

## Accessing Your eLocker From Home

D211 uses Microsoft's Unified Access Gateway (UAG) to allow students and teachers to access their files remotely from any location with Internet access. It is similar to last year's NetStorage but with more security and more features.

**NOTE: If your version of MSWord at home is different than the one we use here, you will have to save your document as a "Word 97-2003" document. If you do not, you will not be able to access it from UAG. To do this, click on the Office Button in the upper left-hand corner and then let your mouse hover on the "Save As" on the drop-down menu. Click "Word 97-2003 Document." It will save as a .doc file instead of a .docx file, which signals the newer version of Word.**

Here are your directions for logging in to UAG and accessing your files:

1. Go to the district Online Storage web page which can be found on the web page of every D211 school. The direct link is <https://xtier.d211.org/>
2. Click on the **LOG IN** button.

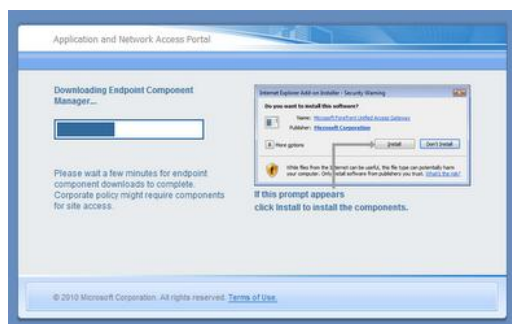
3. You will get an error message stating that there is a problem with the security certificate on this web page. Click on **CONTINUE TO THIS WEB SITE**.



4. A box will pop up that states the web site is already in your trusted sites list and ask if you want to allow opening the site. Click **YES**.

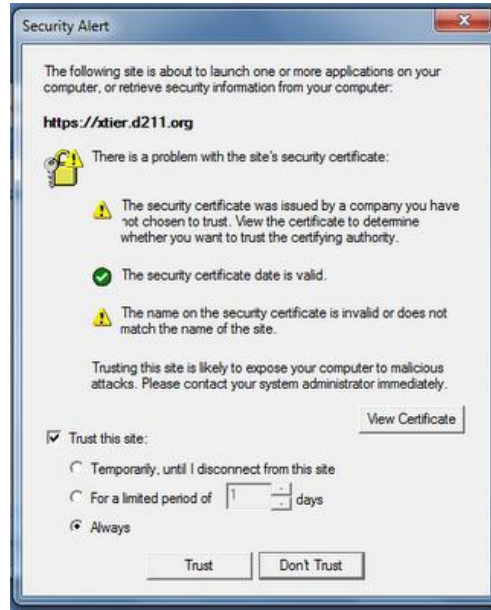


5. An add-on needs to be installed onto your computer to make the software work. Click on the **INSTALL** button if this box pops up. You will only have to do this the first time you use the Online Storage.



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- The software is being installed onto your computer and needs access to the district Online Storage page for it to work. When you get the security alert asking if you trust the certificate, click on **TRUST THIS SITE** and then choose **ALWAYS**. Then click on the **TRUST** button at the bottom. Again, you will only have to do this the first time you use the Online Storage.



- You can now log in . Add the phrase **d211\** to the beginning of your username. Without adding d211\ you will not be able to access your files. It is required! Enter your password and then click on **LOG ON**. The password for UAG is the same one you use when you log on to a computer at school.

**To Open A File in UAG:** Double click the file and a window will pop up asking whether you wish to “Open” or “Save” the file. Choose “Save” and then save the file directly to your computer. Once you’ve saved it, you should then open the file, work on it and then save it back to the same location on your computer.

**To Save a File Back on to your H: drive:** You’ll need to “Upload” the file back to your eLocker from within UAG. To do this, click once on the **UPLOAD** button at the top of the UAG screen, which looks like this:



Just like you would when you attach a document to an email, you will need to use the **BROWSE** button to find the file from where you saved it on to your computer. Once you find it, double-click on it. If you want the new file to replace the old version, be sure to check the box that says “Overwrite if the file exists” before clicking on **UPLOAD NOW**.