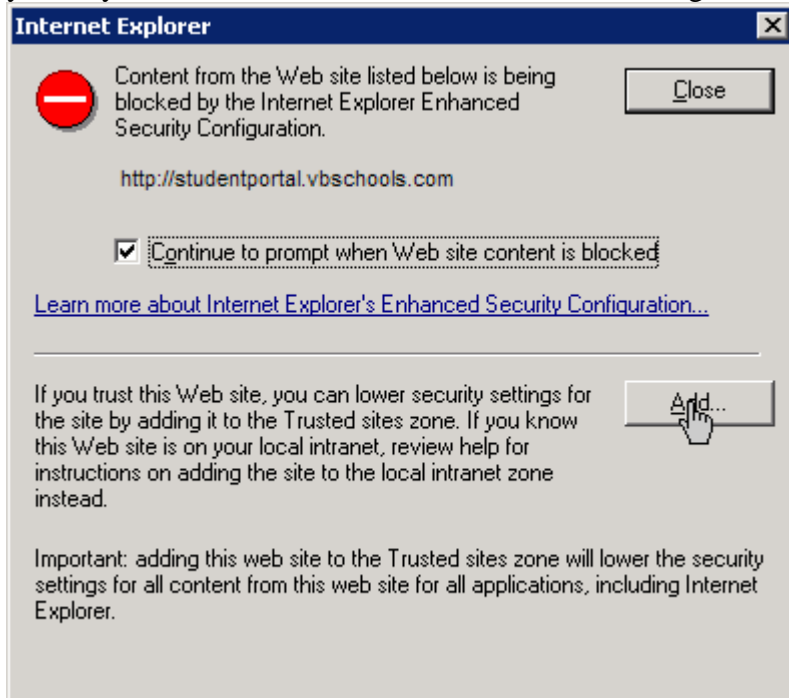


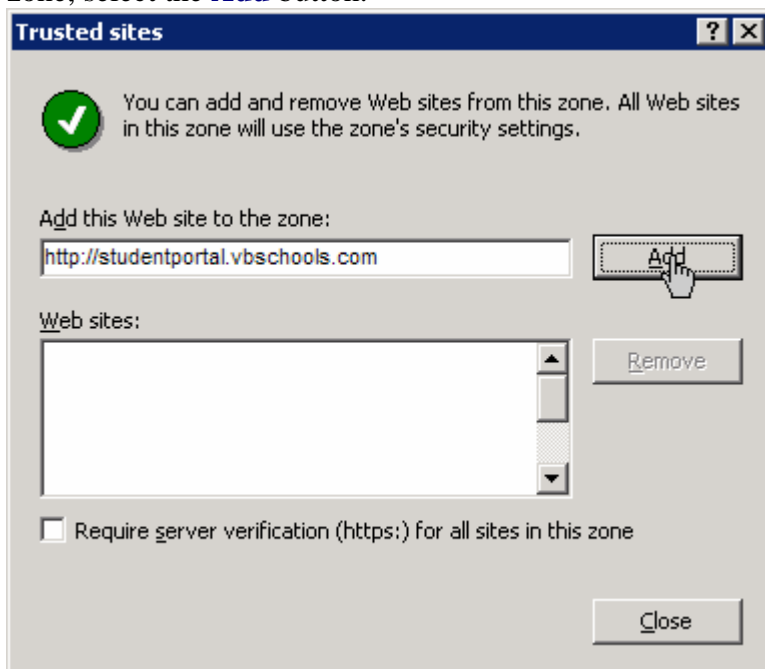
## Selected Pages on Connecting to SharePoint from home from the Student Manual - VBCPS

### 1.1.1. Away From School [cts]

The first time you access the VB Schools Student Portal on a computer outside of school, you may get an Internet Explorer dialog warning stating this is an unknown, untrusted site. This dialog is shown in the figure below. To set the VB Schools Student Portal as a trusted site that you may access, click on the **Add** button on the dialog.

