

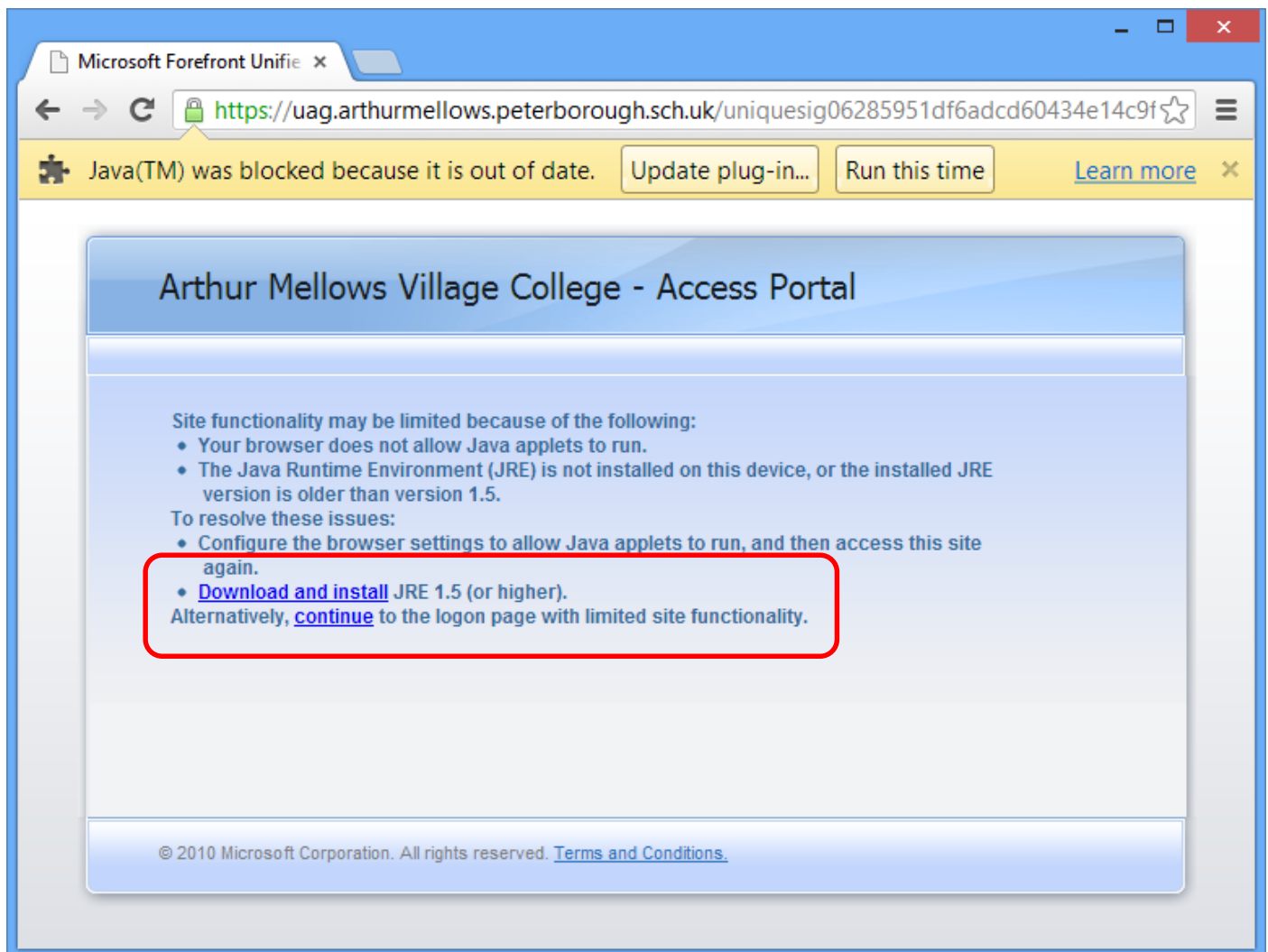
# Arthur Mellows Village College – Access Portal. A quick Student Guide.

## Logging On

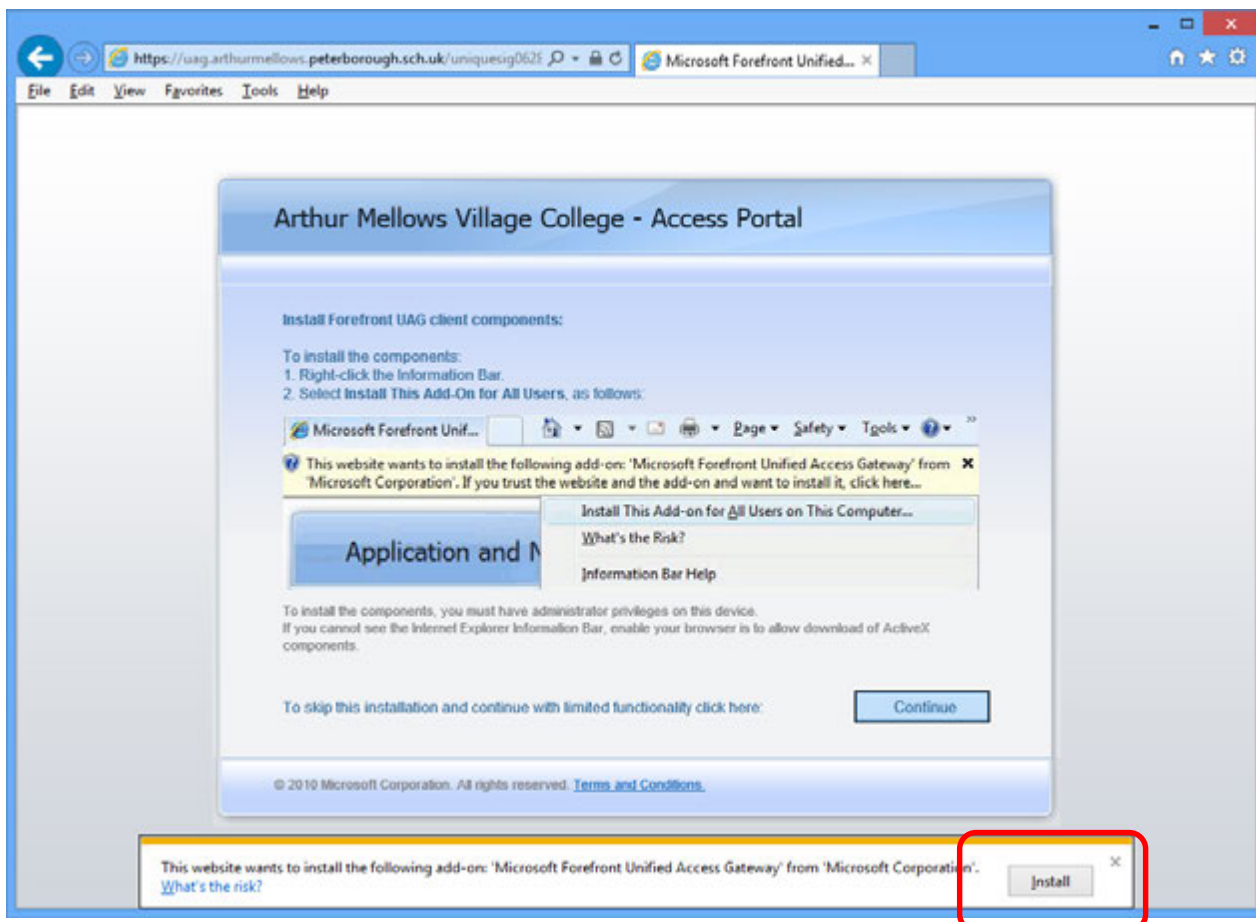
You can use the Access Portal on either a PC or a Mac.

