

WORKING AT HOME

ACCESS YOUR SCHOOL AND WORK RESOURCES REMOTELY

PRIVATE AND SECURE ACCESS TO INFORMATION

When working from home, it is important to consider that you are potentially accessing the private information of students and staff in an environment outside of the normal protections provided to you automatically while working at school, or the board office. As a public school board, we are required by law to keep information safe.

Using the tool below will provide you with safe, and secure access to your files at school.

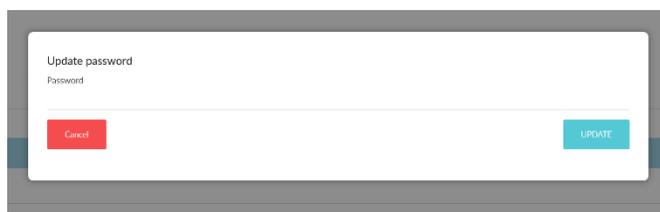
SUPPORT

The IT Helpdesk will be in operation. Please call our helpdesk (250-652-7336) to leave a message, which we will attend to – or email the helpdesk: helpdesk@saanichschools.ca If you would like phone-based support, please make sure you include your phone number, and an appropriate time to call back.

FILES.SAANICHSCHOOLS.CA

To access your school district files at home:

1. Open a web browser on any computer
2. Go to <http://files.saanichschools.ca> in that web browser
3. Log in with your user name, and password (the same as logging into a computer)
4. The first time you log in, it will ask you to **Confirm password** – click the red button **YES, CONTINUE**
5. Re-Enter your same password in the next screen – click the blue **UPDATE** button
6. You will now be logged into the Saanich School Remote File Access tool.
7. The default screen is “Me” – Click **My Files** in the top left corner to see your **Home Directory** and **Shared Drive**



HELP! NOTHING IS SHOWING

Some staff will need to complete an extra step to see their files. If you followed the above directions, and were not able to see your **Home Directory** or the **Shared Drive** – please complete the following steps:

1. Open a web browser on any computer
2. Go to <https://master.sd63.bc.ca/chpw/smb> in that web browser
3. Enter your email address, and your password
4. Click Sync Password
5. Go back to <http://files.saanichschools.ca> in a web browser. Sign out by clicking your name in the top right, and then clicking **Sign Out**
6. Log back in to <http://files.saanichschools.ca>