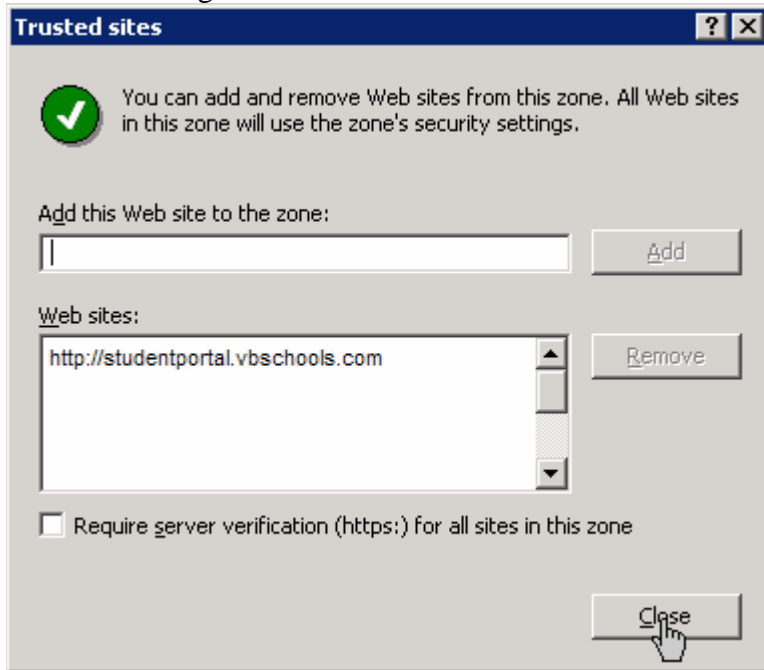


When the Trusted sites dialog opens asking if you would like to add this site to the trusted sites zone, select the **Add** button.



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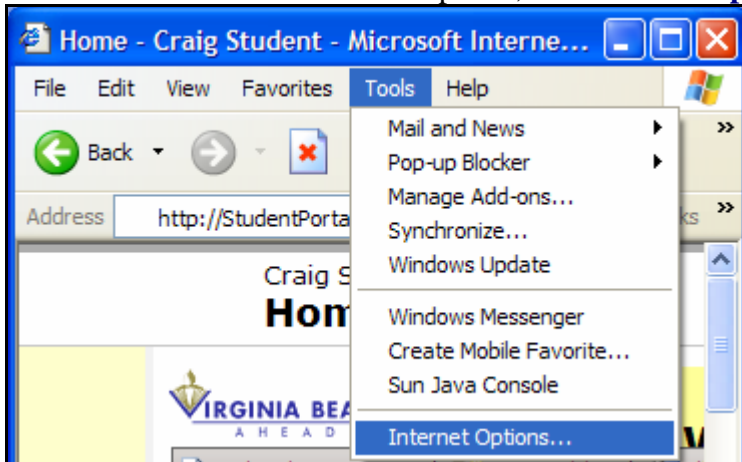
Finally, see that this site has been added to your list of trusted sites and click the **Close** button to close this dialog and continue onto the site.