To log on, type <https://uag.arthurmellows.peterborough.sch.uk> in your browser.

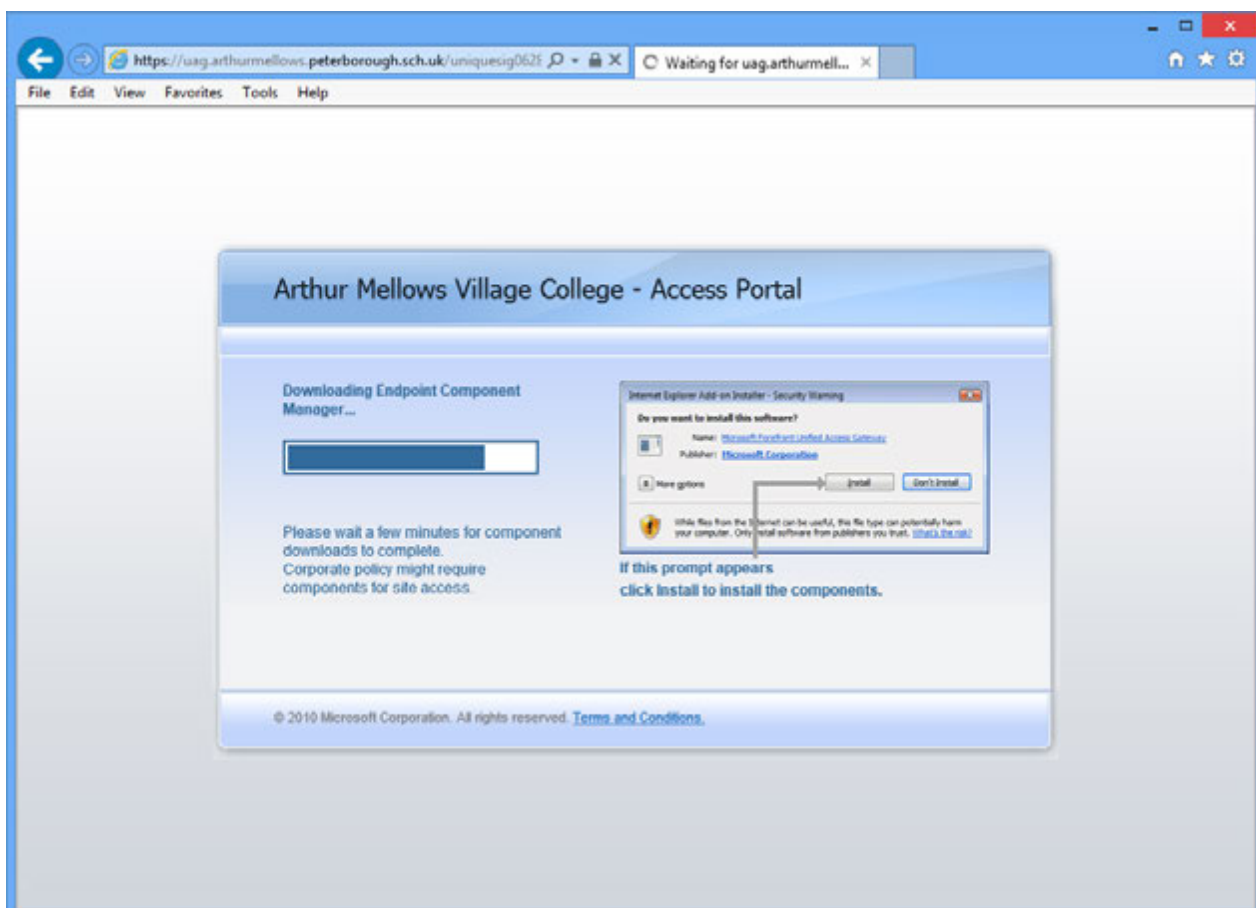
If you use a browser other than Microsoft Internet Explorer (IE), you may receive a message asking you to download and install Java. This is not essential and you can click **continue**, although if you complete the install you will not see the message again when you next visit the site.



