

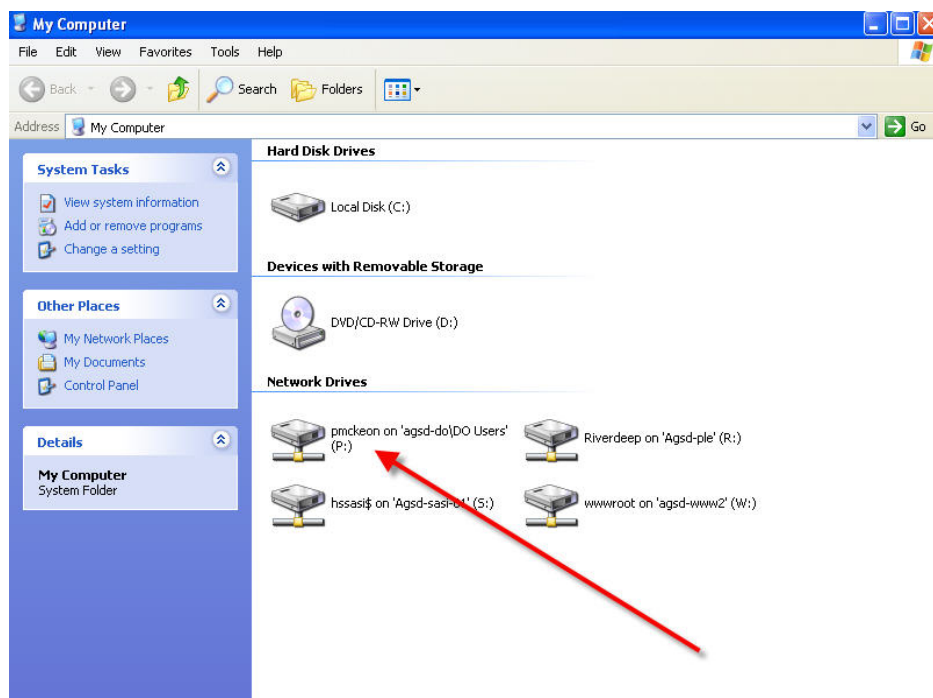
Accessing the Avon Grove School District Server

1. The District File Server

- a. A File Server is a digital storage device that provides workstations on a network with controlled access to shared resources.
- b. The Server provides access to files from networked computer (a password is used to log on)
- c. An individual has a folder, called their **P Drive** (personal drive) on the server for their assigned building.
- d. Shared folders can be created on the building server when use by more than one person is required.
- e. The Server can be accessed from any district building through wireless or Ethernet.
- f. Access to the District Server is not available from home.

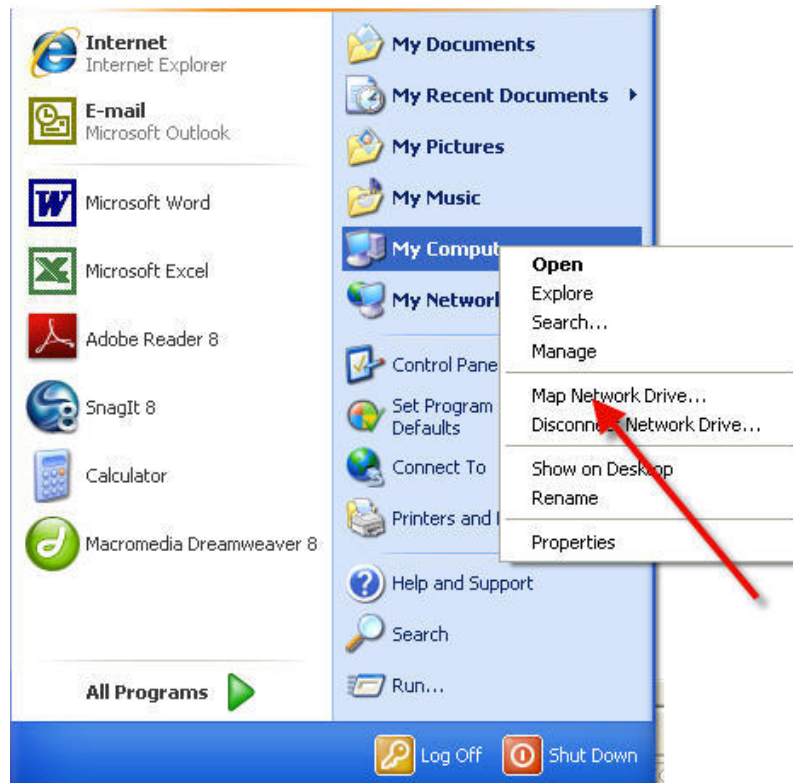
2. Accessing Your **P Drive** on the Server

- a. The user must be logged on to the computer using his/her username and password. (See the reference guide on *Username and Passwords* for more information about how to do this)
- b. Go to the start menu and open **My Computer**.
- c. You will see your **P Drive** in the Network Drive section
- d. Double click on the **P Drive** icon and your server folder will be displayed.

