

MY.SANDI.NET

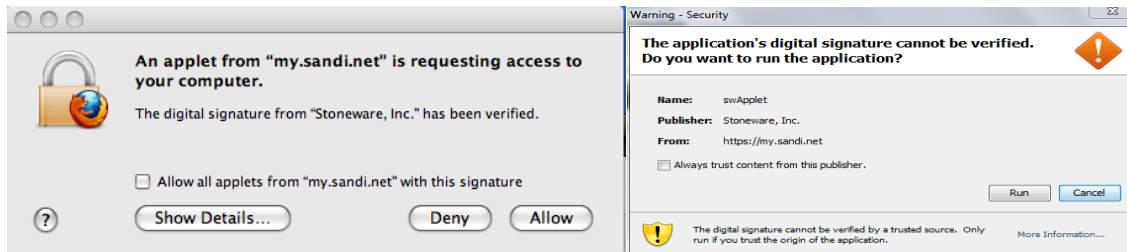
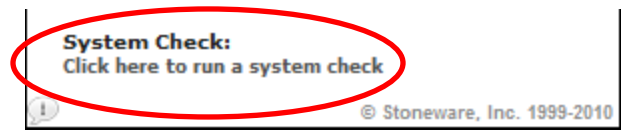
What is my.sandi.net? It is a district application running a web based operating system (WebOS) where we can access files saved to our Active Directory accounts as well as run district supported applications (programs) right from the web browser on any computer.

How do I get up and running with my.sandi.net?

Step 1: Open up a web browser and navigate to <https://my.sandi.net>

Step 2: Run a system check by following the instructions below:

- A. At the bottom of the login window, click on the words “click here to run a system check” to make sure the web browser being used has the necessary components to run my.sandi.net. You may be asked to verify the program that is being run in a message such as the one below. Click the allow or run button.



- B. The results of the system check will be displayed and if all of the components needed are present, there will be 3 green checks at the bottom portion of the window as seen below. If the Pop-Up Blocker receives a red “x” instead of a green check, proceed to item “C”. If all have green checks, proceed to **Step 3**.

System Check	
Java Plug-in Version:	✓ 1.6.0_26
Java Test:	✓ Java Successfully Tested
Pop-up Blocker:	✓ Popup Blocker Successfully Tested

- C. The results of the system check show a red “x” for the Pop-Up Blocker. This indicates that the pop up blocker is turned on in the browser and we will have to make an exception for my.sandi.net. The following links are how to’s to add exceptions to the pop up blocker in some popular web browsers:

System Check	
Java Plug-in Version:	✓ 1.6.0_26
Java Test:	✓ Java Successfully Tested
Pop-up Blocker:	✗ Popup Blocker Test Failed

- Firefox (3.x) - http://support.mozilla.com/en-US/kb/Pop-up%20blocker#w_pop-up-blocker-settings
- Internet Explorer 8 - <http://windows.microsoft.com/en-US/windows-vista/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions> (section “How can I choose to allow pop-ups from a specific web site?”)
- Safari - http://support.apple.com/kb/index?page=search&src=support_site.home.search_suggested.search&locale=en_US&q=Blocking%20%22pop-up%20windows%22%20in%20Safari

Step 3: Access my.sandi.net

1. Type your district ID in the User Name field and your district password in the password field. Click the Log In Button.

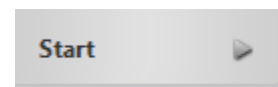


How do I open an application (program) in my.sandi.net?

Step 1: Click on the icon in the bottom left corner with the “wn” label and a picture of a cloud.



Step 2: Click on the “Start” menu and choose the application you wish to open from one of the categories in the menu.



Step 3: Once the program you wish to open is located in the menu, click on the program’s name to open it. **Note:** Because the program you are opening is running in the WebOS (web based operating system) directly off of the district servers in the Data Center , the program may take a bit of time to open. In the process you will see several different changes in the screen with various different messages.


Step 4: Once the program is open, operate the program as you normally would.

How do I close/quit a program in my.sandi.net?

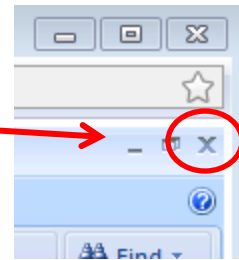
There are two different ways in which a program can be closed/quit in my.sandi.net.

