

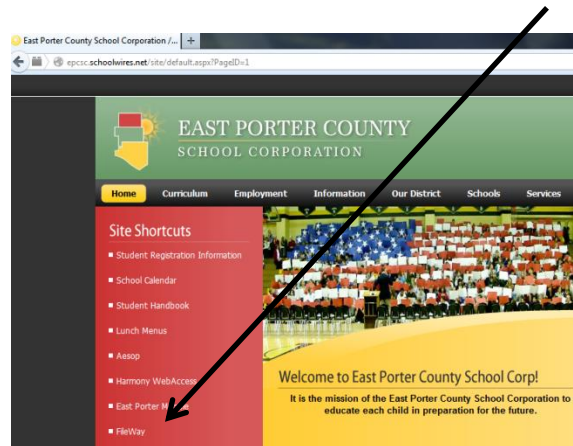
Fileway

Accessing Your Files From Home

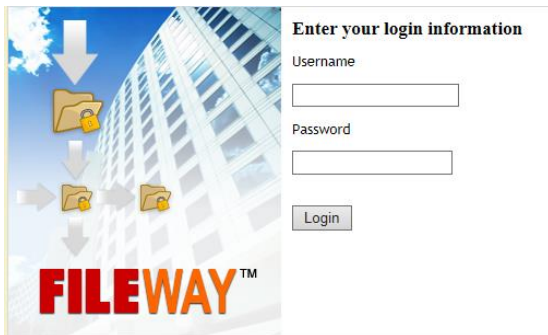
Open Internet Browser

To login, go to either fileway.eastporter.k12.in.us or www.eastporter.k12.in.us

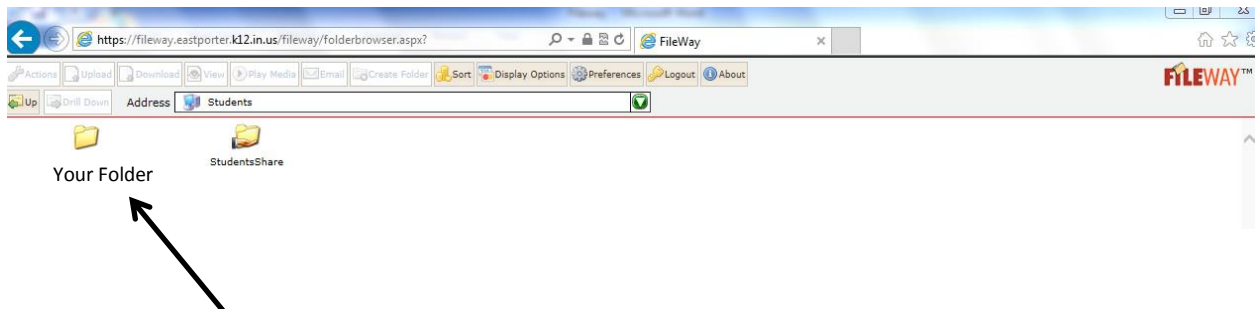
If using www.eastporter.k12.in.us, you will need to select Fileway on the left side of the page



Enter your EPCSC username and password.



Once you are logged into Fileway, you will see your student folder and a student share folder

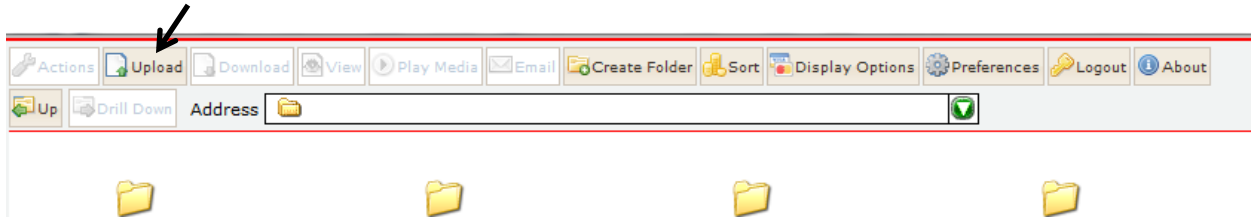


Double click your folder to open. Double click on the file you want to open. A box will appear asking to Open or Save, select Open.

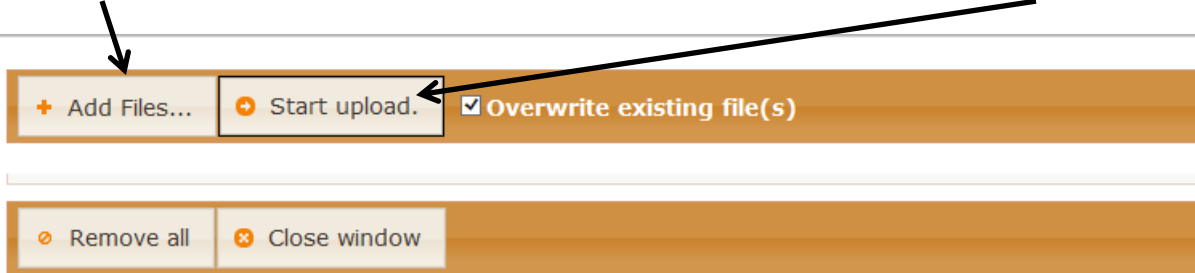
Edit the document and save the document to a location on your computer.

Now you are ready to upload your document back to your school user account.

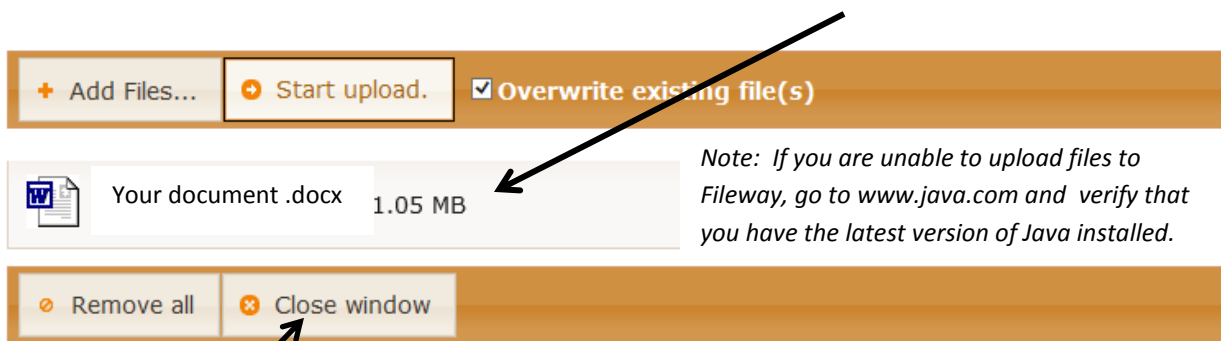
Select the Upload button



Select Add Files. Locate the file that is saved to your computer and select Open. Select Start upload



After the document has successfully uploaded, you will see the document listed.



Select Close window

For security reasons, select Logout and close your browser.

