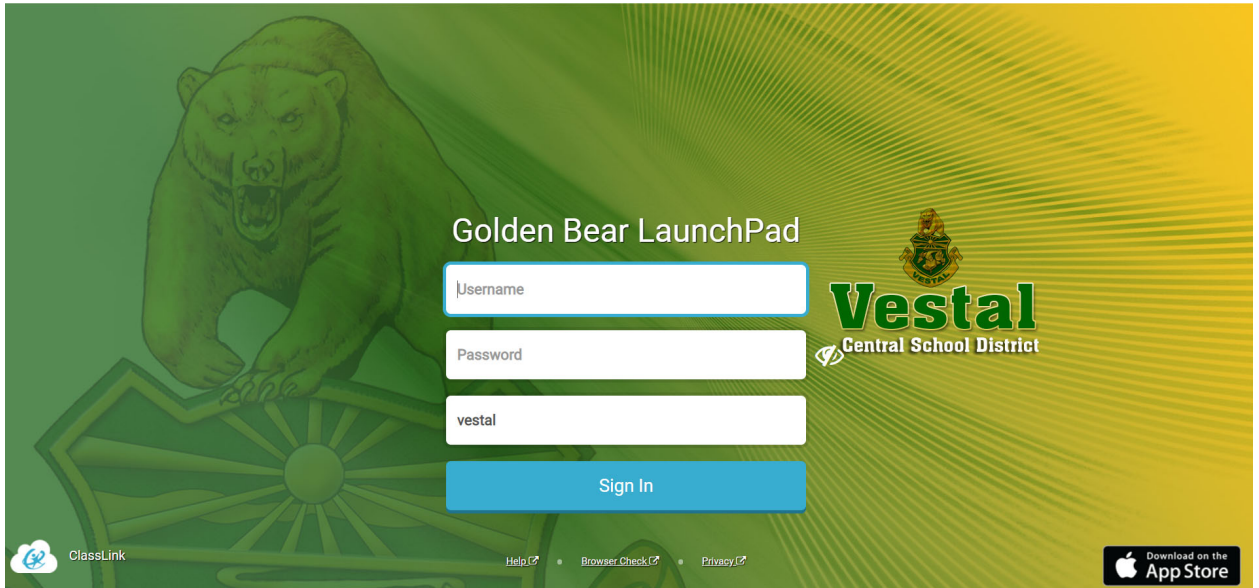


Safari (Mac)

2. In the address bar at the top of the screen, type in the following:
launchpad.classlink.com/vestal or click on “LaunchPad” from the Vestal website