1. Locate the “File” menu or other related menu where the “Exit” menu option may be found. Select the “Exit” menu option and the program will close down. You may see the web browser change through several screens as the program shuts down. **Note:** If you are working in an

Micorosft Office program, we currently have Office 2007 for use on my.sandi.net. Office 2007

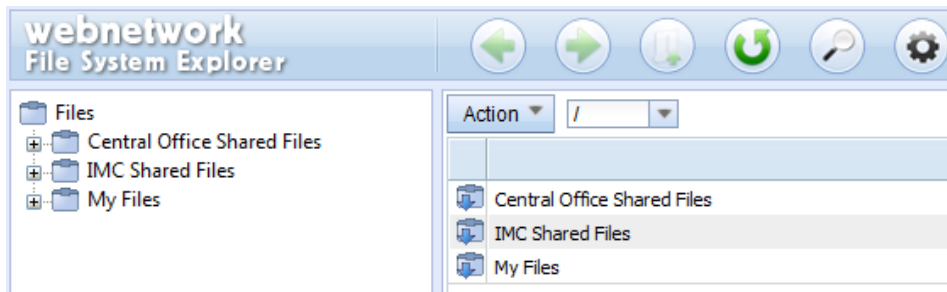
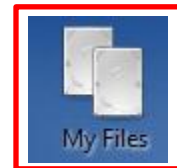
has replaced the "File" menu with this icon. 

2. Locate the "x" for the program in the right hand corner of the screen. Notice the "x" indicated is for the program and not the one to close the browser window.

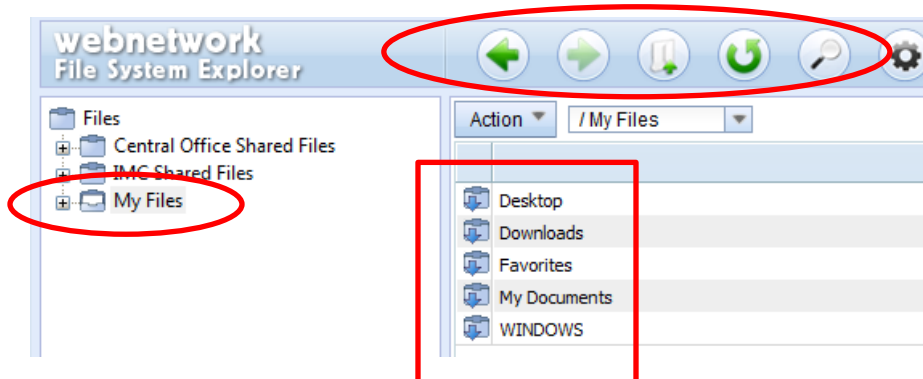


How do I access my files that I have saved on my user account (Active Directory) through my.sandi.net?

Step 1: To access saved files for your account, click on the "My Files" icon on the my.sandi.net desktop. The "webnetwork File System Explorer" will be loaded as seen below.

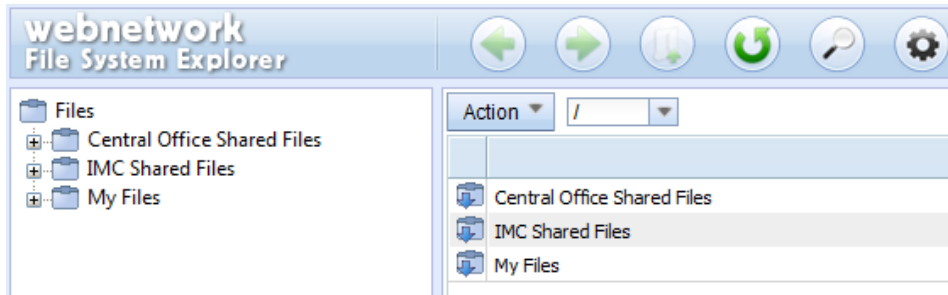
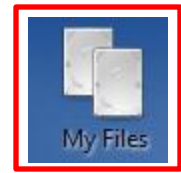


Step 2: To access the saved files for your account, click on the "My Files" folder on the left side of the window. The file folders will change on the right column to reflect the contents. To access any of the folders in the right column, double click with the mouse and the contents of the folder will be displayed. In addition, the green arrows and other icons at the top of the window can be used to navigate and search. Hover the mouse over each icon for a tip on what the icon does.

