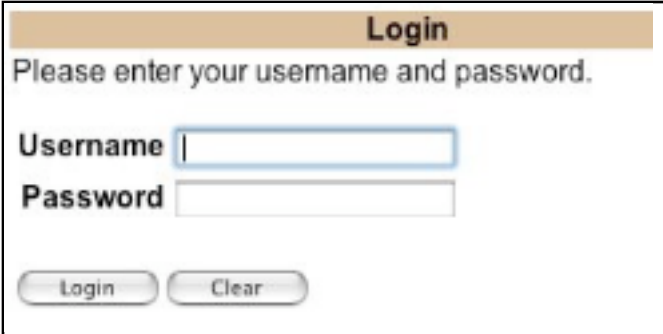


E-Locker: Accessing Your Files From Home

Start by opening your web browser (Internet Explorer, Safari, or Firefox).
Type in the url: <http://elocker.d214.org>

You may get a message saying something to the effect that the site you are about to access is insecure. That is fine, click “ok” or “continue” or whatever is the equivalent.

That page will open a log in screen that looks like this:



The screenshot shows a login form with a title bar that says "Login". Below the title bar, it says "Please enter your username and password." There are two input fields: "Username" and "Password". Below the input fields are two buttons: "Login" and "Clear".

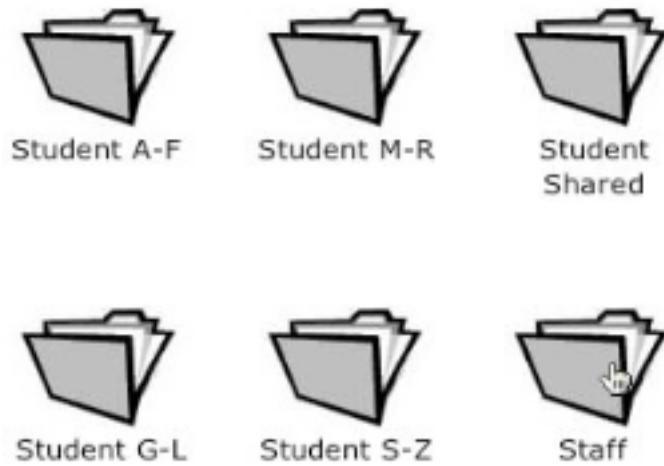
Log in just like you would at school. Single click the login button.

Single click the link to your school.




The screenshot shows the main menu of the E-Locker system. At the top, it says "eLocker" with a red underline. Below that, there are several links to different schools, each with a mouse cursor pointing to it: "Buffalo Grove High School", "Elk Grove High School", "John Hersey High School", "Prospect High School", "Rolling Meadows High School", and "Wheeling High School". At the bottom, there is a red button that says "Township High School District 214" with a small white circle to its right.

Single click the “staff” folder.



The just scroll down to your name, single click the link, and choose the file you need.

 **Welcome to Township High School District 214 file services**

Browse Network

To view a file or save it locally, click the filename.

Up Folder Copy File to Server New Folder Delete Rename

Click to change path: [\\bghsstf\docs\](#)

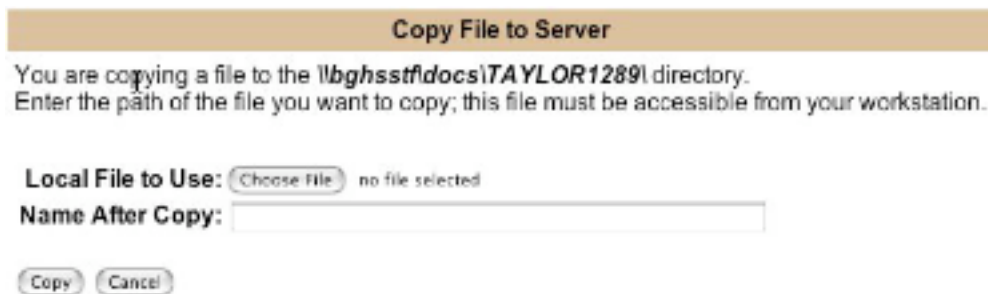
	Name	Size	Type
<input type="checkbox"/>	ABBOTT1000		Folder
<input type="checkbox"/>	ABBOTT1001		Folder
<input type="checkbox"/>	ABBOTT1002		Folder
<input type="checkbox"/>	ACOSTA1003		Folder
<input type="checkbox"/>	actesting1		Folder
<input type="checkbox"/>	actesting2		Folder
<input type="checkbox"/>	actesting3		Folder
<input type="checkbox"/>	actesting4		Folder
<input type="checkbox"/>	ADAMSON1004		Folder
<input type="checkbox"/>	agaj1012		Folder
<input type="checkbox"/>	AGUIRRE1005		Folder
<input type="checkbox"/>	ALLAIRE1006		Folder

The files you select will download to your desktop.

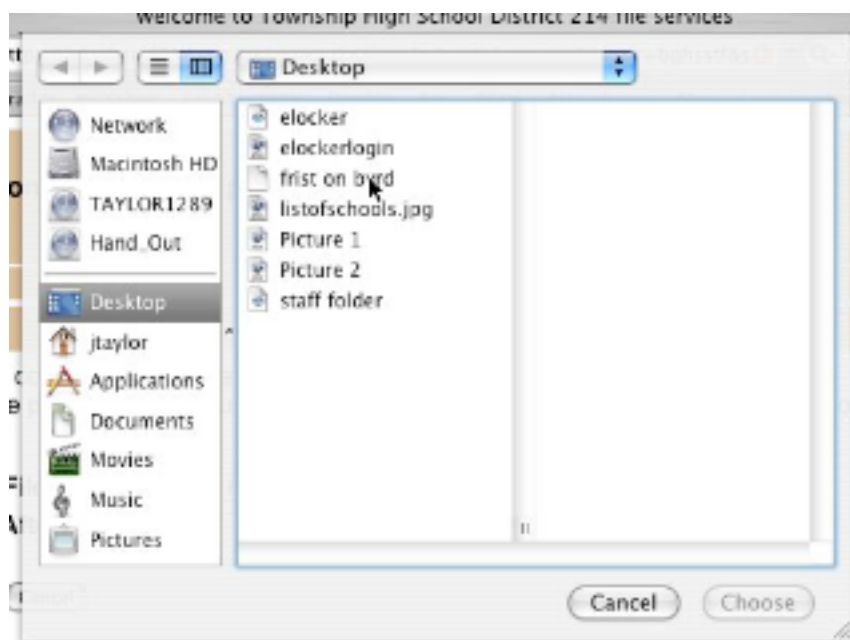
When you want to save the file back to your server, you'll need to upload it.



From the top of the page, click the “Copy File to Server” button once.



From the Copy Screen, hit the “Choose File” button once. Then you'll get a pop up window that will allow you to select the file you want to save.



Highlight the file you want to save and hit the “Choose” button once.

You are copying a file to the `\\bghsstfdocs\TAYLOR1289\` directory.
Enter the path of the file you want to copy; this file must be accessible from your workstation.

Local File to Use: frist on byrd

Name After Copy:

Give your file a name (if you want to keep the old copy, you could use the same name but add “a” or “1” at the end of the name. Click the “Copy” button once.

You are done!

Happy Surfing. Give me a call if you have any questions.

Joseph Taylor
ATC Buffalo Grove High School
EXT 4111