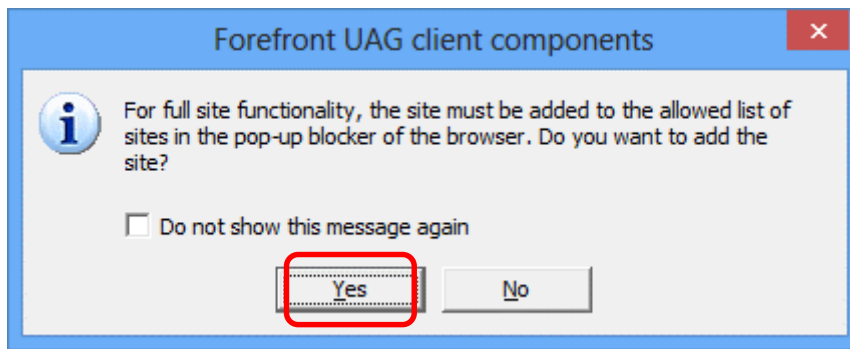
If you use a Microsoft Internet Explorer (IE) browser, you will be asked to install some client components. This is not essential and you can click **Continue**, although it is better to install them so that you do not receive the message each time you visit the site. To do so, click **Install** to the pop-up message that appears.



Then follow the onscreen instructions:



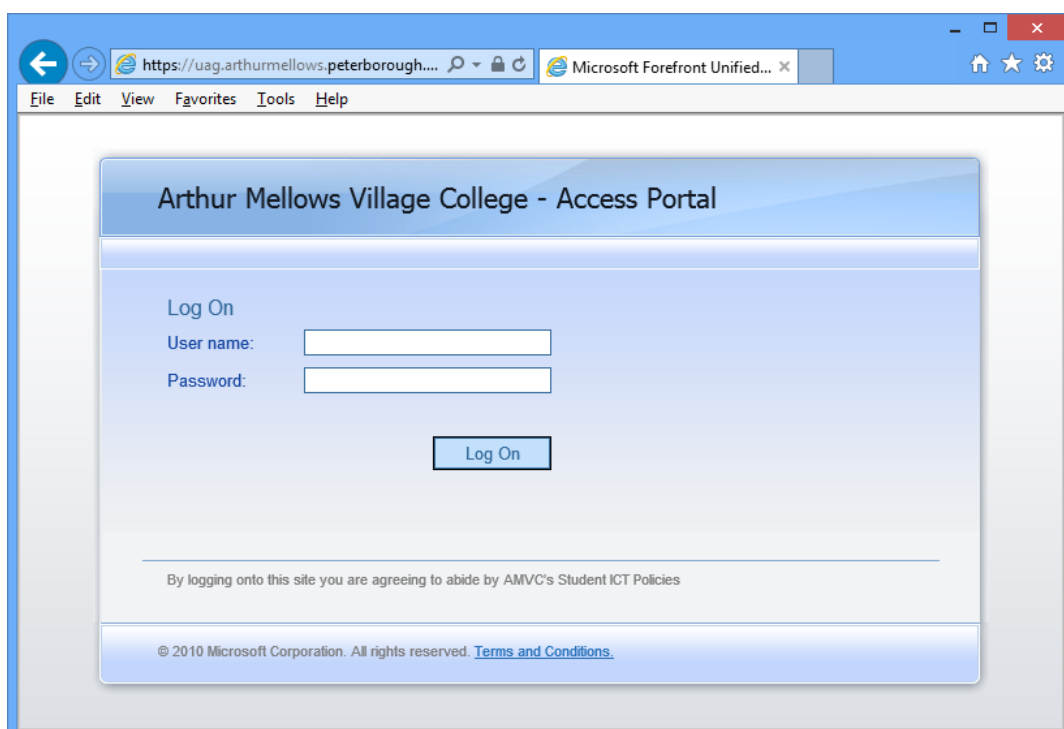
To complete the install of the client components, you will need to click **Yes** when prompted with the following message:



And then click **Trust this Site, Always** and then the **Trust** button.