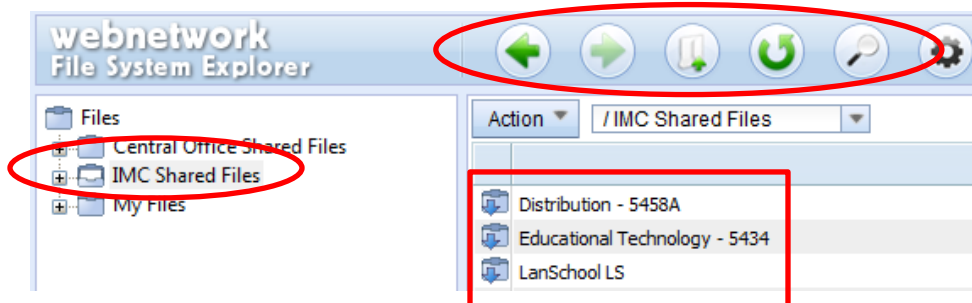


How do I access my school’s “public” folder (e.g. the shared storage space that all staff members can access at the school site)?

Step 1: To access saved files for your account, click on the “My Files” icon on the my.sandi.net desktop. The “webnetwork File System Explorer” will be loaded as seen below.

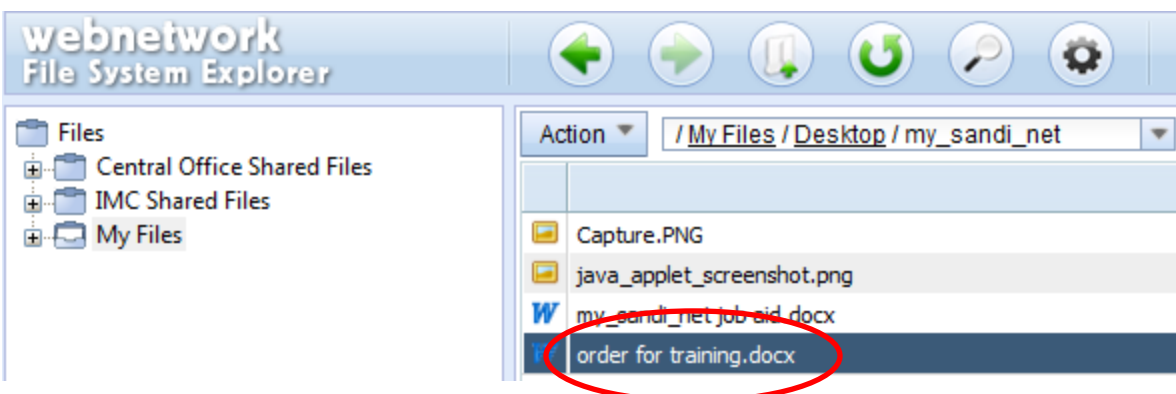


Step 2: To access the public folder (shared files) for your school site, click on the “shared files” folder on the left side of the window. The file folders will change on the right column to reflect the contents. To access any of the folders in the right column, double click with the mouse and the contents of the folder will be displayed. In addition, the green arrows and other icons at the top of the window can be used to navigate and search. Hover the mouse over each icon for a tip on what the icon does.

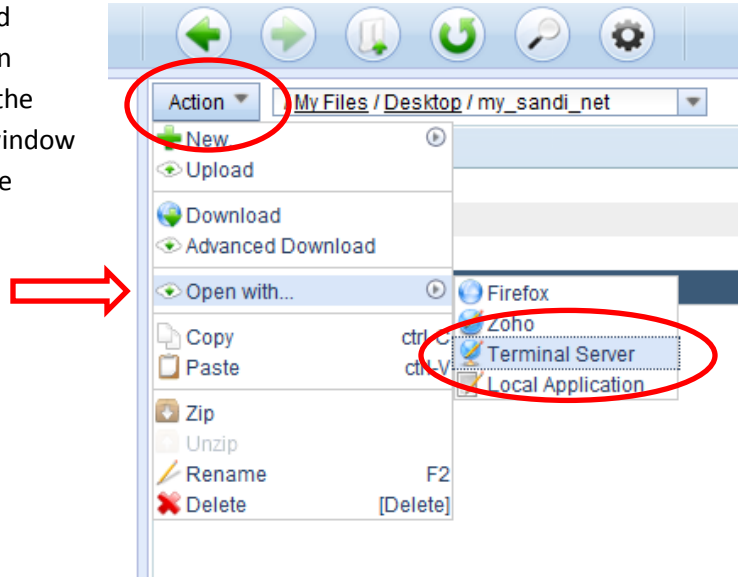


How do I open a file in the WebOS?

Step 1: To open a file in the WebOS, navigate to the file you wish to open and click once to select the file.



