

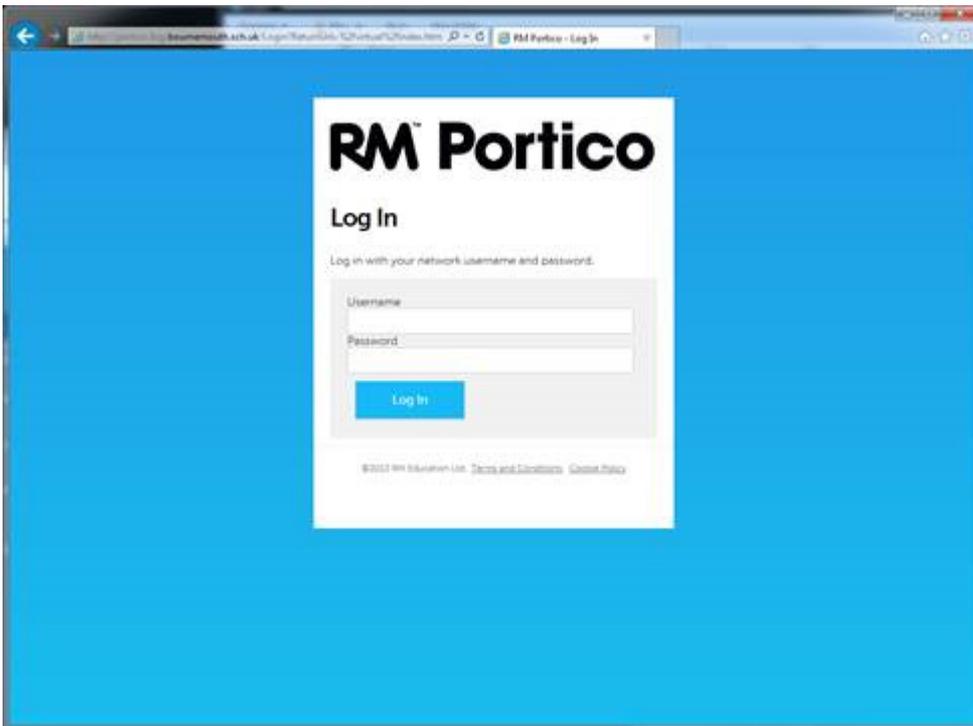
BSG - Portico – Quick User guide

Portico is able to allow students to remotely access files on the school network from home. It is designed to be simple and easy to use. Once given permission, students can access their “My Documents” folder, Student Shared and Student Media folders (providing the file is less than 10mb in size). It works on a wide range of Internet browsers and operating systems, and can even be used on handheld devices like tablets and smartphones.

Accessing Portico from home is easy, a domain has been set up so that users can go directly to the logon screen – this is also linked from the school website.

