

## TO ACCESS ELOCKER ACCOUNT FROM HOME

1. GO to Valparaiso Community Schools home page at [www.valpo.k12.in.us](http://www.valpo.k12.in.us)
2. At the bottom of the screen find the “students” section and click on Student Tools
3. In the pop up window enter the following;  

Username: student  
Password: hello
4. In the next screen, click on “VHS Student elocker Login” . If Internet Explorer shows a security warning, click YES or Continue to proceed.
5. In the next pop up window, enter your assigned username: (the CAR number) and the password. Your password is all letters.
6. In the opening screen, choose “Folder View”
7. Double click on the “Home@VHS” folder to access your files.
8. If Internet Explorer asks you whether you want to display non-secure items, select “Yes”.
9. To open files, just double click on them.
10. For the MT-Resume file or other Microsoft Word documents, click on the check box and then select File from the top menu and then Download. Save it to a common place on your computer. Then you can open it with Microsoft Word and edit the file. Make sure you save your work.
11. To upload your files select File from the top menu and then Upload. In the pop up window, click Browse and go find your file to upload and select it. Then click the Upload button at the bottom of the window.
12. If you have problems uploading your files, bring them in on a floppy or jump drive and Mr. Carmack can load them back to your e-locker for you.