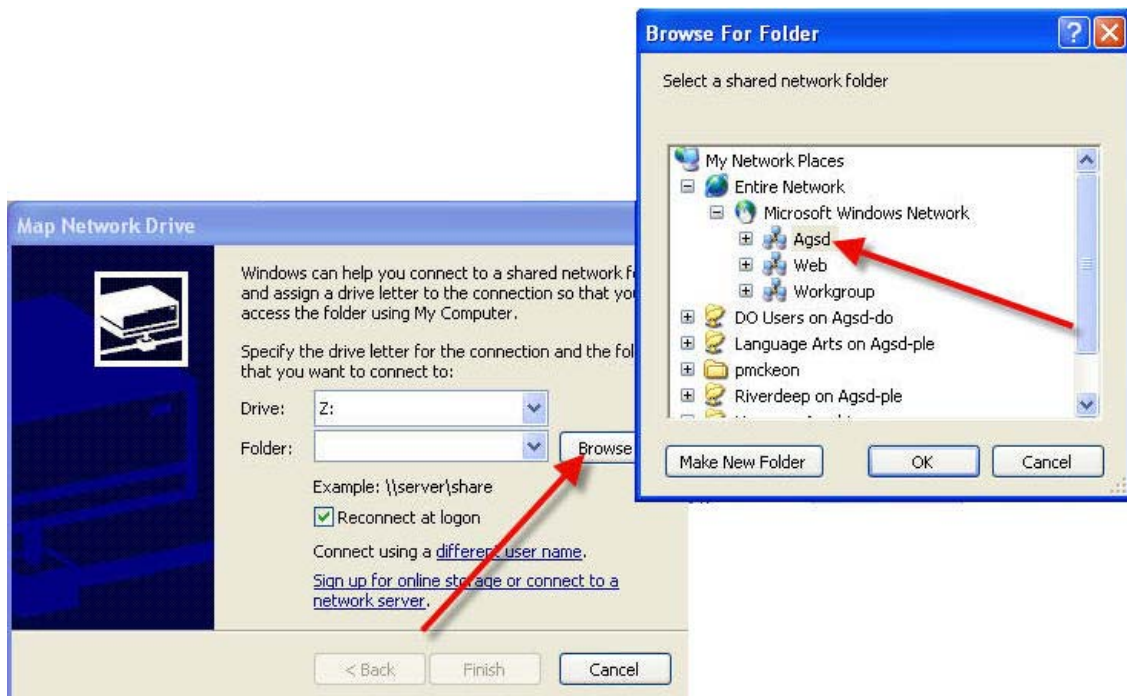


3. Map the Drive to the Building Server *(This step is optional. Use it if you would like the school's Server to be accessed easily.)*

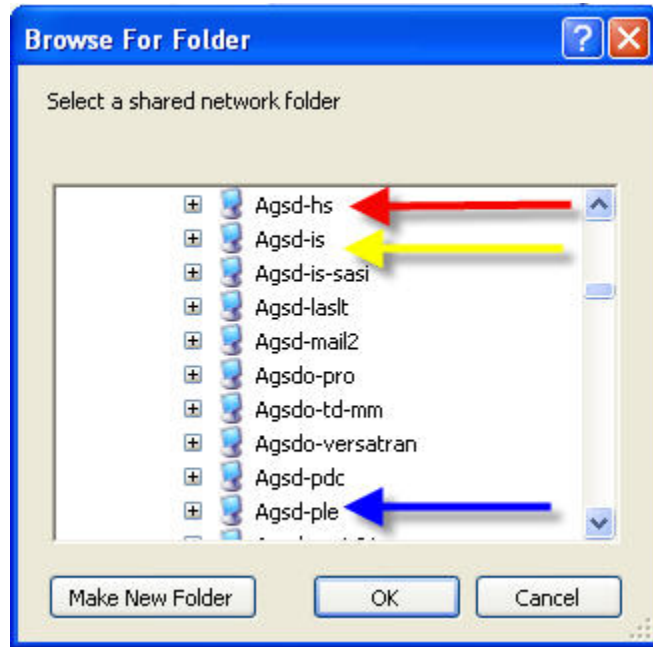
- a. In the Start Menu, right click on My Computer and select Map Network Drive.



