

Using Educator Access Plus Remotely Using Special Education Forms Remotely from EA+

You can access Skyward Educator Access Plus remotely using any computer with an internet connection and web browser. Please read the following information explaining system requirements and best practices when accessing EA+ at home. You can access EA+ at www.richland.k12.wi.us. On the menu, select “Staff” – Educator Access Plus. You can also access this information sheet at this location.

System Requirements

Computer Operating Systems and Security:

- Compatible Operating Systems (Mac OS 10.4 – 10.6)
(Windows XP Professional, Windows Vista and Windows 7)
- Anti-virus software with current updates installed
- Applicable security patches and updates installed from OS provider – make sure “Automatic Updates” is turned on in your computer.

Software Installed:

- Adobe Acrobat Reader 9.0 (See link on “Staff” Page)
- Special Education Forms need Java installed (version 1.6.21) JAVA will work on Windows XP, Vista, and Windows 7.
(See link on “Staff” Page)
- Compatible version of Microsoft Word 2003 or 2007 needed for Special Education Forms. **Microsoft Works or Open Office does not work well with Special Education Forms.**

Internet Connection:

- Internet Connection (Broadband connection recommended)
- Compatible Browser
 - Internet Explorer 7.x or higher, Safari 5.0.x or higher, FireFox 3.5.x or higher

Best Practices

- If a wireless access point or router will be used at home, steps need to be taken to ensure that transmissions are encrypted between your computer and wireless device. **WEP** or a higher encryption protocol should be installed
- Care needs to be taken that the computer is not left unattended when connected to Educator Access Plus
- Do not share your Educator Access Plus password with anyone
- When entering grades remotely into the gradebook, you need to check that they are recorded correctly in EA+ from your staff computer at school.

Troubleshooting

- IT Department cannot correct grading issues related to interruption of your internet connection at home
- Home computer equipment and software is not responsibility of the Richland School District's IT Department to maintain
- Any questions concerning remote access of EA+ should be posted on Helpdesk

District Specifications (as of October 2007)

If you are purchasing a new computer the specifications listed below are recommended and for your consideration:

New Computer Specifications

- Processor – At least a 1.6 GHz Duo Core Processor
- Memory - At least 1 GB of DDR memory
- Hard Drive – At least 80 GB, 7200 RPM
- Operating System – Windows XP Professional SP3 or Windows 7

Software

For compatibility purposes the productivity software listed below is what the Richland School District uses.

Office 2007 Professional Suite

- Word 2007
- Access 2007
- Excel 2007
- PowerPoint 2007
- Publisher 2007