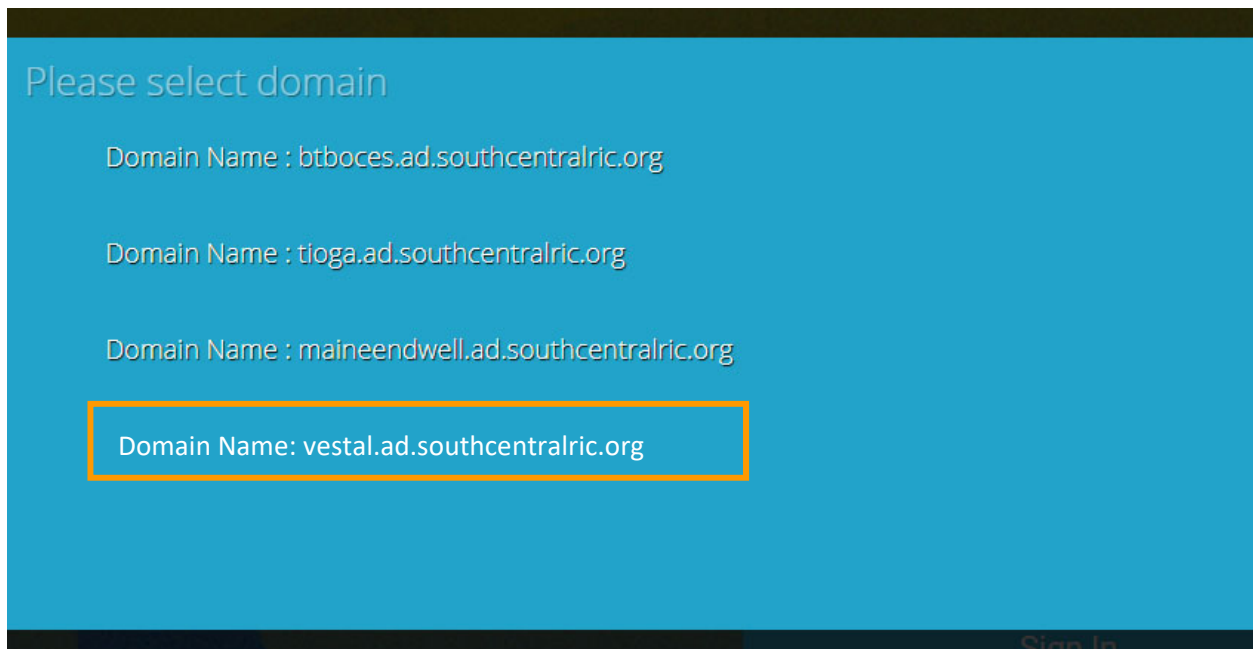


3. You will land on the page shown below. In the Username box, type in your school username. It is the same user name used to login to the computer when at school (without the @vestal.k12.ny.us). The password is the same used to login to the computer when at school. (If you do not know your password, please call 607-766-3800 and a service desk representative will assist you.) Click on the blue

