
Accessing C2k Services Outside School

Accessing School Folders and MIS (SIMS)

- Choose “**Services for schools**”

Welcome to the C2k Gateway

This page provides access to general information about C2k and its school services.

Please select from the menu below:

[General information](#)

[Services for schools](#)



Developed and implemented by HP for C2k

- Click “**School Folders**”

Learning Services for Schools

Please select from the menu below:

[Email Service](#)

Outlook Web Access (OWA)



Online learning



C2k Exchange For C2k Service news and information sharing

[School Folders](#)

Access to other C2k services

- Click >*School Folders* -to access other services including data held in school and MIS (SIMS) from the *Learning Services for Schools* screen. *Since this option has the potential to require transfer of sensitive data (particularly from MIS (SIMS)), the option uses a secure package (called Juniper) which involves downloading Active X components.*
- The following screen will be displayed for a short time (longer on first use of a computer outside school) as Juniper will automatically download – please wait until this screen is automatically refreshed.

Accessing School Folders

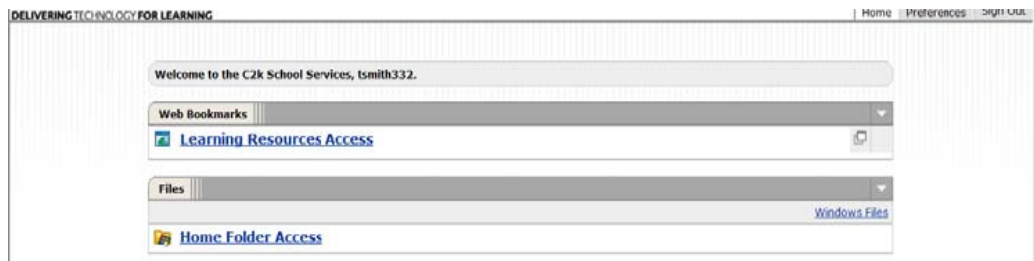


Note: there may be some issues with downloading Juniper depending on your browser – if so please ask your school users to take details of these (screenshots) and inform C2k.

Following the installation the logon screen should be displayed:

Enter your C2k Username
Enter your C2k Password

Note: The optional password is only for staff use with MIS (SIMS).



Note: If the user is a member of staff with a token to access MIS (SIMS), the option to open SIMS will appear on the above menu – please refer to information sheet A074.

The option *Home Folder Access* is the new option which enables direct access to a user's *My Documents* in school and which will work for Windows Vista and Windows 7 (and other browsers as well as Internet Explorer). If this option is chosen, your home folder will be displayed as follows:

Accessing School Folders

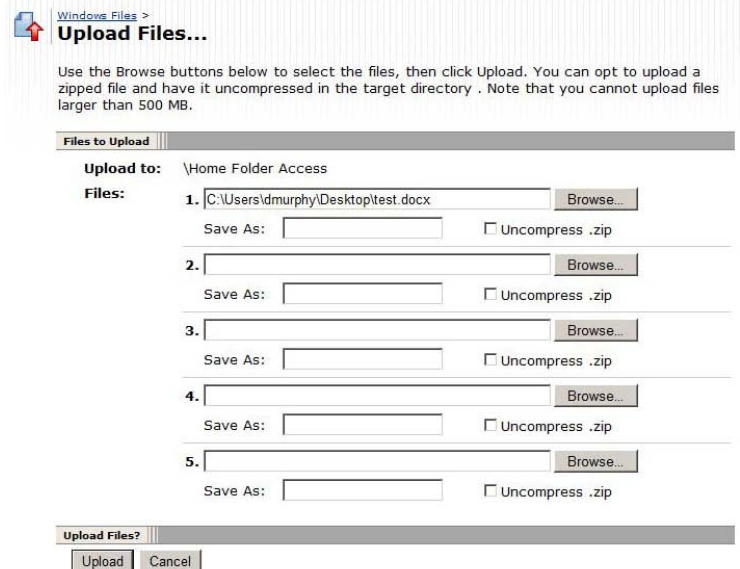
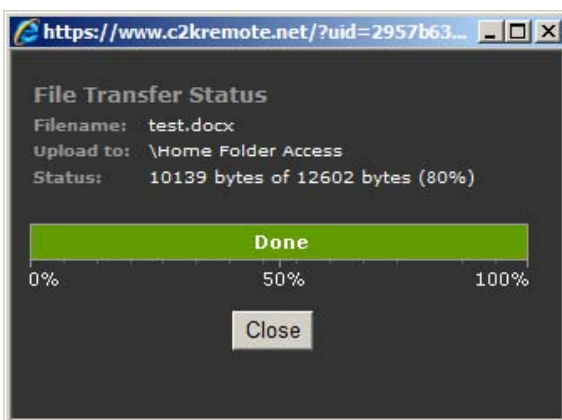
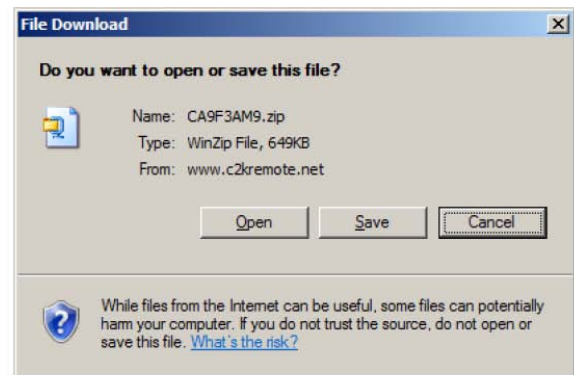
To Download a file (to edit)

- Tick file > Select download
- At File Download Prompt
- Select open or save to desktop



To Upload Files to school

- Select Upload Files>Browse to file. (You can open to upload a zipped file and have it uncompress in the target directory)
- Select Upload Close> File Transfer Status Window



Accessing School Folders