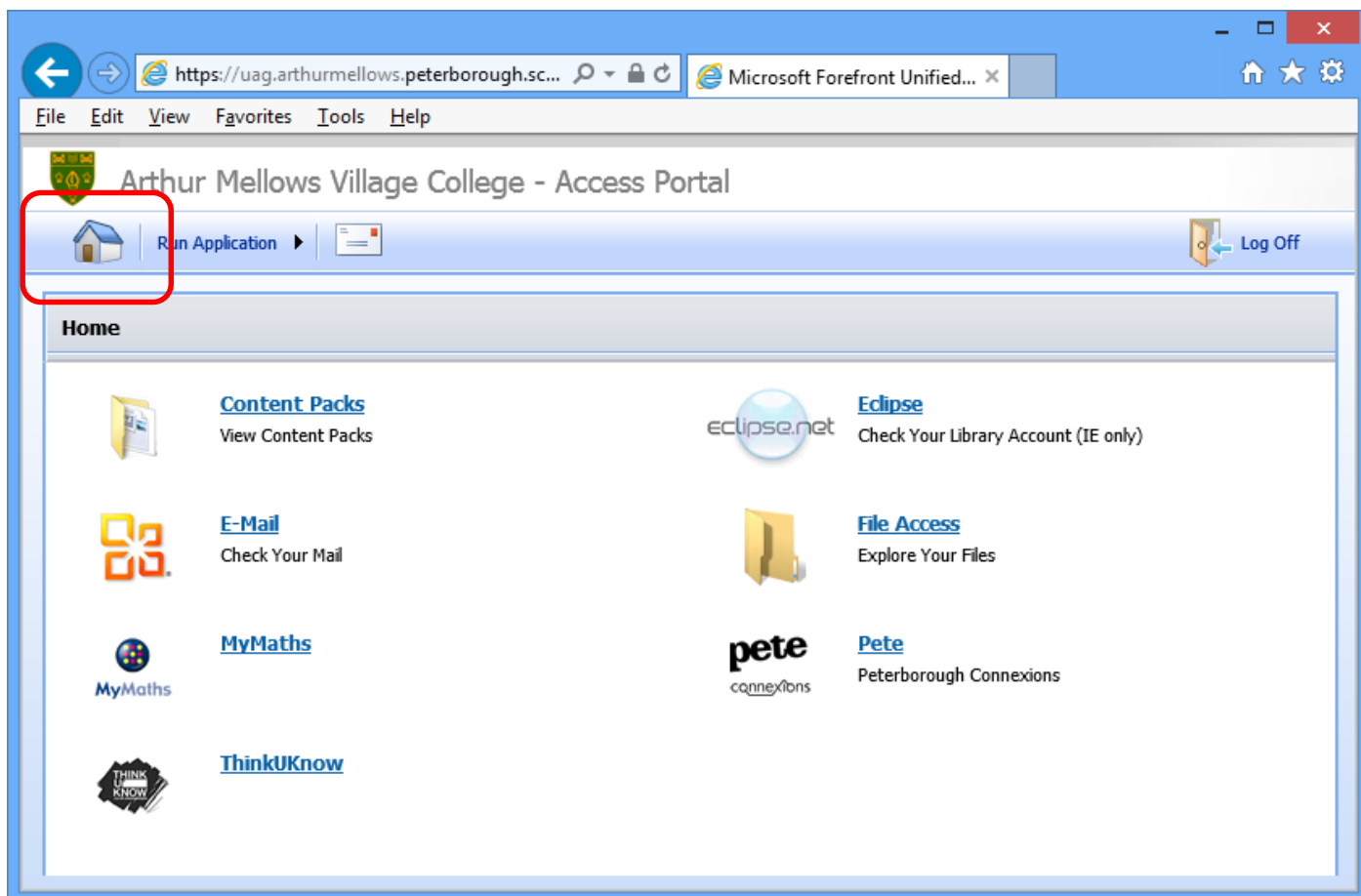


Whichever browser you've used you'll be presented with the Log On screen. Use your normal network username and password to log on.



## The Home Page

From the Home Page there are a number of applications and links that can be chosen. You can always return to this page by clicking the *home* icon.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Arthur Mellows Village College - Access Portal'. The browser's address bar shows the URL 'https://uag.arthurmellows.peterborough.sc...'. The page title is 'Arthur Mellows Village College - Access Portal'. A red box highlights a house icon in the top navigation bar, which is labeled 'Home'. To the right of the house icon is a 'Run Application' button with a right-pointing arrow, and further right is a 'Log Off' button with a left-pointing arrow. Below the navigation bar, the main content area is titled 'Home' and contains several application tiles:

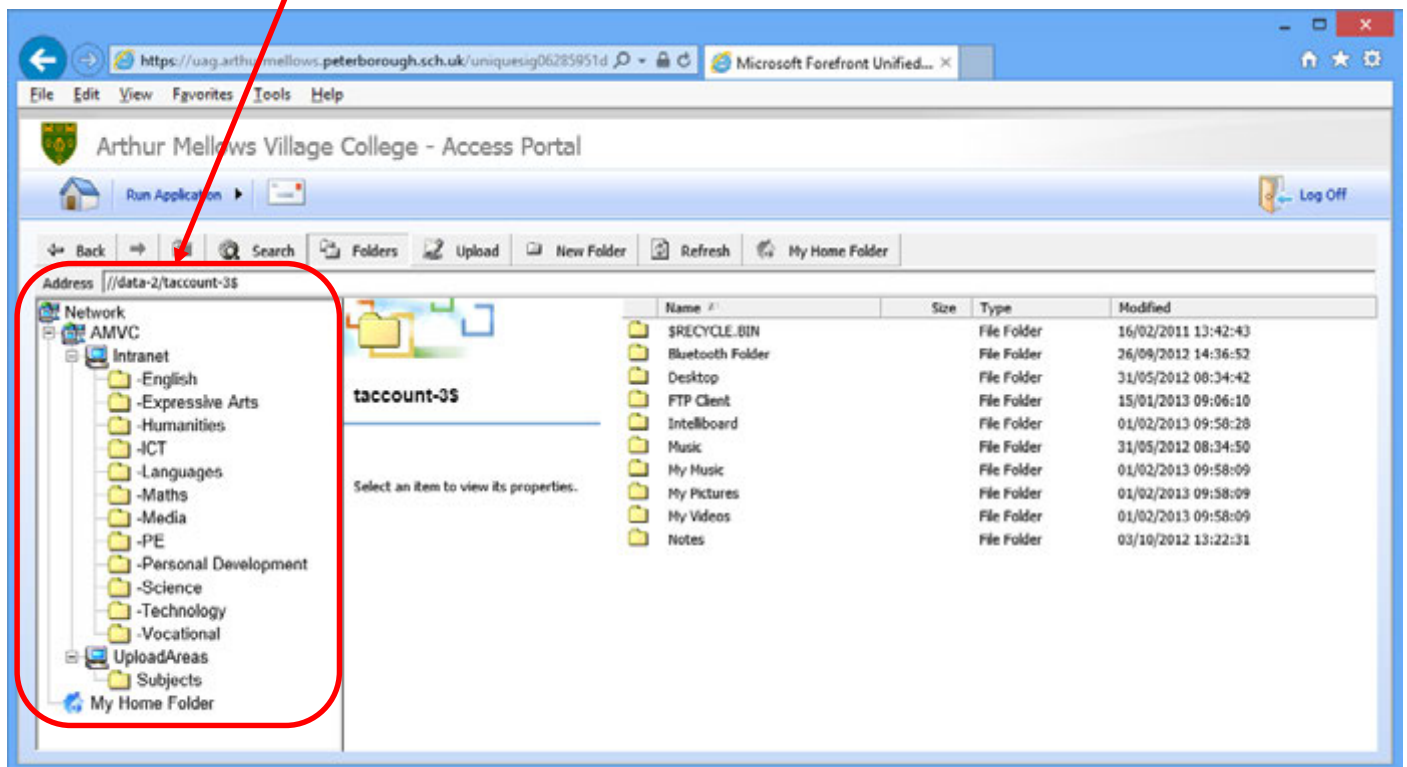
- Content Packs**: View Content Packs (with a folder icon)
- Eclipse**: Check Your Library Account (IE only) (with an eclipse.net logo)
- E-Mail**: Check Your Mail (with a mail icon)
- File Access**: Explore Your Files (with a folder icon)
- MyMaths**: (with a MyMaths logo)
- Pete**: Peterborough Connexions (with a pete connexions logo)
- ThinkUKnow**: (with a ThinkUKnow logo)

Please note that the link to *Eclipse* will only work if you're using Microsoft Internet Explorer (IE) as your browser. This means that *Eclipse* is not available to non-PC users.