### 1.2. Password Security [cts]

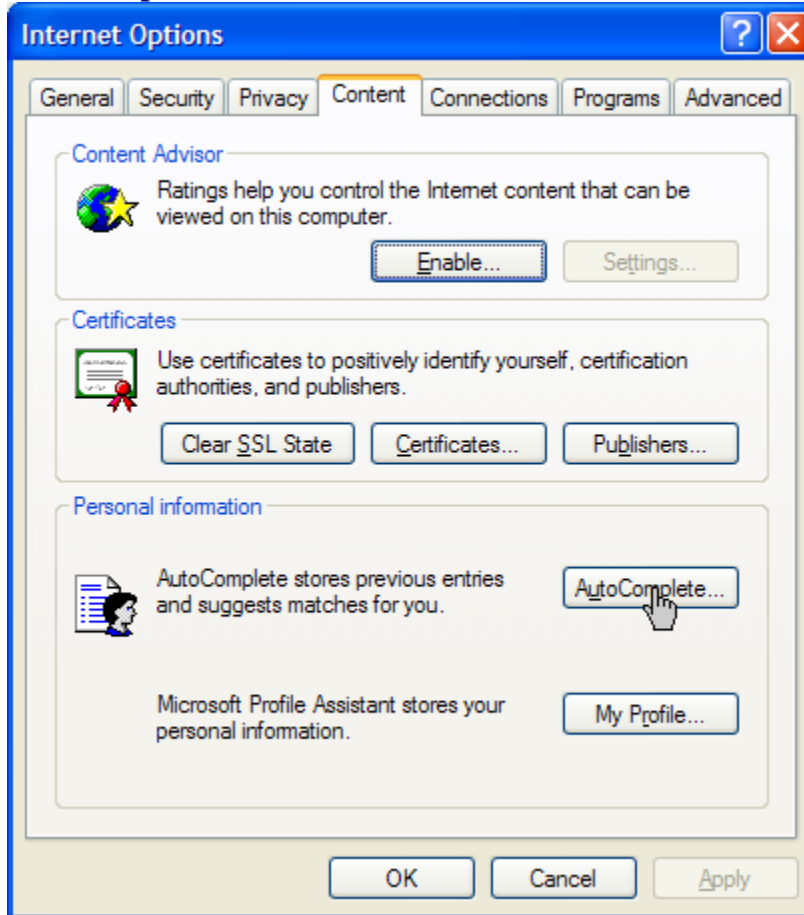
To help protect your password and your privacy, change your password the first time you log-on, whenever the system prompts you to change your password, and whenever you suspect that someone is using your password. When using a public computer (e.g., in a library) do not let your password be saved. Others who use the same computer may have access to sites using your password. You may protect your password on public machines by taking the following steps.

1. From the menu on the Internet Explorer, select **Tools>Options**.



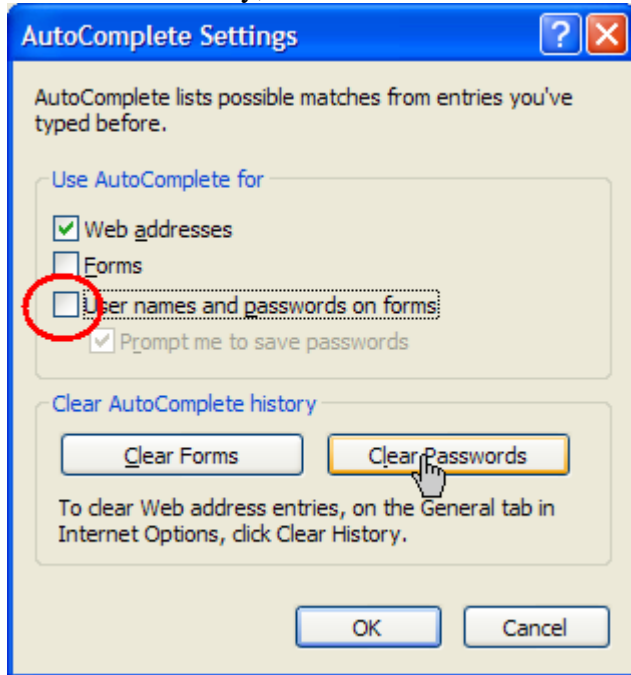
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2. When the Internet Options dialog opens, select the **Content** tab. Next click the **AutoComplete...** button.



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3. First click the **Clear Passwords** button to remove all saved passwords. Next confirm that the Use AutoComplete for **User names and passwords on forms** check box is unselected. Finally, click the **OK** button to save the settings.



### **1.3. Housekeeping [cts]**

Keeping your sites clean helps make them useable. It takes effort, but having a clean, organized site will help prevent lost files and make your sites much more fun.

- Remove files that you no longer need on your site. You may archive files containing data that is no longer in current use, but files need to be kept in long-term storage in case they required in the future. To archive the files, simply download the files to be archived from the VB Schools Student Portal onto a PC at home or school. Create directories for your files in some way that will help you find them later. For example, name and organize directories by year and class. Delete the files from your site after they have been downloaded.
- Teachers may remove lists from class sites (or remove them from being listed in the Quick Launch bar) to simplify the Class site for the students.