

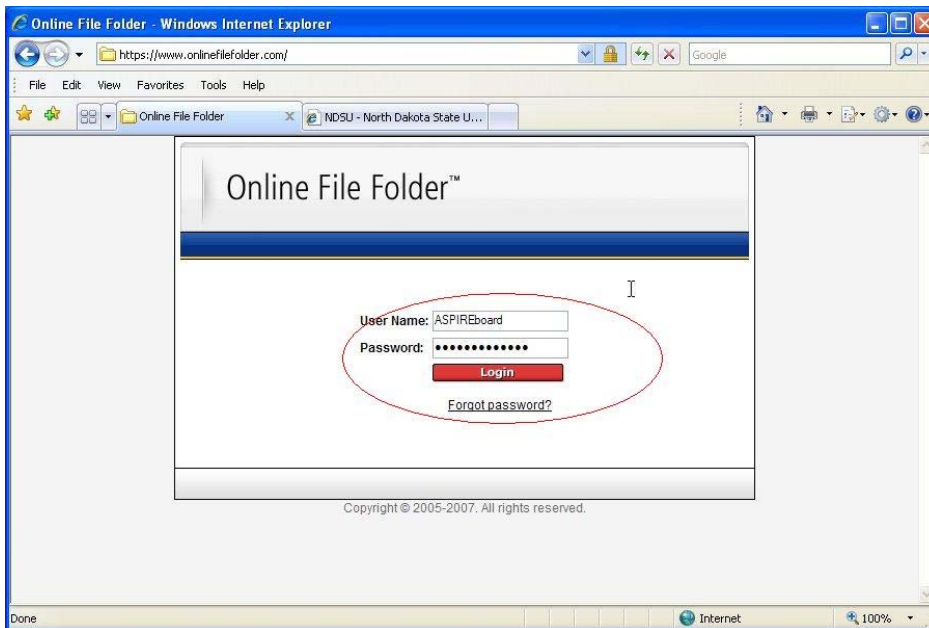
## ASPIRE Board Online File Folder

This document describes how to access the online file folder from Internet Explorer or some other browser.

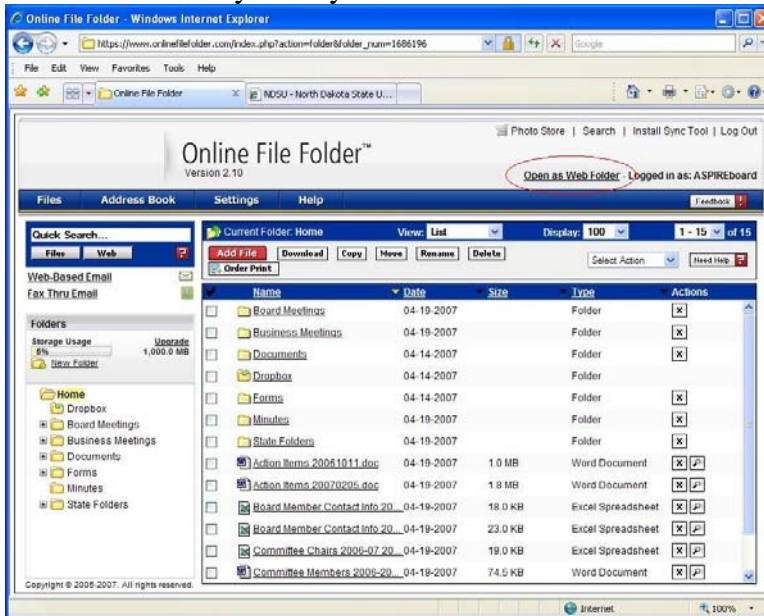
### 1. Open Internet Explorer and type in <http://www.onlinefilefolder.com>



2. That will open a password dialog box type **“ASPIREboard”** for the username and then type the password. You can get the password from Allyn, please do not share it with anyone not on the ASPIRE Board. Click on **Login** to move to the next step.



3. The ASPIREboard online file folder will open up in your browser. You may be asked to install some helper programs on your computer. It isn't necessary to install them, but they do make using the online file folder easier. You can post and download files from this screen. If you click on **Open as Web Folder** you will open a different view of the online folder that you may find more convenient.



4. If you clicked on **Open as Web Folder** in step 3, you will see the folder below. You can bookmark this folder by adding it to your favorites menu. You can copy and paste files to this folder just like you would other folder on your computer.