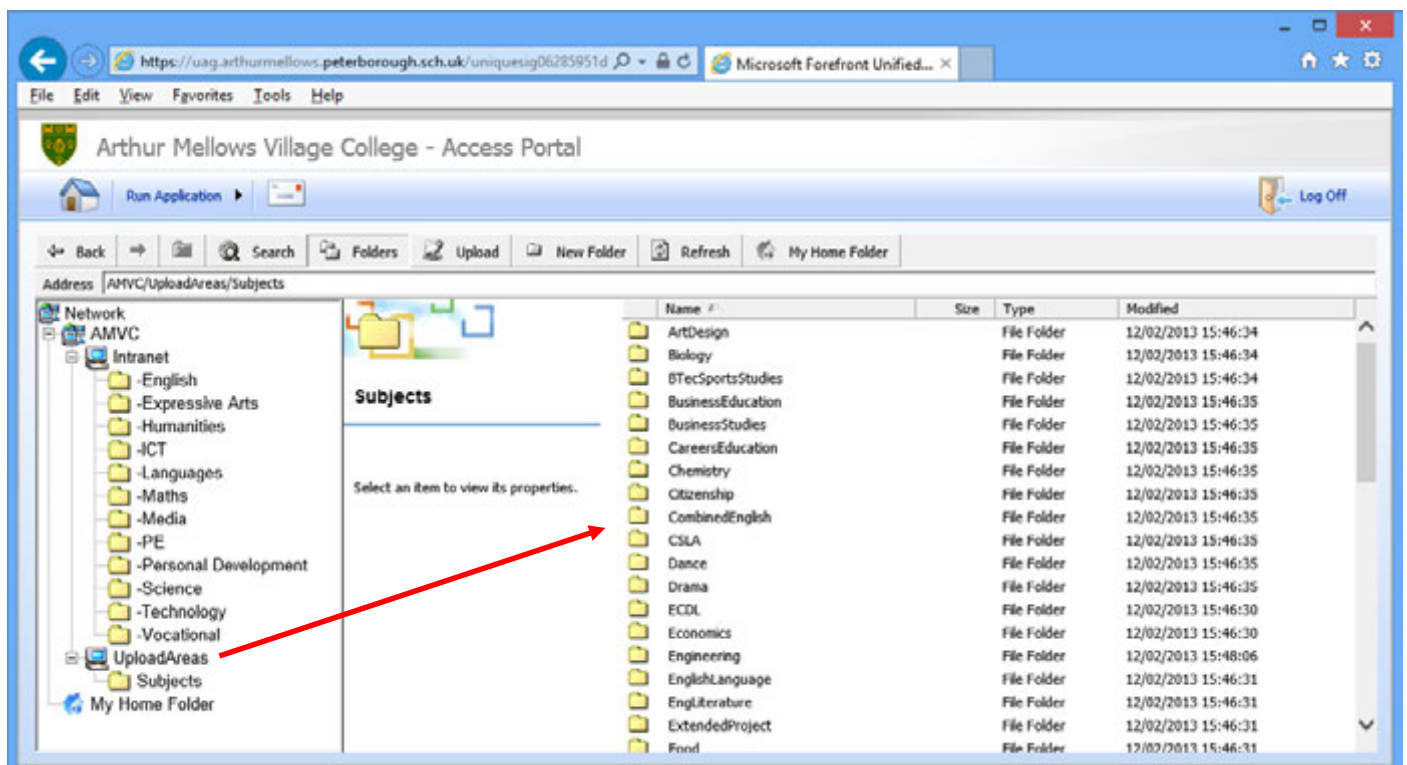
## File Access

File Access allows you to download and upload files to and from the school's system.

It allows access to three areas. Your *home folder (z drive)*, the *Student Intranet*, and a new area called *UploadAreas*.

