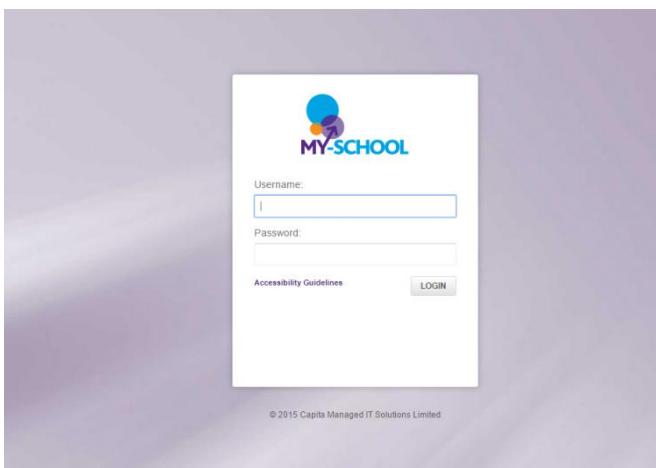


Accessing My School at home

You can access My School at home by doing the following.

1. Open your Internet browser.
2. Go to www.google.co.uk and search for C2K MY School. The following should appear as shown in the screenshot to the right.
3. Click on MY-SCHOOL – Login. You will then be presented with the following screen as shown in the screenshot below and you will have to enter a username and password.



A screenshot of a Google search results page. The search query 'C2K My School' is entered in the search bar. Below the search bar, there are tabs for 'Web', 'Images', 'News', 'Videos', 'Shopping', 'More ▾', and 'Search tools'. The 'Web' tab is selected. The search results show a link to 'MY-SCHOOL - Login' with the URL 'https://www.c2kschools.net/'. Below the link, it says 'MY-SCHOOL. Username: Password: Accessibility Guidelines. © 2015 Capita Managed IT Solutions Limited.' To the right of the main result, there are two other links: 'My School' and 'My-school'. Both links have the same description: 'MY-SCHOOL. You can login here. Session timed out. Please login ...' and a link 'More results from c2kschools.net ▾'.

Your username is the same as your school username e.g. nward512

Your password is the same as your school password.

When you have successfully logged on, you will be able to access My School and access applications such as FRONTER, SCHOOL EMAIL, MY FILES etc.

4. Alternatively you can type in this address to your web browser and you will also get access to the login screen for My School

<https://www.c2kschools.net>

Accessing Fronter at home

A screenshot of a web browser showing the Ballyclare High School home page. The page has a dark blue header with the school's logo and name. Below the header, there is a 'Launch Shortcuts' section with icons for CNA Email, CCEA, Booking System, Gifly Diagrams, MyFile, Fronter, and OS Ticket. There is also a 'Google Search' bar and a user profile for 'Mrs Ward'. On the right side, there is a 'Launch' section with icons for MyApps, Fronter (which is circled in red), Equella, Admin Utilities, C2k NewsDesk, and Collaborate.

You can access Fronter from the home page in school or at home by entering "C2k My School" on Google. On the log in screen you just enter the username and password that you use in school.

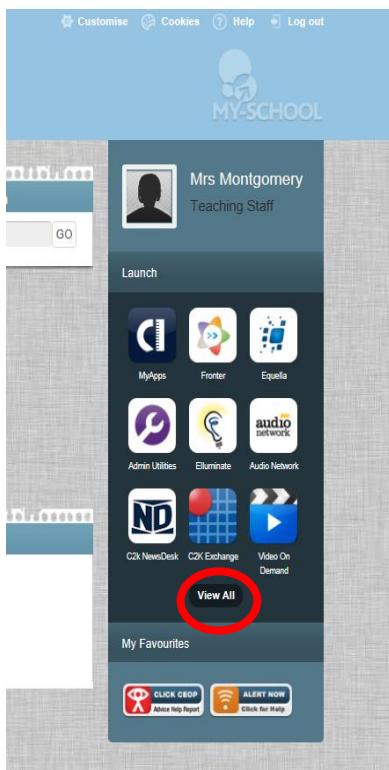
When you click on the Fronter item you will be taken to your home page. From your home page you will be able to access any rooms that teachers have given you access to. Once you click on the room you can then view the resources etc that teachers have set up for you.



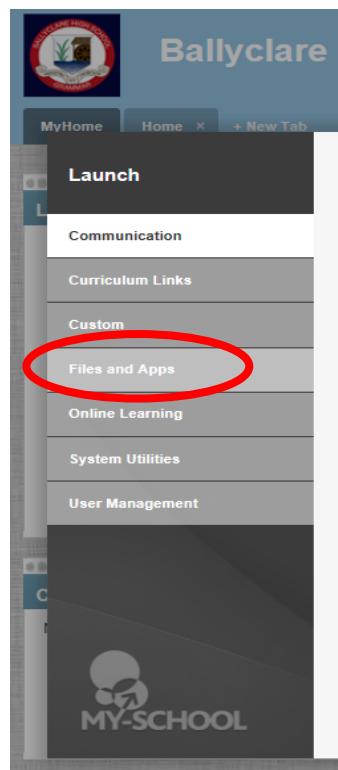
Accessing your files at home

All your school documents can also be opened from your home computer. As per the above steps you log on to your My School account. Once on the home page:

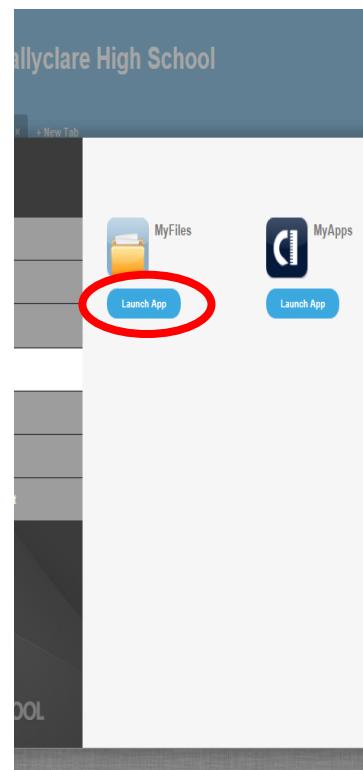
1.Click view all



2.Select Files and Apps



3.Select Launch App



You can then access the documents as you would when on the school system. You can access your My Documents and also documents on the MemberShare area as shown on the screenshot below.

This screenshot shows the 'MyFiles' interface. The left sidebar shows a navigation tree with 'Folders', 'View', 'Search', 'File', and 'Upload' options. The main area displays a file list for the 'root\Member Server' folder:

Name	Type	Date Modified
Extra-Curricular	Folder	23/3/2015 15:52:28
Restricted Area	Folder	4/6/2015 16:16:14
Subjects	Folder	21/4/2015 10:35:39
NoBackup.lnk	Shortcut	6/8/2014 14:42:11