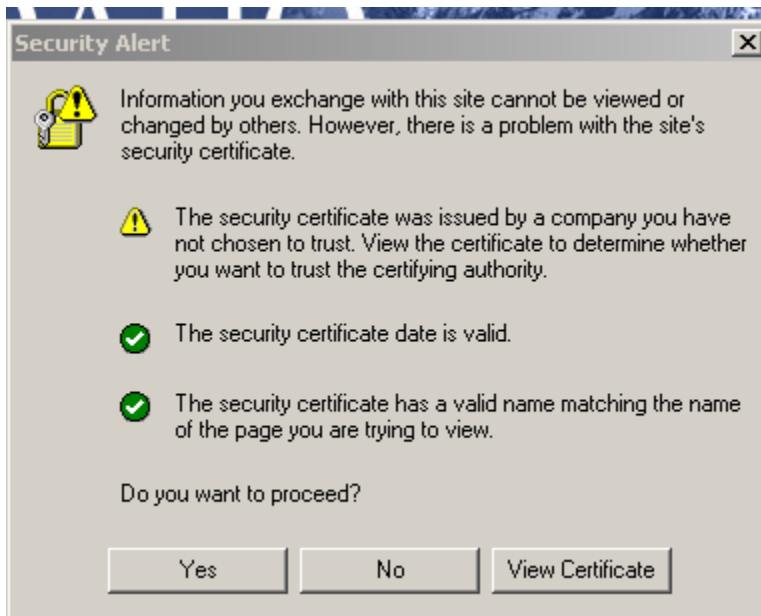


Instructions for using the SDE secure Remote File Manager



If after clicking on Secure Remote File Manager, you get the following message, click on yes to continue:



**Idaho State Department of Education
Remote File Manager**

User:

Password:

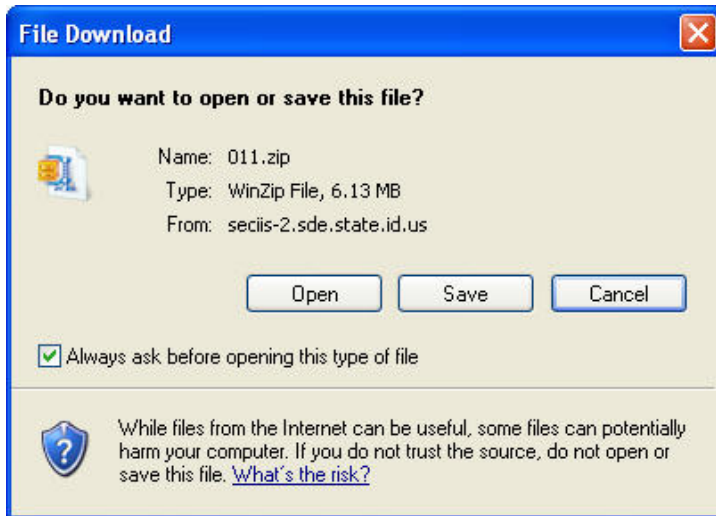
Log in to the server using the user name, which is the three digit number of your district (for example, if your district number is 17, your user name is 017) and password, which is the same as your IDEA Part B Application password. If you need assistance obtaining your user name and/or password contact Sherry McKnight at 332-6910.

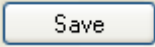
Once you are logged in, the folder for your district will automatically open and display the contents of the folder.

