

# accessing FROM SHAREPOINT FROM HOME

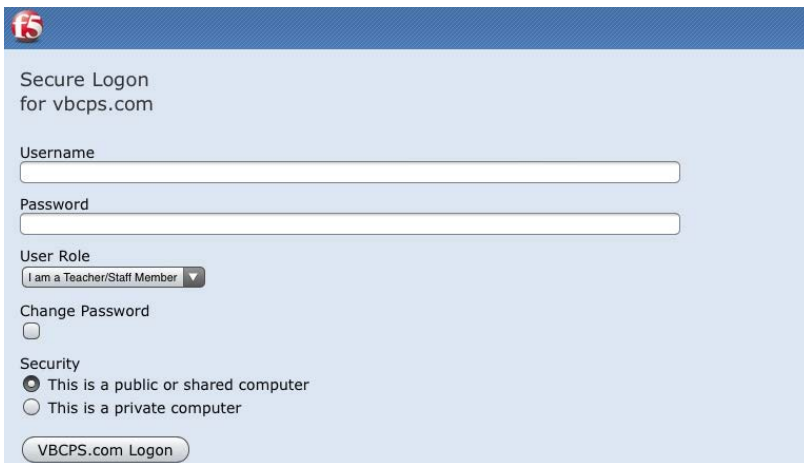
1. Go to the Landstown Middle School website.

The screenshot shows the Landstown Middle School website homepage. At the top left is the school logo featuring a knight on a horse. To the right of the logo is the text "Landstown Middle School". Further right is a search bar with the text "Search:" and buttons for "Go" and "Clear". Below the header is a red navigation ribbon with the following menu items: ABOUT US, PARENTS, STUDENTS, STAFF, OUR LOCATION, and CONTACT US. The main content area features a large image of the school building. To the right of the image is a section titled "Support Our Lancer Athletes!" with details for "Boys' Soccer" (Wednesday, Oct. 22 at 6:30 p.m. Semi-Finals Game vs. Lynnhaven MS held at Sportsplex) and "Football" (Tuesday, Oct. 21 at 5:00 p.m. Game vs. Brandon MS held at Tallwood High). Below this is a text box that says "Go to 'This Week' for more events and the 'Bulletin Board' for other important announcements". At the bottom of the page is a grey navigation bar with the following menu items: RESOURCES, BULLETIN BOARD, THIS WEEK, GUIDANCE, and PTSA.

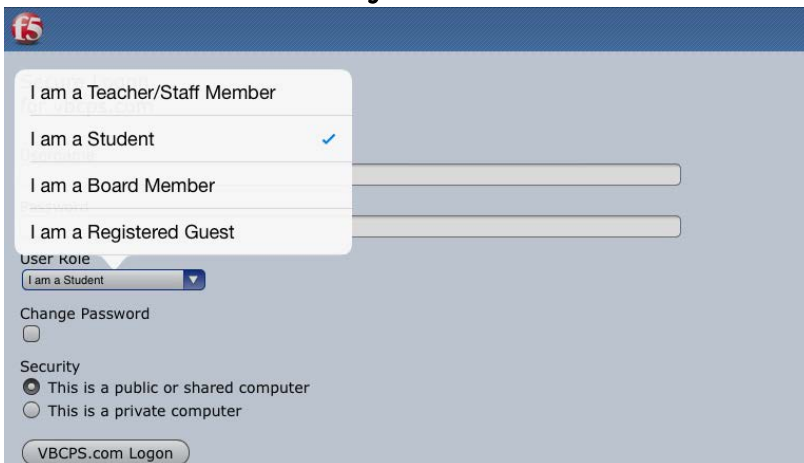
2. From the ribbon at the top, click on **Parents**, **Students**, or **Staff**. You will get the same options.
3. Select **SharePoint** from the right-hand column in the drop-down menu.

This screenshot shows the same Landstown Middle School website homepage, but with the "PARENTS", "STUDENTS", and "STAFF" menu items expanded. The "PARENTS" menu includes: Admin, History, Our Staff, PCI, School Report Cards, Handbook, Menus, Parent Connection, Parent Portal, Parent Support and Information Center, Pay for meals, and PTA / PTSA. The "STUDENTS" menu includes: Code of Conduct, Library, SchoolNet, Student Portal, and Welnet. The "STAFF" menu includes: Aesop, Email, Intranet, SchoolNet, Sharepoint, and Synergy. The rest of the page content, including the "Support Our Lancer Athletes!" section and the bottom navigation bar, remains the same as in the previous screenshot.

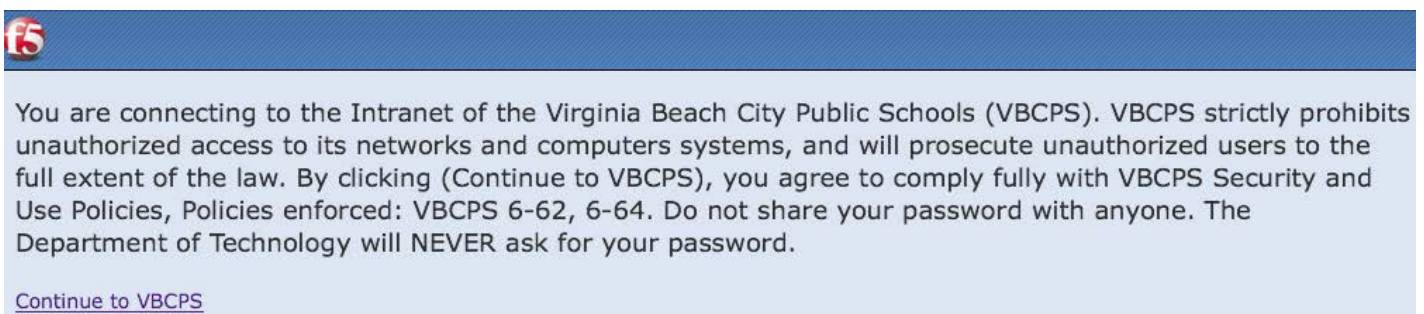
4. At this point you must log onto **VBCPS.com**.
5. Type in your **6-digit student number** under **Username** and **your network password** under **Password**.



6. From the **User Role** drop-down menu, select **I am a Student**.
7. If you are on a personal computer, change from **This is a public or shared computer** to **This is a private computer**. FYI: Never change your password from home.
8. Then click, **VBCPS.com Logon**.



9. You will get the following message about **“connecting to the Intranet of VBCPS”**, select **Continue to VBCPS**.



10. Congratulations! You have successfully accessed **SharePoint** from home!