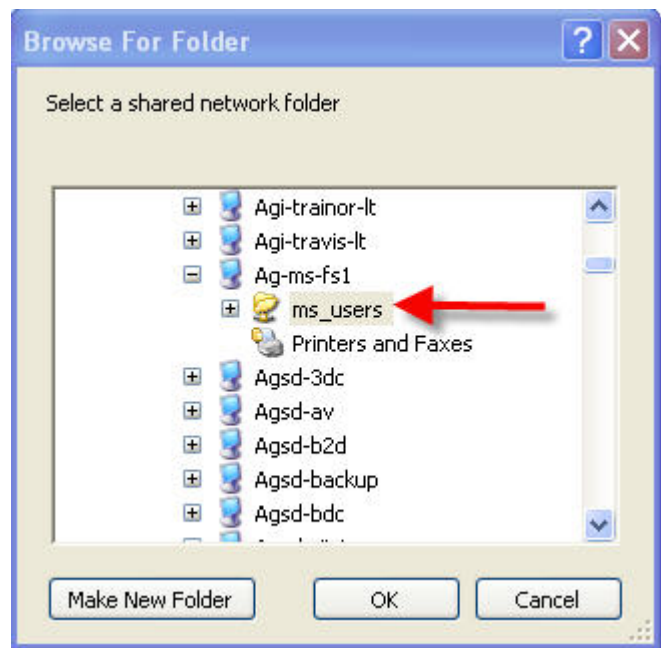
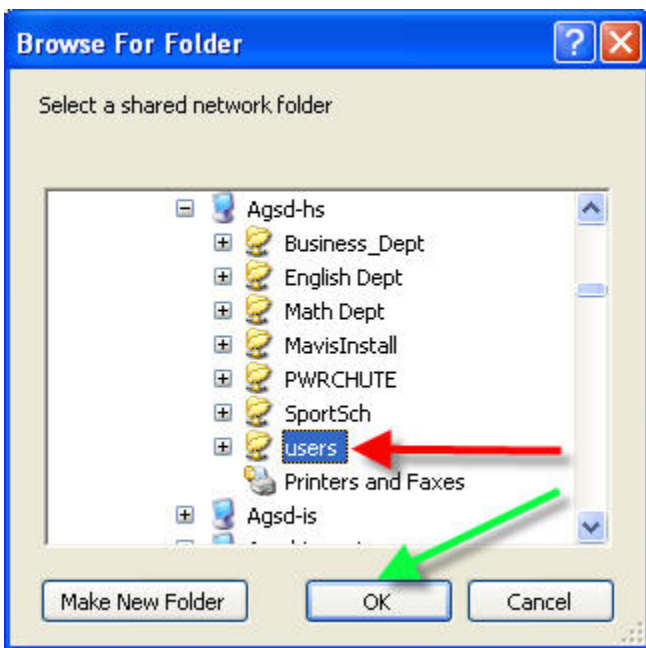
- b. In the Map Network Drive Screen click on Browse
- c. In the Browse a Folder Screen click on Agsd to open the folder.



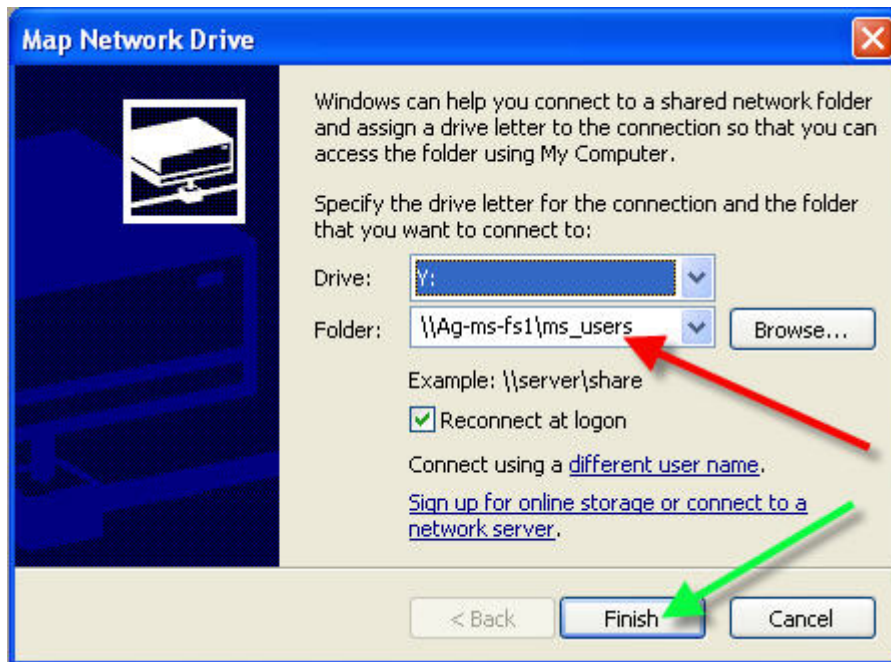
- d. Scroll down to find your school's server and click to highlight it.
 - i. High School: Agsd-hs
 - ii. Middle School: Ag-ms-fs1
 - iii. Intermediate School: Agsd-is
 - iv. Penn London: Agsd-ple



- e. The school folder will open. Scroll to and highlight the user folder"
 - i. Users (HS, AGI, PLE)
 - ii. ms_users (FSEMS)
- f. Click on OK



- g. The folder you selected will appear in the Folder box. Click Finish to exit. The server folder selected will open immediately.



- h. When My Computer is opened, the map to the drive you have selected will be there with the map to our P Drive.