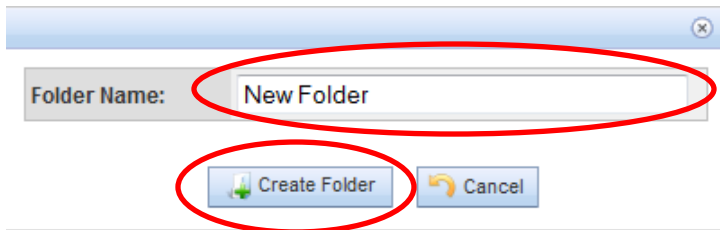
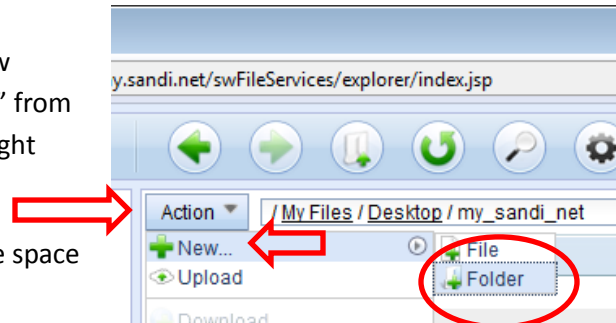
Step 2: Click on the “Action” button and choose “open with” from the drop down menu and then “terminal server” from the right hand menu. The web browser window will go through several screens while the document opens in the WebOS.



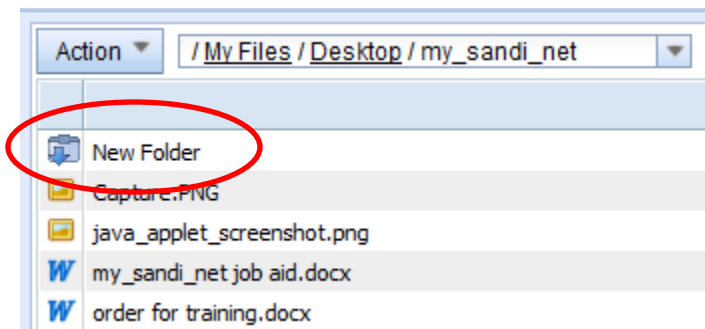
How do I create a new folder?

Step 1: Navigate to where you wish to create a new folder. Click the “Action” button and choose “New” from the drop down menu and then “Folder” from the right hand menu.

Step 2: Name the new folder by typing in the white space provided and click the “Create Folder” button.

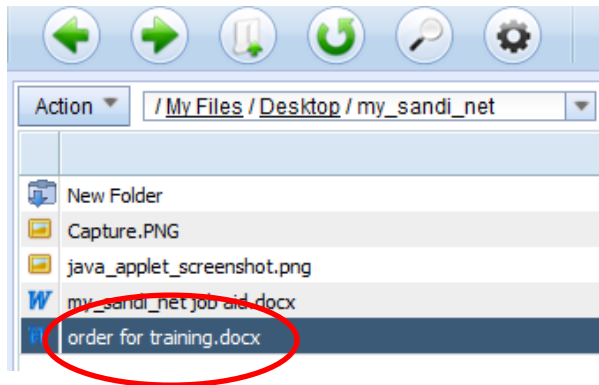


The new folder will be created in the list of items in the right hand column.

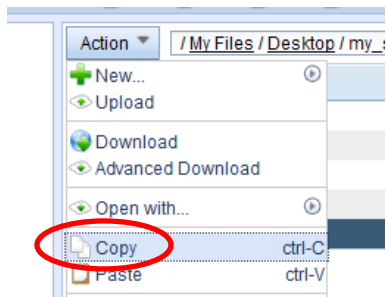


How do I copy files into a folder?

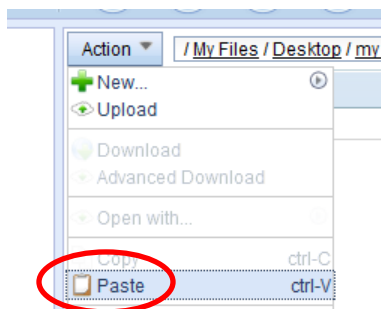
Step 1: Navigate to the file you wish to copy and click once to select it.



Step 2: Click the "Action" button and choose "Copy" from the drop down menu.



Step 3: Navigate to the folder into which you wish to copy the file. Double click to enter the folder. Click the "Action" button and choose "Paste" from the drop down menu.