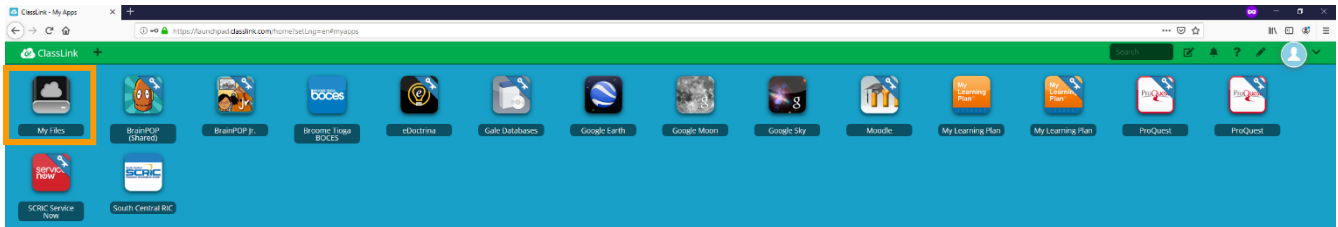


Example: John Williams would use: jwilliams

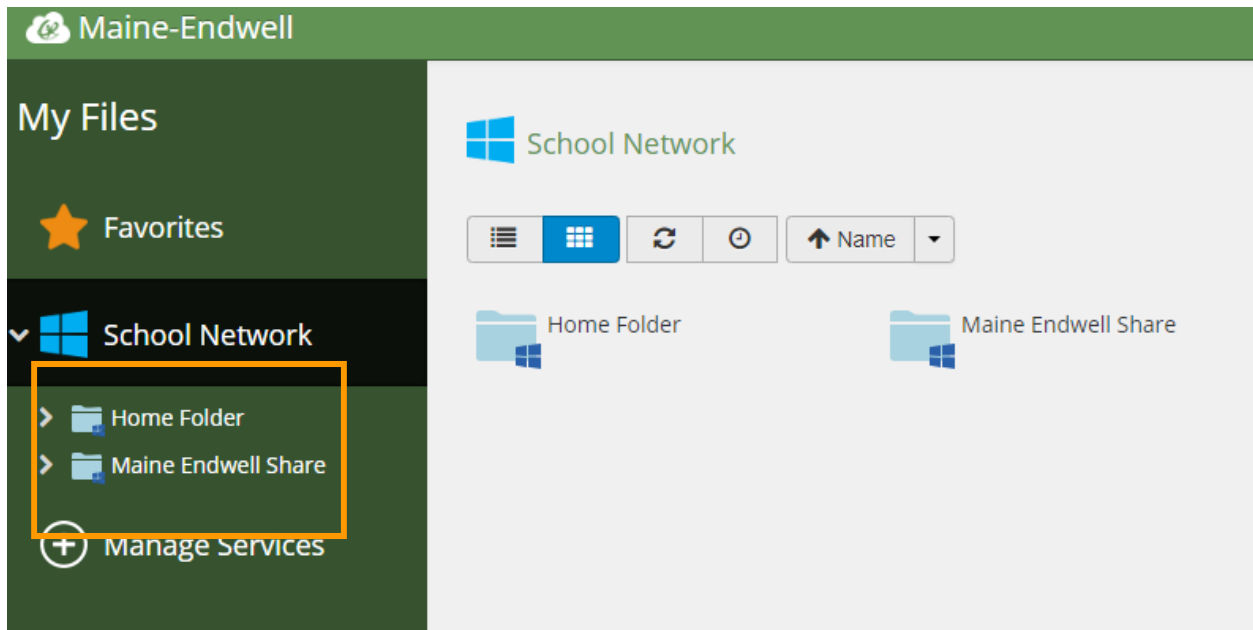
4. If you see an image similar to the one below after clicking Sign In, please select the Domain Name: vestal.ad.southcentralric.org. If you do not see an image similar to the one below, please skip to step 5.



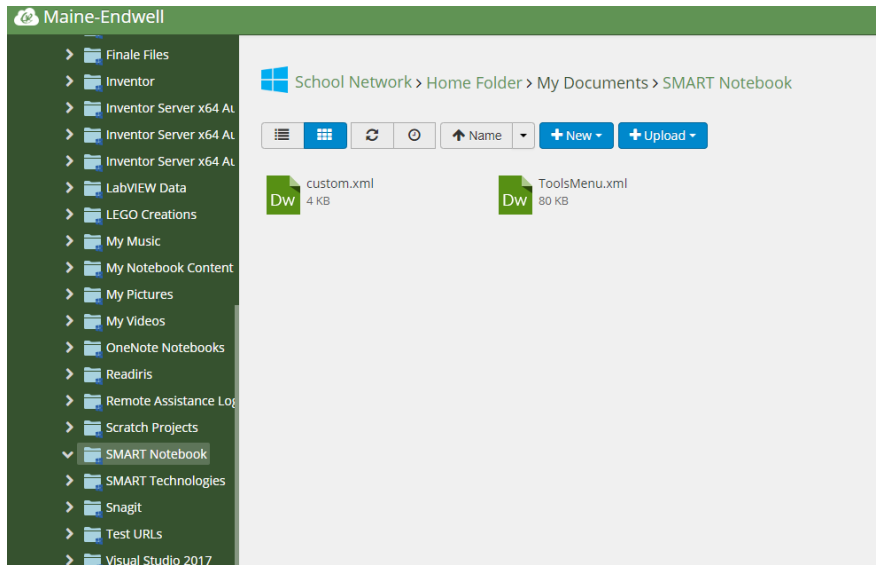
5. You should see an image similar the one below. To access your files saved to the school network or on the school share drive, click the My Files icon.



