ACCESSING SCHOOL FILES-ON MOBILE

FILES.SAANICHSCHOOLS.CA USING THE FOLDR APP ON A MOBILE DEVICE

PRIVATE AND SECURE ACCESS TO INFORMATION

It is very important when using a mobile device to access the private information of students and staff that you control access to the device through passwords as well as locking the device when it is not in use. 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 as long as you take the necessary steps to prevent others from accessing your device

FILES.SAANICHSCHOOLS THROUGH VIA A COMPUTER

Before you attempt to access files.saanichschools.ca from your Mobile Device please ensure you have full access to your school home folder and shared folders by following the directions for using files.saanichschools.ca on your laptop,desktop or Chromebook first https://hub.sd63.bc.ca/mod/resource/view.php?id=8179

INSTALLING THE FOLDR APP ON YOUR MOBILE DEVICE

iOS App: https://apps.apple.com/ca/app/foldr/id602598997

Android App: https://play.google.com/store/apps/details?id=it.minnow.foldr

PERSONAL VERSUS SHARED MODE

If you share your device with family members you should carefully consider how you use this App. The only way to change the settings is to delete and re-install the App

PERSONAL MODE

When you choose Personal mode all the security is based on your devices access security. The FOLDR app is always open. Ensure you have usedthe following:

1. **Screen Pin code Secrecy from others**
2. Screen Pin code complexity
3. Touch ID or Facial ID

Welcome to Foldr
Foldr can be setup for shared or personal devices.

When setup for personal devices you can specify a lock code to help protect your Foldr data.

NOTE - This setting can be changed by reinstalling the Foldr app.

Is this device Shared or Personal?

Shared   Personal

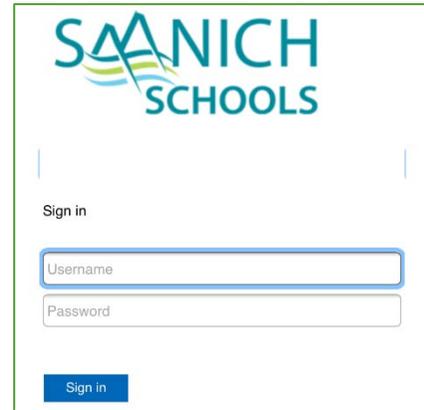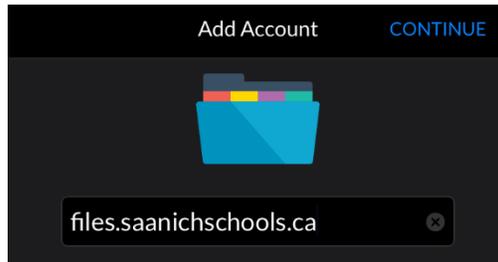### SHARED MODE (REQUIRES SIGN OUT AND SIGN IN FOR EACH USE)

When you choose Shared Mode this assumes others use the device and requires that you sign out and back in each time you use the FOLDR App. The app is automatically cleared when the user Signs Out or the app is closed (double tapping the home button and swiping the FOLDR app up) on an iOS device. This resets the app back to a clean state ready for the next user.

Users can also set the time to automatic sign-out in the App Settings.
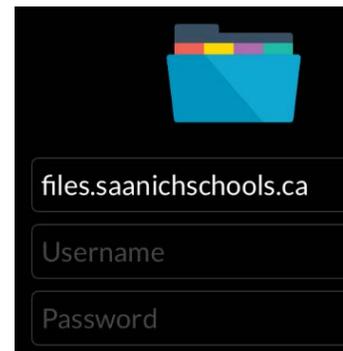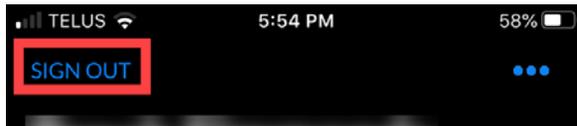
SETTING UP THE FOLDR APP

PERSONAL MODE

1. Install App
2. Launch the App
3. Choose Personal
4. Enter the address for files.saanichschools.ca
5. Click Continue
6. Enter your district username (jsmith) and password
7. You will remain logged in and should ensure your device is always secure
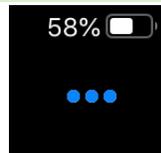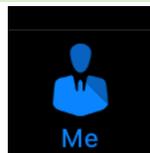

SHARED MODE

1. Install App
2. Launch the App
3. Choose Shared
4. Enter the address for files.saanichschools.ca
5. Enter your district username (jsmith) and password
6. Sign out

SETTING SIGN OUT AFTER INACTIVITY TIME

1. Click Me
2. 3 Dot menu
3. Settings
4. Sign Out after inactivity
5. Set time

UPLOADING FILES TO SCHOOL SERVER FROM MOBILE DEVICE

You will also have the ability to upload content from your mobile device to the server such as photo and video. On an iOS device go to the Photo Roll and select the files upload. Click the Share Icon and choose the Foldr App.