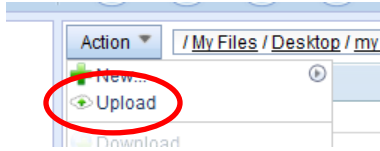


Note: The action of copying the file will make a copy in the new location but will not remove the existing file from its current location.

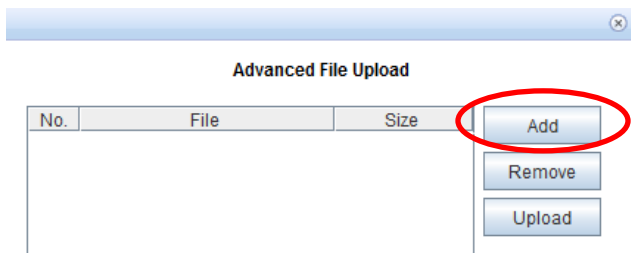
How do I upload files to my.sandi.net?

Step 1: To upload files to my.sandi.net, navigate to the folder to which you would like to upload the files.

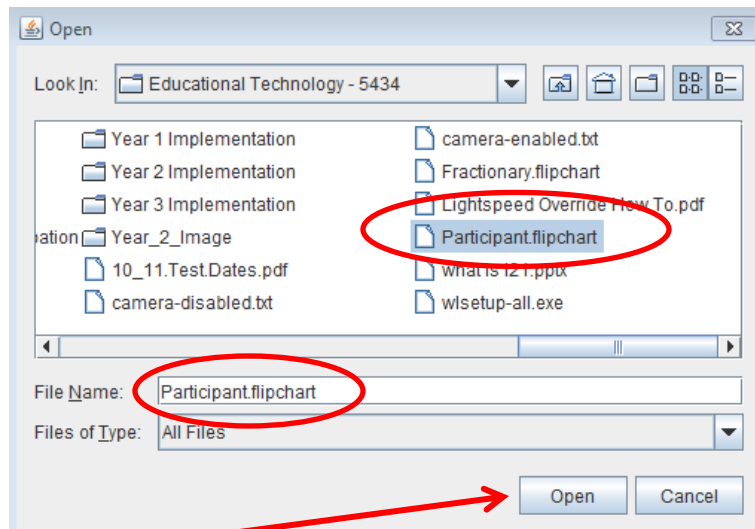
Step 2: Click on the “Action” button and choose “Upload” from the drop down menu.



Step 3: Click on the “Add” button in the “Advanced File Upload” window.

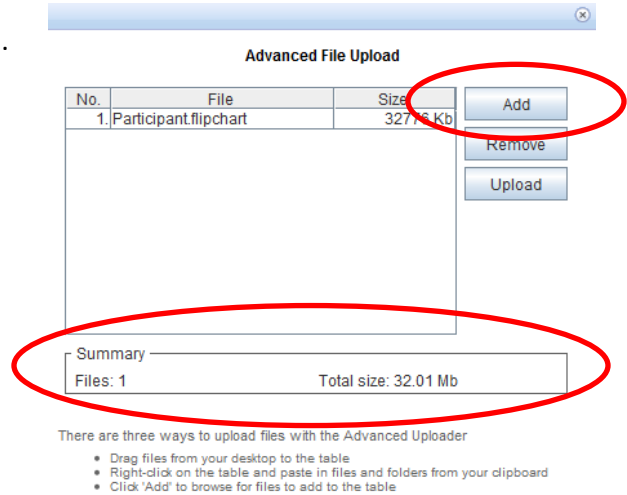


Step 4: Navigate to the file or folder you wish to upload and click once to select it. You will notice that the name of the file or folder selected will appear in the field to the right of “File Name.”

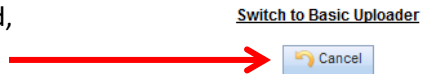


Step 5: Click the “Open” button. (**Note:** if using a Macintosh computer, there will be a “Choose” button instead of an “Open” button). Repeat steps 3-5 in this process for as many files or folders as you wish to upload.

Step 6: When you are ready to finalize the upload and send the files to my.sandi.net, click the “Upload “ button. The total number of files and the total size of the upload will be reflected in the Summary area.



Note: At any time, should you wish to cancel the upload, click the cancel button at the bottom of the window.



How do I log out of my.sandi.net?

Step 1: Click on the icon in the bottom left corner with the “wn” label and a picture of a cloud.



Step 2: Click the “Log Out” button.