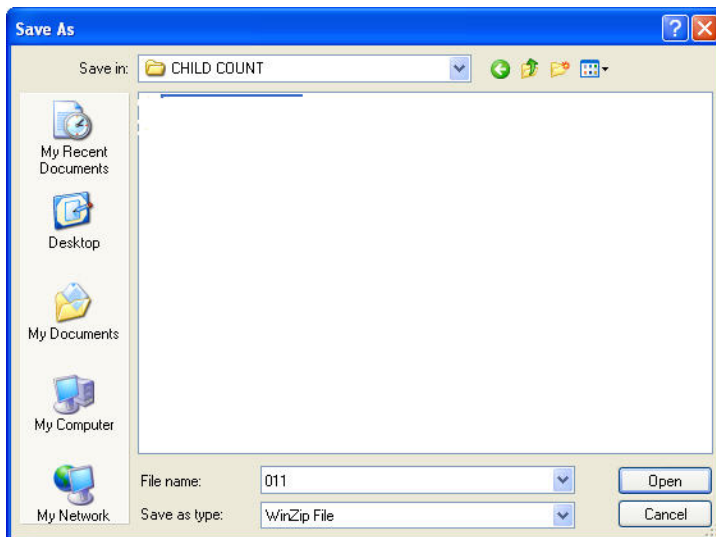


For the purpose of the initial download of Child Count data and program files, the contents of the folder is a file named XXX.zip (XXX = your district number.) This file contains all of your districts child count data files and the program files need to operate the Special Education Student Enrollment System. The file must now be downloaded to your own computer system, to a drive/directory of your choice. Make a folder in the directory before you try to download the files.

To download the XXX.zip file, place your cursor over the zip file image and double-click. A File Download dialogue box will be displayed.



Click  Save
A Save As dialogue box is displayed.



In the example above, we are saving the zip file to a folder on the C:\ drive. You may save the zip file in any directory you choose. Once you have saved the zip file, go to that directory using Windows Explorer or My Computer, find the *XXX.zip* file. You will now need to extract all of the data and program files within the zip to the drive/directory/folder from which you intend to run the Special Education Student Enrollment System.

If you have the WinZip software installed on your computer, double click on *XXX.zip* file and follow the extraction procedures for extracting within the WinZip wizard.

If you do not have WinZip, there is an extraction utility within Windows. The links below will take you to instructions for using this utility:

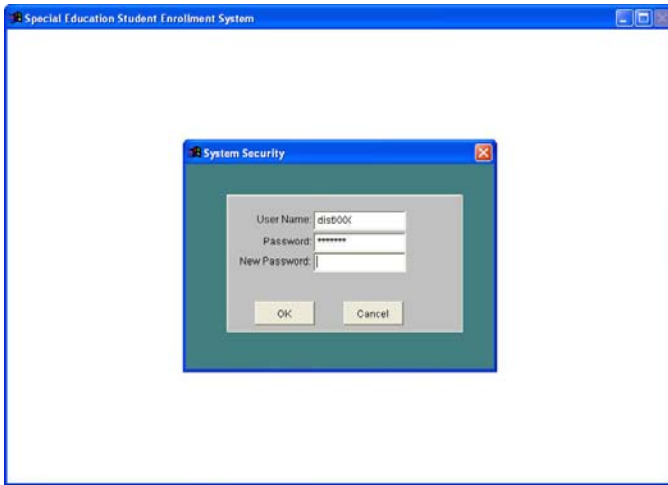
In Windows XP:

<http://consumerdocs.installshield.com/selfservice/viewContent.do?externalId=Q108326&sliceId=1>.


In Windows Vista:

<http://www.maximumpcguides.com/compress-and-uncompress-a-folder-or-file-in-windows-vista/>.

Final steps in installing and running the Special Education Student Enrollment System:



After successfully extracting all of the Special Education Student Enrollment System program and data files from the zip file, place a shortcut on your desktop that points to the SPECED.EXE file in the directory where you have installed the system. **REMOVE ANY OLD SHORTCUT ON YOUR DESKTOP THAT POINTS TO AN OLDER VERSION OF THE PROGRAM. THE SDE MAY NOT BE ABLE TO IMPORT ANY DATA THAT YOU ENTER INTO AN OLD VERSION OF THE SOFTWARE.**

You can identify the SPECED.EXE file by the FoxPro icon  SPECED. The system comes configured to function on a stand-alone system. If you are installing the system on a shared network drive so that more than one user can access the child count, you need to run the batch file called NETWORK.bat. This file is located in the directory where you installed the program and can be run simply by double-clicking on the file's name. You should see a black screen flash briefly. This sets the configuration for operation on the network. To enter the system, enter the username and password when the security screen above appears. The default for both is distXXX (*XXX=your district number.*) The system comes with 4 additional username/passwords: clerk01, clerk02, clerk03, clerk04 for operation by multiple users on a network.