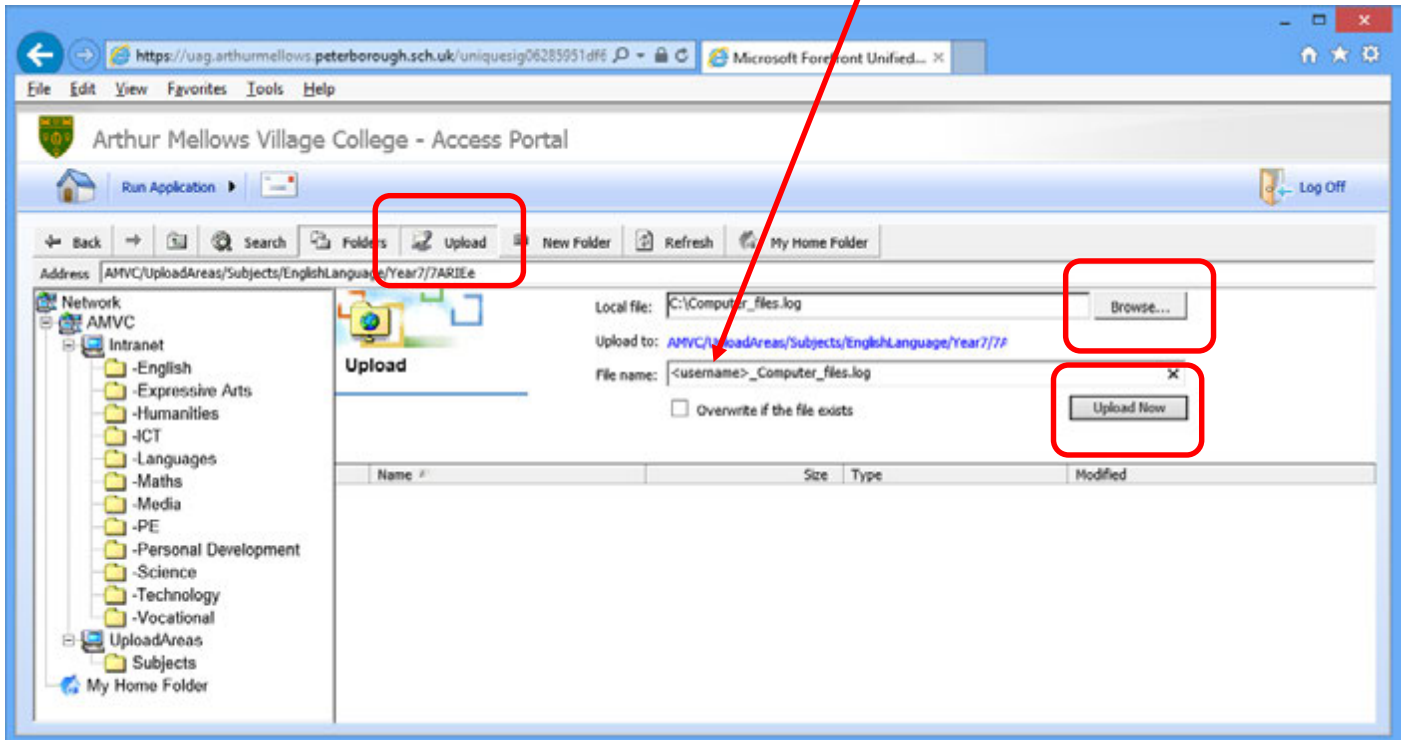


The *UploadAreas* are sorted into subjects, then year, then class. You cannot change or add to any of these folders, but you can upload files into the class folders. In this way you can submit homework.

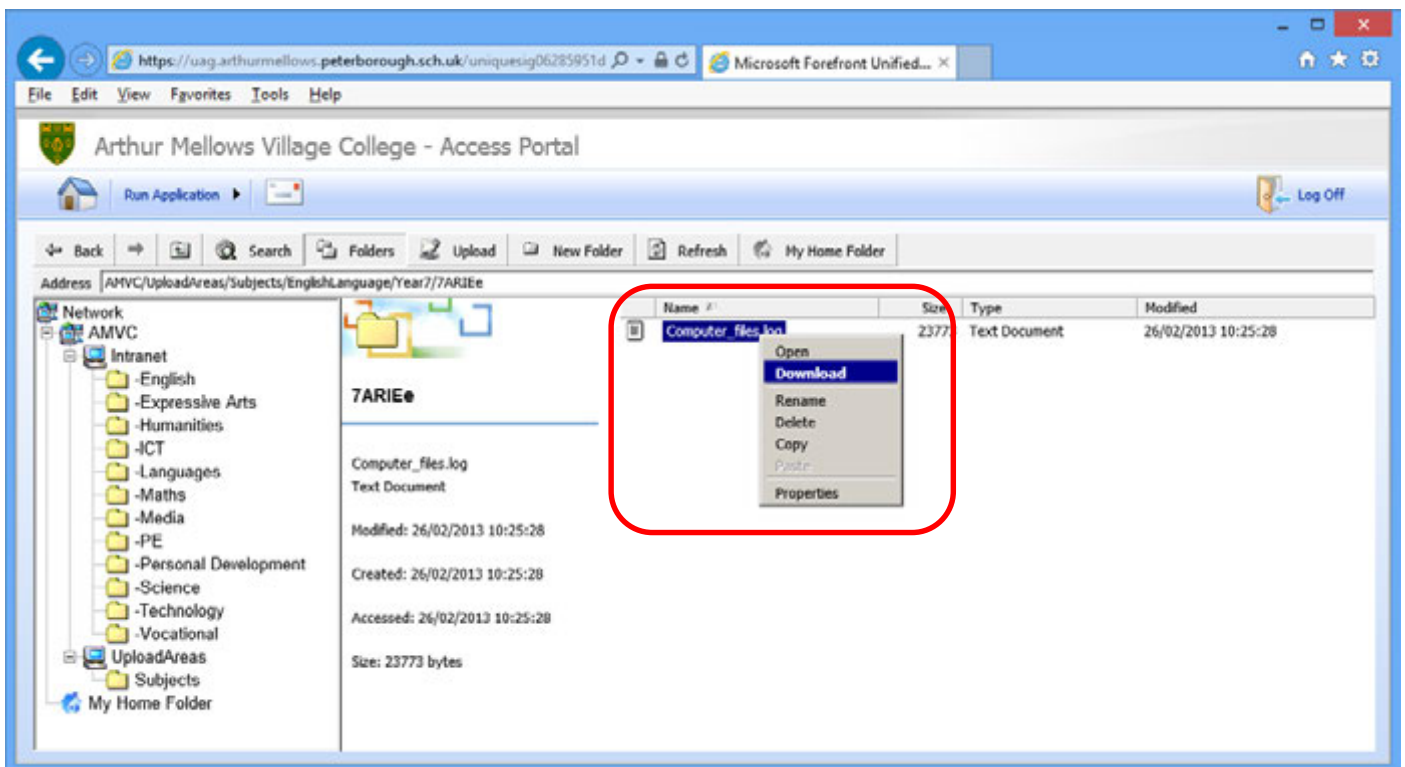


Any work you upload into a class folder will only be accessible to you and your teachers. Other students will not be able to download or delete your files.

To upload a file, browse to the folder you would like to upload the file to, then click the **Upload** button. Click **Browse...** to find the file and then click **Upload Now**. (Note that your username will be appended to the front of the filename. You can remove this if you wish.)



