

eBackpack: Making a “Permanent” Web Folder in Windows Vista

Note: This guide demonstrates how to access eBackpack folders in **Windows Vista only**. See our other job aides for *Windows XP* and *Macintosh OS X*: <http://edtech.guhsd.net/help.php>

1. To access EBackpack files in Vista using Windows Explorer: Open the **Start** menu, and select **Computer**.
2. In the toolbar near the top of the Computer window, click **Map network drive** button.

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

Reconnect at logon

Connect using a [different user name](#).

[Connect to a Web site that you can use to store your documents and pictures.](#)

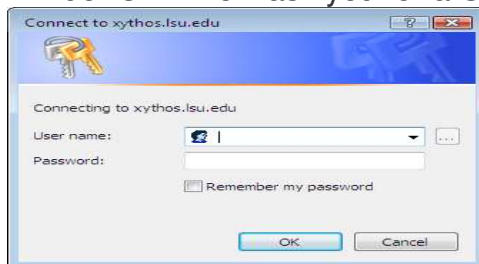
3. In the “Drive” drop-down menu, select any available drive letter for the EBackpack folder.
4. In the **Folder** field, type the URL of your EBackpack folder:
<https://ebackpack.guhsd.net/username>

[Note: Use your assigned District/TeacherPortal user name (e.g., ts1234) at the end of the server address. The example above would be showing the *eBackpack* address for someone with a username of “user.”]

Folder:

After entering the URL, click **Finish**.

5. Windows will now ask you for a **User name** and **Password**.



In the User name field, enter your EBackpack user name (same as TeacherPortal/Performance Profile username), and in the Password field, enter your EBackpack password. After entering the information, click **OK**.

6. Windows will now open the EBackpack folder in a Windows Explorer window. To access the folder again, click **Computer** in the Start menu. The EBackpack folder will be listed under the Network Location heading.