

Accessing Filemaker Pro 9 for Special Ed (At Home)

To access the Special Ed Databases with Filemaker Pro 9.

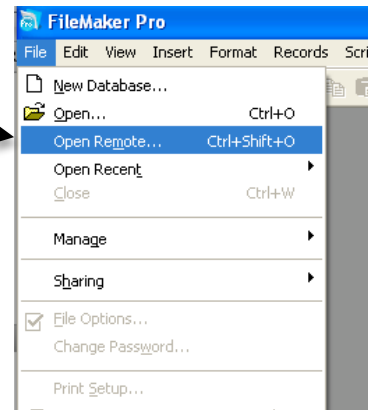
1. When logged into the computer open Filemaker Pro. In most cases you should see a Filemaker Pro Icon on the Desktop. If you do not see an icon on the desktop Look for “Filemaker Pro” under “All Programs” in the start menu. If it is not available under “All Programs” then Filemaker is not installed on that PC. Create a tech request (<http://intra.polarbear.net/helpdesk>) to request a take-home Filemaker 9 CD.



2. If the “Filemaker Quick Start” window opens up close this window by clicking the red X in the top right corner of the window.

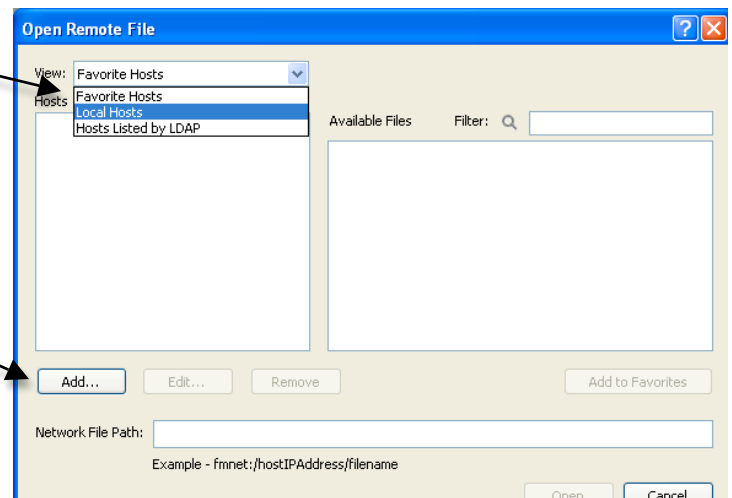


3. Select “Open Remote” from the File Menu



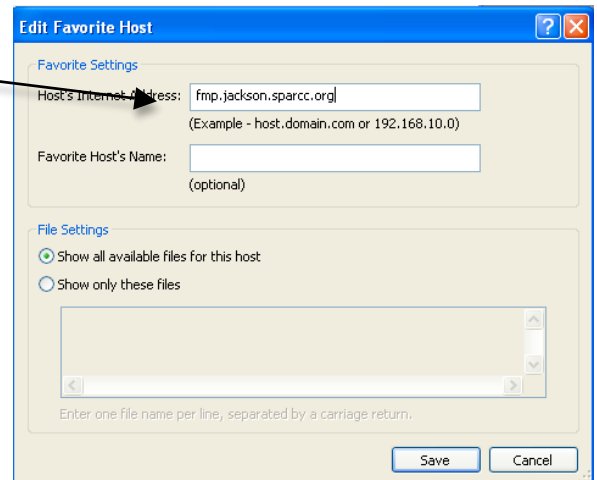
4. In the window that appears select “Favorite Hosts” from the pop-up menu

5. Click on add...



6. In the following window type **fmp.jackson.sparcc.org** under "Host's Internet Address:" then click on "Save"

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7. You should now return to the following window. Under Hosts: click on "**fmp.jackson.sparcc.org**" then

select "**New_Special_Ed**" from the list of available Files.

You may click on "Add to Favorites" to make it easier to reconnect.