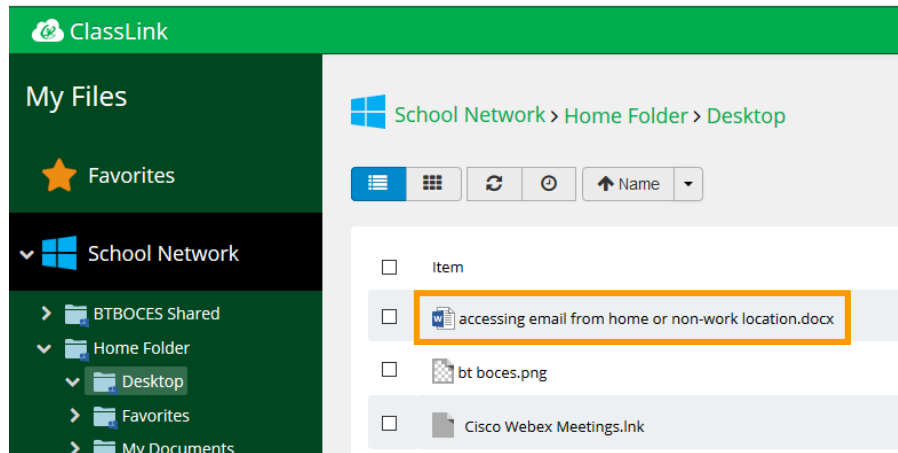
6. You should see an image similar to the one below. To access a file on the school network, under My Files on the left-hand navigation, under School Network, click the greater than > sign next to the network drive the file is located in.



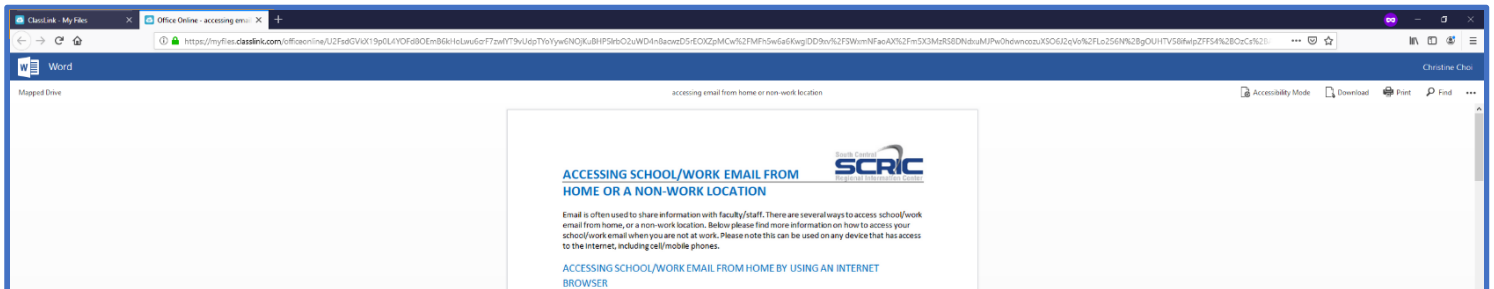
7. Depending on where your file is located will determine which network drive you will select/click on. For files located on the share drive, click the greater than > sign next to Vestal Share. For files located on your network drive (also known as your Home drive), click the greater than > sign next to Home Folder. Clicking the greater than > sign will expand the folder so you can view additional folders and/or files.
8. Navigate to the appropriate folder and you will see a list of files that are saved in that location



9. To access your files, click directly on the file name..



The file will open in another browser/window tab similar to the image shown below.



Next, in the upper right-hand corner, click Download.



Depending on the Internet browser used to access your files, downloading the file may vary.



If using Chrome/Google Chrome, the file will download to the bottom left-hand corner of the Internet browser window. Click on the file and it will open in Microsoft Word.

ACCESSING SCHOOL/WORK EMAIL FROM HOME OR A NON-WORK LOCATION

Email is often used to share information with faculty/staff. There are several ways to access school/work email from home, or a non-work location. Below please find more information on how to access your school/work email when you are not at work. Please note this can be used on any device that has access to the Internet, including cell/mobile phones.

ACCESSING SCHOOL/WORK EMAIL FROM HOME BY USING AN INTERNET BROWSER

1. Launch an Internet browser – most common Internet browsers are shown below.

- Chrome/Google Chrome
- Edge/Microsoft Edge
- Firefox/Mozilla Firefox
- Internet Explorer
- Safari (Mac, iPad, iPhone)

2. In the address bar at the top of the screen, type in the following:
myapps.btbooces.org
and press/click Enter on your keyboard

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10. Once you have finished accessing your files, in the upper right-hand corner, click the dropdown and click Sign Out

