



To access Fileway, click on the icon above.

Littleton Public Schools

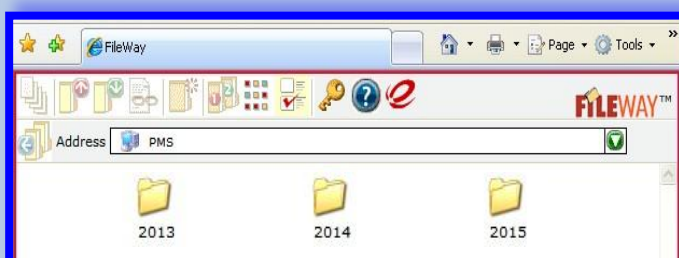
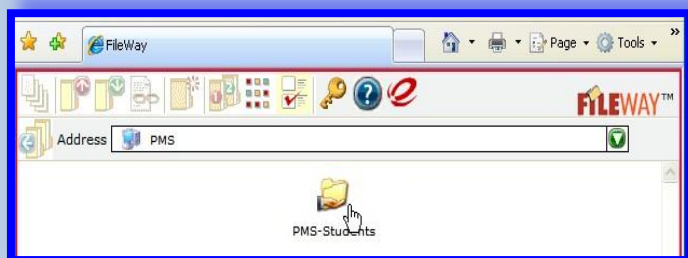
Username

Password

To login, type *student1* followed by your username that you use to login to computers at school.

Your password is your student ID number.

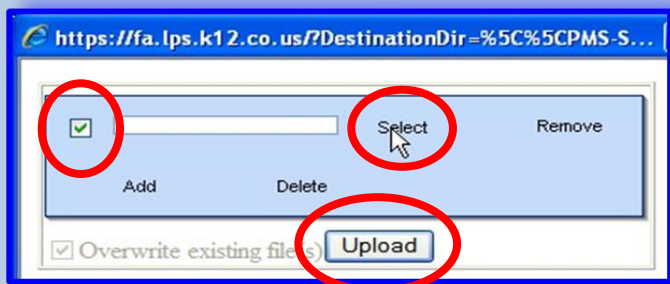
Once you are logged in to Fileway, click on the PMS-Students Folder and then click on the folder of your high school graduation year.



Click on your folder and you will see all of your folders, documents, etc. To View a document click on it and it will open as a web page. To work on a document, you select it clicking on it only once. Then click on the Green Download Arrow. Save it to you home computer.



After making any necessary changes you will need to upload the document back into Fileway by clicking on the Red Upload Button as shown above to the right.



The window to the left will open and you will check small box on the left (green arrow) and then check Select. You will then locate the document and click on the Upload button.

To place Fileway in your internet Favorites, simply click on the [Fileway](#) link. Once on the Fileway login window, go to Favorites and add the site to your internet favorites. On Macs, add the site to Bookmarks.

Fileway allows you to access your files on the student file server from any computer with Internet access. That might be your computer at home, at a public library, or just about anywhere, including any personal devices you bring to school and connect to the Internet via podnet.

Update: We have also discovered one bug in Fileway. On web browsers that like to open a link in a new tab as opposed to a new window (Firefox being the browser that often does this by default), if students click on a link to Fileway and it opens in a new tab, they will not be able to see their folders and files. There are several workarounds for this:

You can change the browser's default settings to open in a new window instead of a new tab. That takes care of it for good, but you may like normally opening new windows in a new tab, so you may not want to do this.

Right-click (instead of left-click) on any Fileway link and choose "Open in New Window."

Go to the Fileway login window. Left-click and let it open in a new tab, but then close the tab that contained the link. Once you do that and then navigate within Fileway, your folders and files will appear.