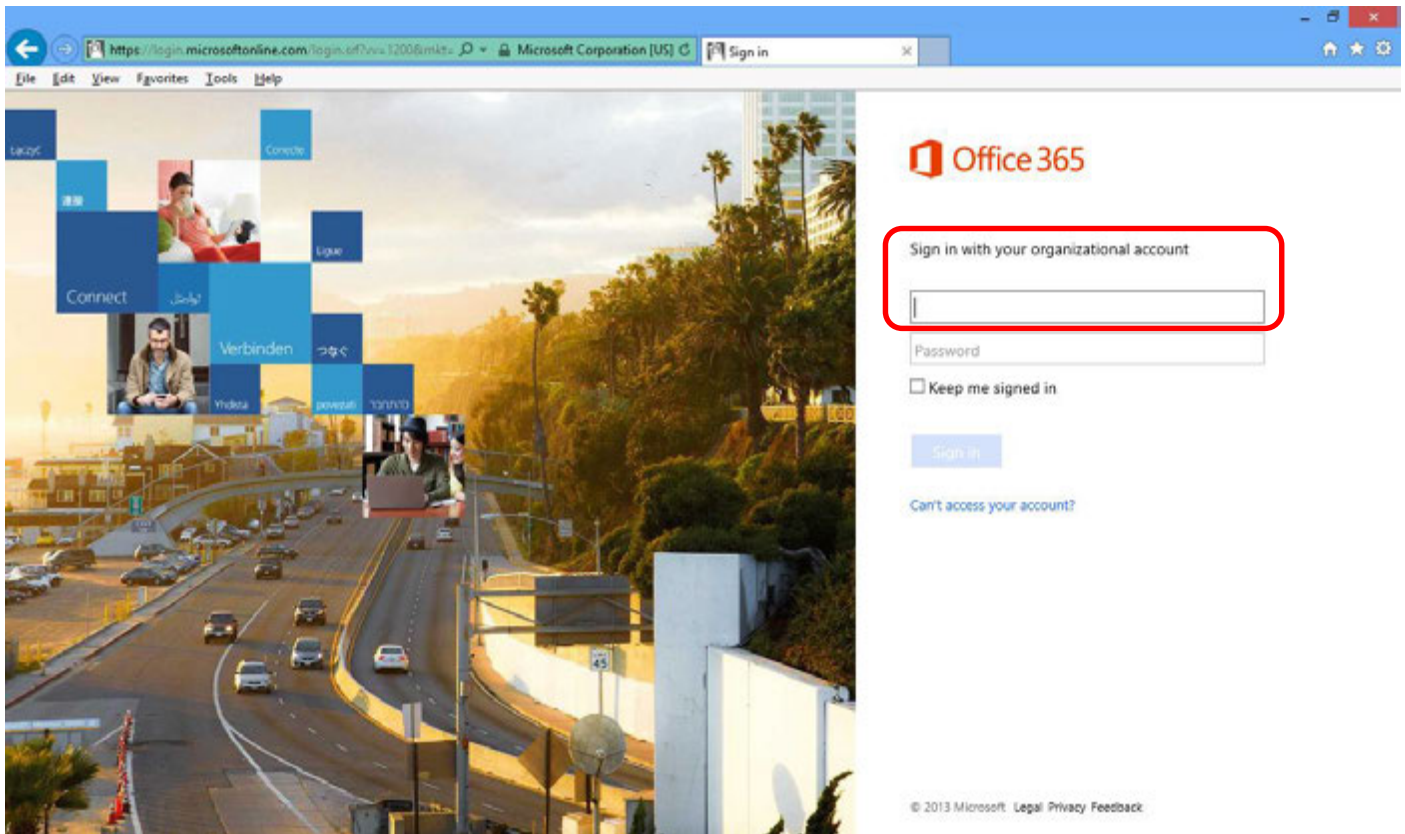
To download a file, browse to the folder you would like to download the file from, then right-click on it and select **Download**.