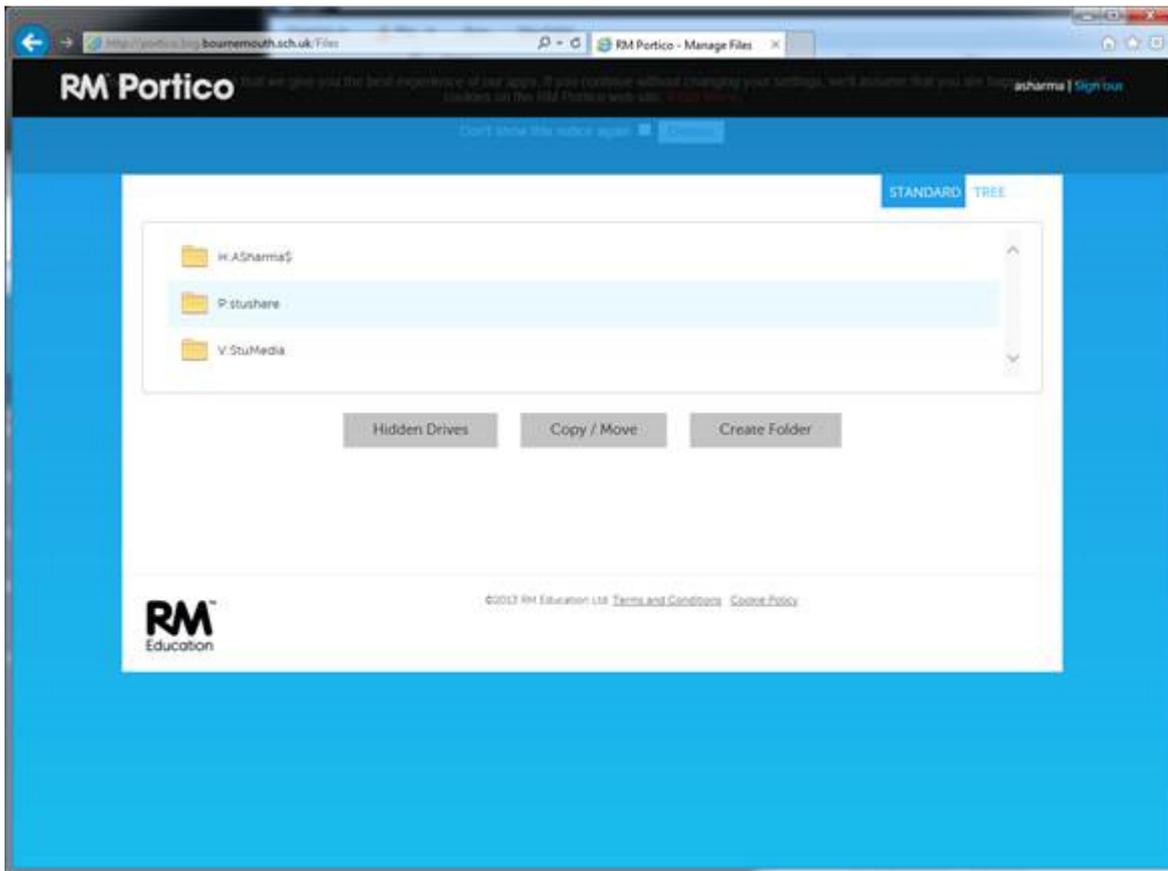
The URL of the login screen is <http://portico.bsg.bournemouth.sch.uk>

On accessing you will see a page like this:-

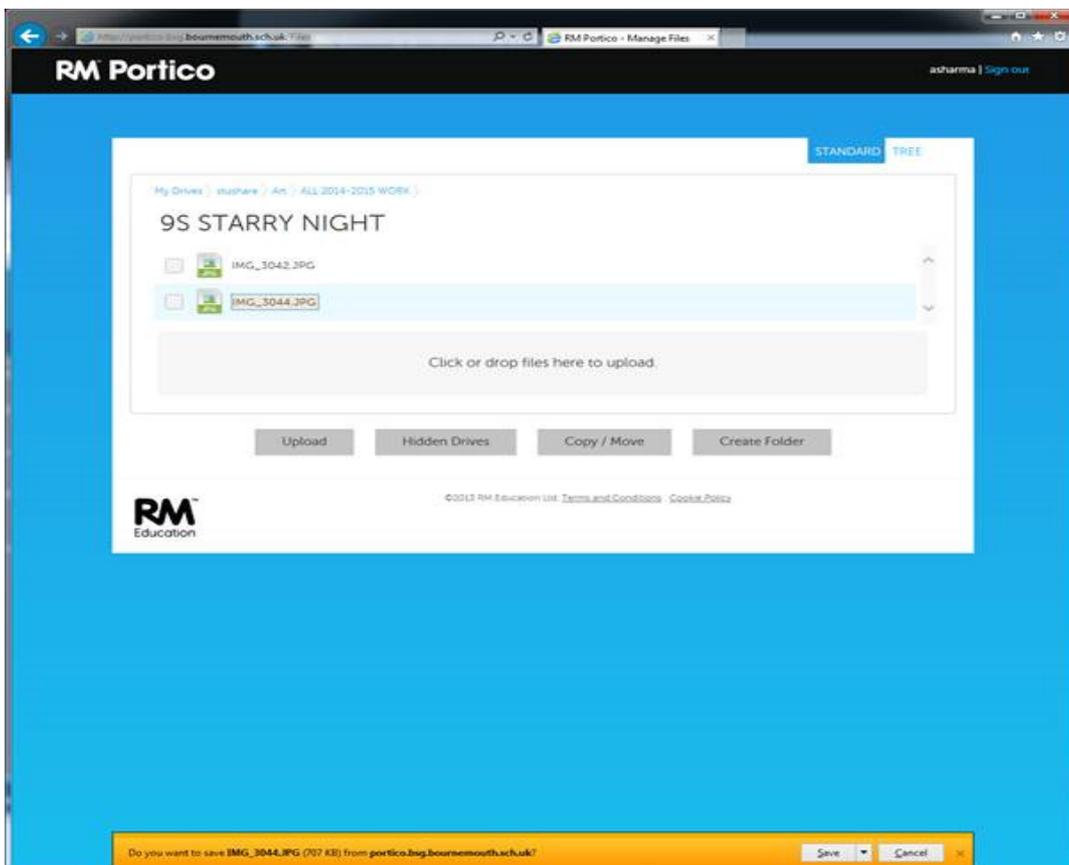


Enter your school logon name and password as if you were logging on to a school computer.