To make a shortcut to the child count system, right click on the SPECED.EXE then click on create shortcut. This will add a shortcut in your folder. Copy the shortcut, then paste it onto your desktop.

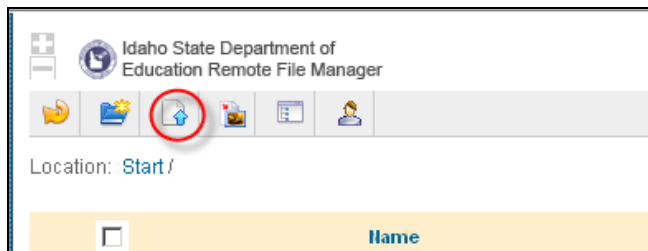
After you have done the above steps you will need to refer to the Child Count Manual to complete the Exiting Data collection (due October 9, 2009) and the December 1 Child Count (due December 10, 2009.) Each of these data collections will require you to upload 6 child count export files.

Uploading your district's child count export files to the SDE using the secure Remote file manager:

Go to the remote file manager

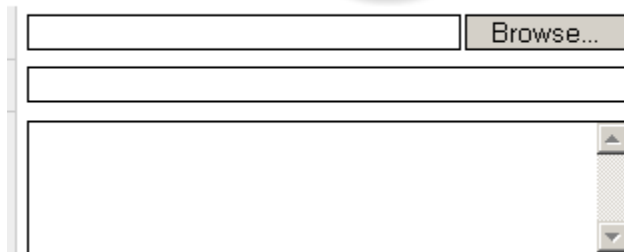


Log in with your user name (your 3 digit district number) and your Part B password. Click on the icon that looks like a sheet of paper with a blue arrow on it.

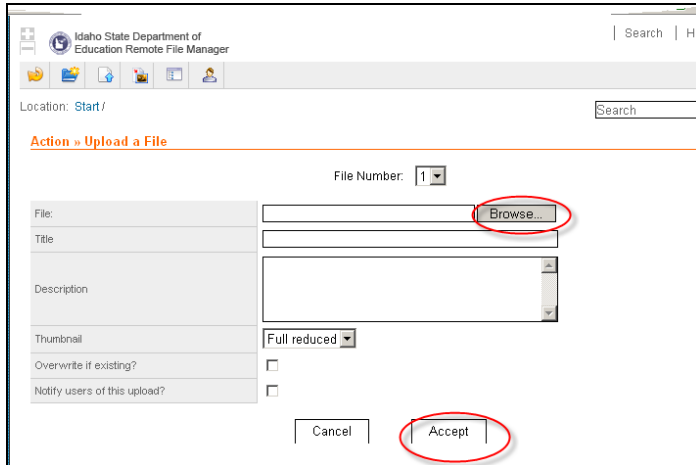


If you click on the down arrow next to "File Number" and select 5, it will show five browse sections.

File Number:



Click on Browse and locate one of the six files that you saved on your computer. Click on open. The file name should appear in the box next to Browse.
Repeat in each of the browse sections until you have found five of the files.



Please check to make sure they are the correct ones. xxx represents your district number.

SEDENxxx.DBF
STDNTxxx.DBF
DAUDTxxx.DBF
ENROLxxx.DBF
GTENRxxx.DBF
ENRGTxxx.DBF

Click on accept. Five of your files have been uploaded. You will need to upload the last one separately. The maximum you can upload all at once is five.

To log off click the “Exit” button at the top of the page.

Please call Sherry McKnight at (208) 332-6910 if you have any problems.