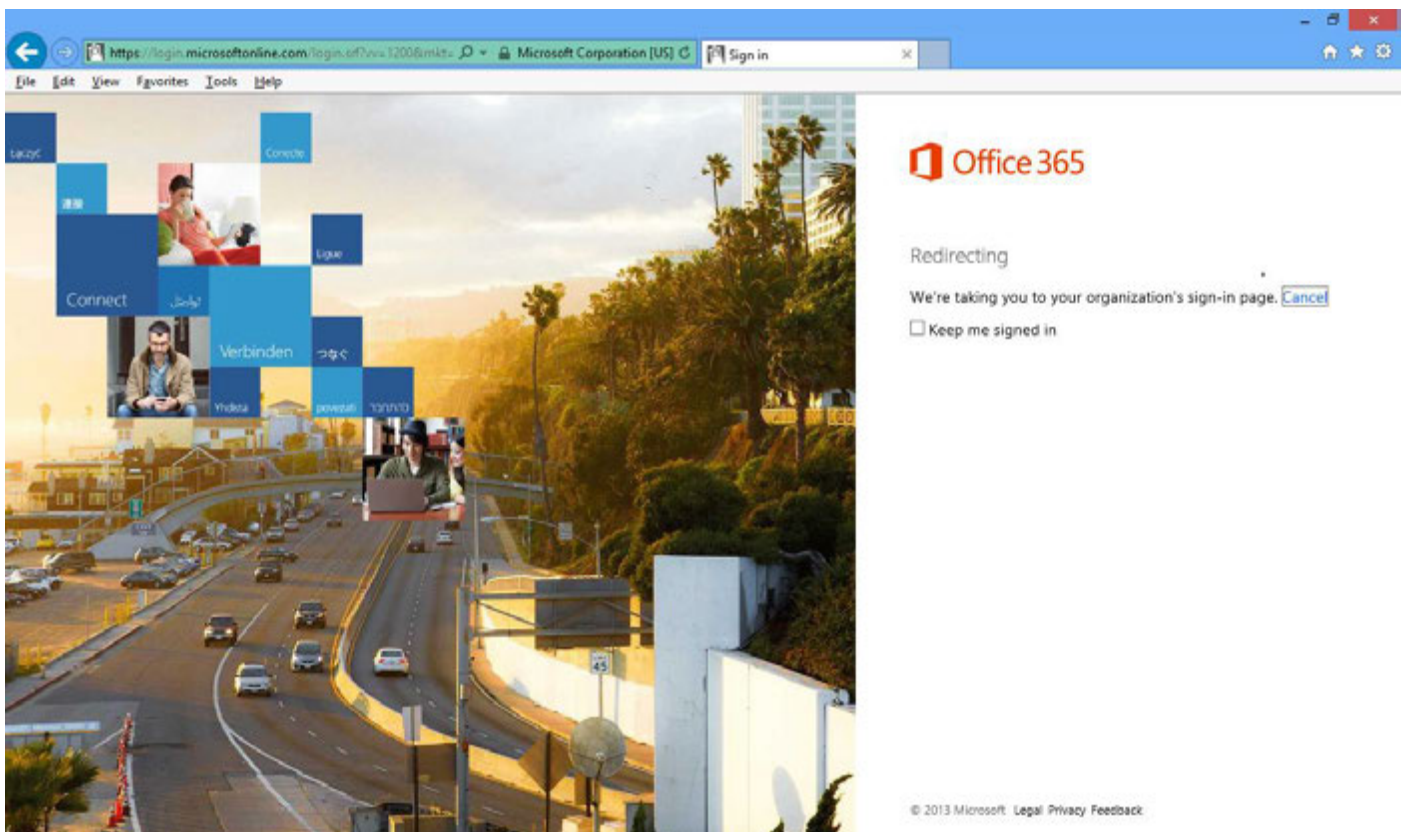
## E-Mail

Your email account follows the format: <username>@arthurmellows.net

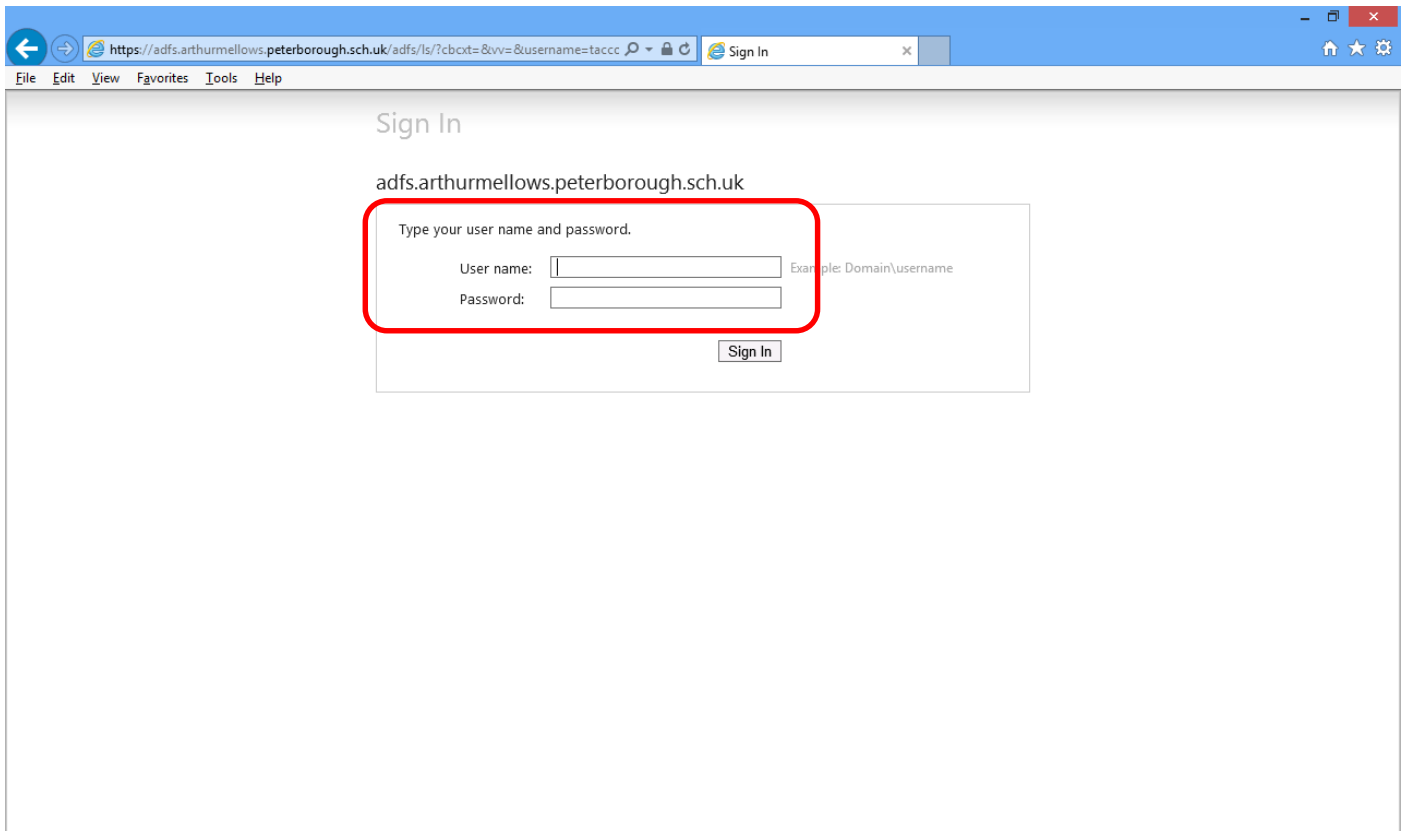
This is also your **organizational account** to sign in with.



After entering your **organizational account**, you will automatically be redirected to another **sign-in** page.



At the next sign-in page, enter your normal network username and password and click **Sign In**. (This is the same username and password you used to log into the AMVC Access Portal.)



You will be logged into your email account.