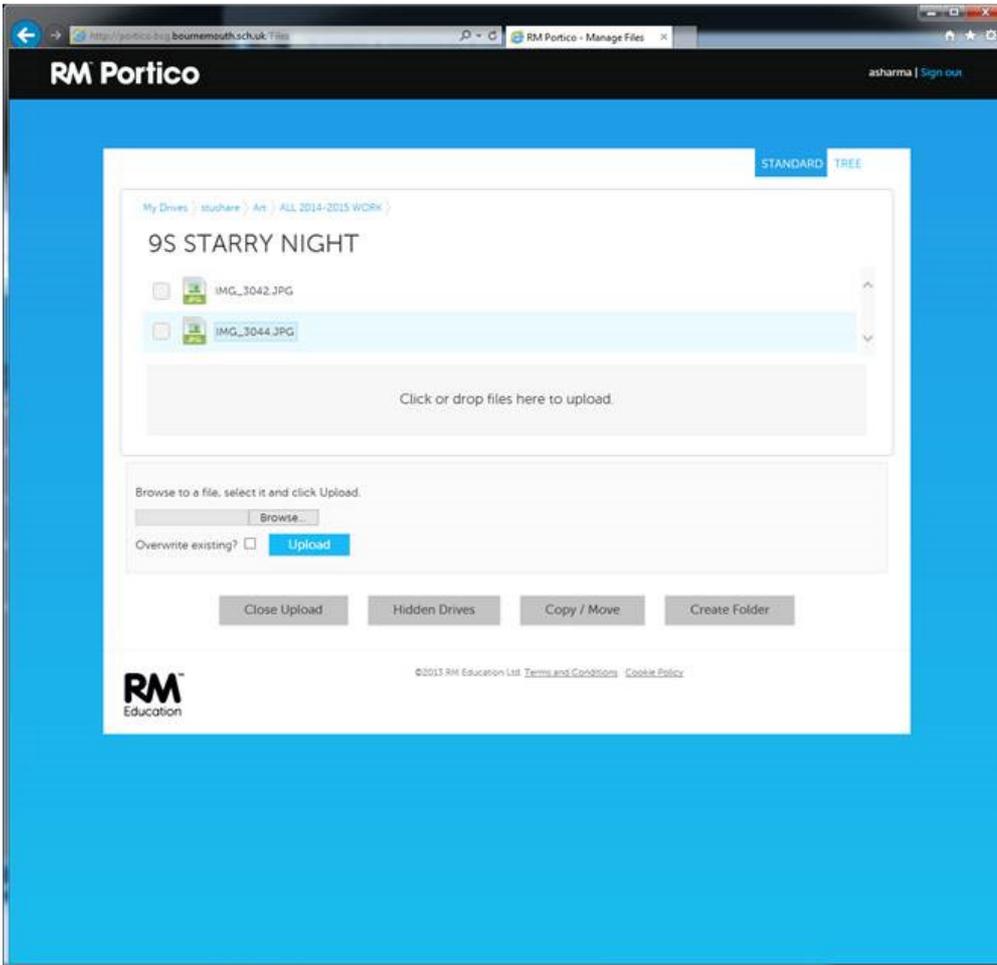
Once logged on, a screen similar to this should appear:-



Navigate by double clicking on the folder or file that you want to open



Files can be uploaded by the “upload button” (use “Browse” to find the file you want to send into school)



When finished, click on the “Log out button”, top right.

There is a maximum upload size of 10mb

Some file types cannot be uploaded due to security (.exe,.vbs,.msi etc.)

Users can also upload their completed files back into their “My Documents” or other shared areas they have permission to write to, however care must be taken to avoid accidentally overwriting files already on the school network e.g. if you call it by the same name as a file you already have.

Important:- If you accidentally overwrite a file on the school network, please see the school ICT department to have your old file restored ASAP. If you accidentally overwrite a file on your home computer, unfortunately the school ICT department will not be able to help.