

The Division of Information Technology

BVSD EZ Access - <https://sp2.bvsvd.org>



What is EZ Access?

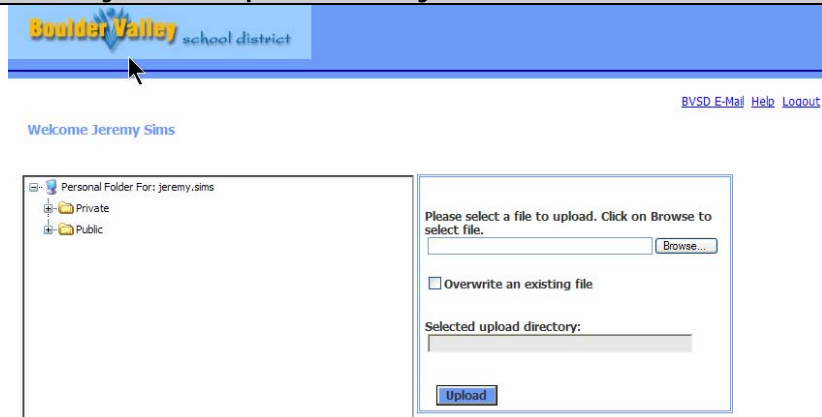
Through BVSD EZ Access, Staff and Students* of Boulder Valley School District can securely access their Public and Private folders on the BVSD network from school or at home. Users can download and upload files and documents to and from their BVSD network folders without being directly connected to the BVSD network. Use of BVSD EZ Access is subject to the Terms of Use below.

Terms of Use

The use of BVSD EZ Access falls under the **BVSD Acceptable Use Policy**. All content uploaded to and downloaded from the BVSD network is the responsibility of the user. Unacceptable use of EZ Access and other district network resources will result in disciplinary action.

How to Use the EZ Access Website

How to Download Files to your Computer from your Public and Private folders on the Server



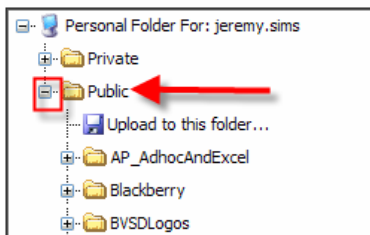
Step 1



Determine desired file.

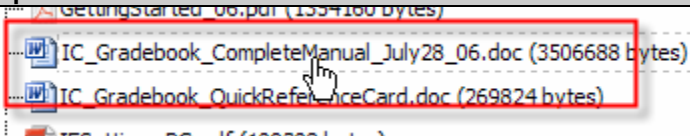
Note:
You will need to download this file before you can work on it.

Step 2



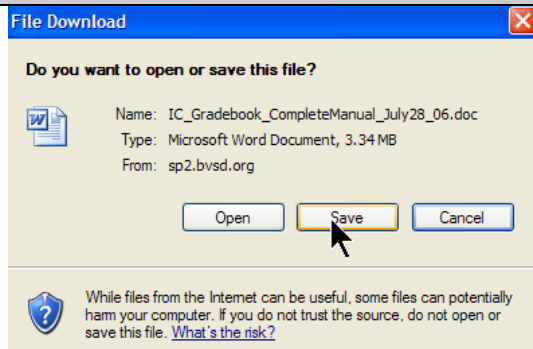
To navigate to your desired file, click the folder name (or the + box) to expand your Private or Public folders.

Step 3



Click on the file you want to download.

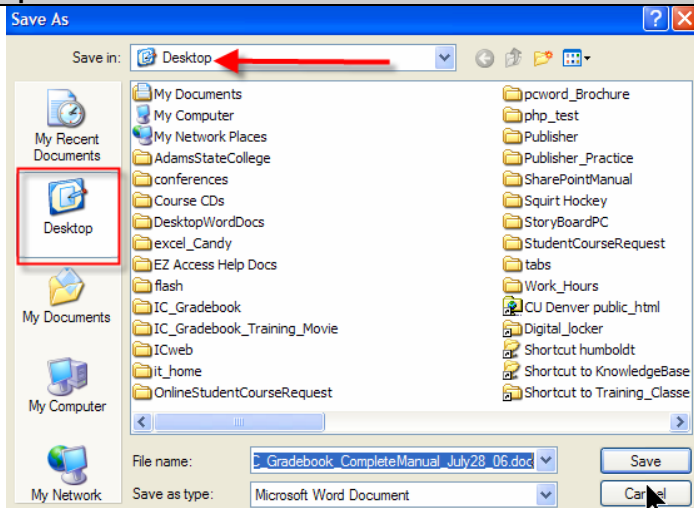
Step 4



Click the **Save** button.

Note:
Do not select "Open" or you will be unable to save changes.

Step 5



Save the file to a convenient location on your computer, such as the Desktop or My Documents.

How to Upload Files to your Public and Private folders on the Server

Please select a file to upload. Click on Browse to select file.

Browse...

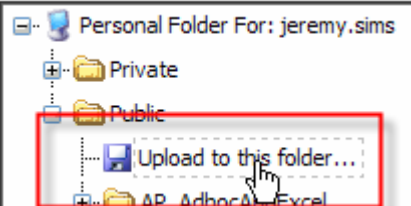
Overwrite an existing file

Selected upload directory:

Upload

If the file has been modified it will need to be uploaded to your Public or Private folders so that you will have the updated version of the file on the Server.

Step 1



Click the folder name (or the + box) to expand your Private or Public folders.

Click the **Upload to this Folder.**

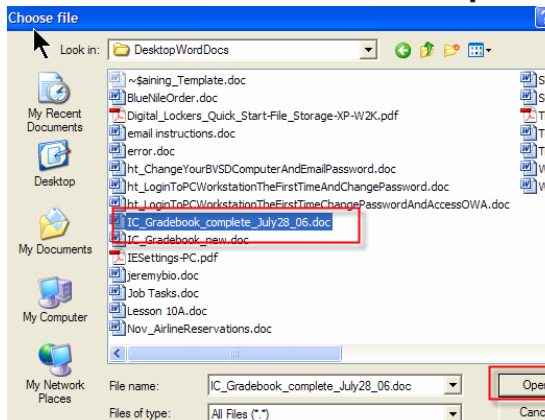
Note:

This will allow you to upload your file to this specific folder.

Step 2

Please select a file to upload. Click on Browse to select file.

Browse...



Click **Browse** to find and select the file you would like to save to EZ Access.

When you find the file, select it and click **Open.**

Step 3

Please select a file to upload. Click on Browse to select file.

C:\Documents and Settings\jeremy.sims\ [Browse...]

Overwrite an existing file

Selected upload directory:

Upload

If the file does not exist on the server simply click **Upload.** For example, if you created a new document on your home computer that you would like to save to EZ Access you can just upload it.

The **Overwrites existing file** checkbox is used if the file already exists on the server and you would like to replace the old version with a modified version from your home computer.

Step 4

[BVSD E-Mail](#) [Help](#) [Logout](#)



For additional information refer to the online Help page or you can go to: <http://www.bvsd.org/C3/Technology/Pages/BVSD%20File%20Access.aspx> on the web.