

## ***Accessing Filr***

Novell's Filr© allows you to remotely access files stored on the Whitehouse ISD's network from any internet connection outside or inside the school district. This includes your personal files (in any folder on your H:\ drive).

You may also access it by typing the network address into your browser: <https://files.whitehouseisd.org>

**\*\*This is not available for Brown Elementary and Junior High at this time.\*\***

Using Filr through the internet does not require you to install anything on any computer in order to function. It will allow you to open and view any file to which you have access, download files to a local PC (to view or modify), upload files to network folders (where you are allowed to save files), delete files, rename files and create folders on the network.

Filr uses a standard web browser to display and access files. It is not dependent on any computer operating system. Windows, MAC or Linux users are all able to access their files using this interface.

***IMPORTANT: If you DOWNLOAD a file to a PC and change it, you will have to UPLOAD the file back to the network in order to have those changes available to you at school.***

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## ***Logging In***

- Go to Whitehouse ISD District Webpage (<http://www.whitehouseisd.org>)
- Click on the "Parents/Students" link under the Main Menu on the left side of the Webpage and then click on the Filr link.

You will likely be presented with a security certificate error. This is because we use a self signed certificate. Just click on the "Continue to this website" option.



There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.  
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

**We recommend that you close this webpage and do not continue to this website.**

- [Click here to close this webpage.](#)
- [Continue to this website \(not recommended\).](#)
- [More information](#)

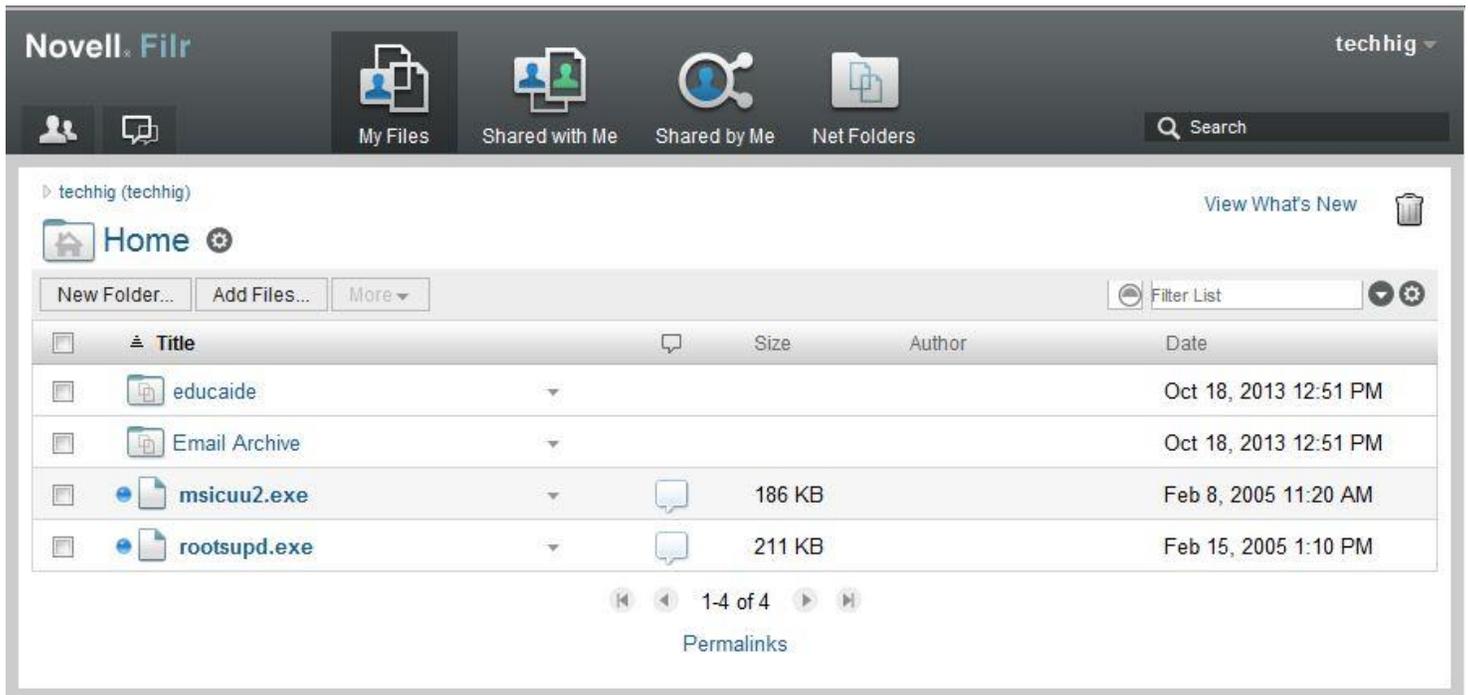
You will be presented with a window to enter your regular network ID and password. Then, click OK to login.

A screenshot of the Novell Filr login window. The window has a dark grey header with the text "Novell. Filr" in white. Below the header, there are two input fields: "User ID:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. Below the password field, there is a blue link that says "Forgot your password?". At the bottom of the window, there is a grey button with the text "Sign In" in white.

## Enter Your Novell Username and Password

Once you are logged into Filr, you will see [YOUR Home directory](#) to which you have access.

## Using the Web Browser

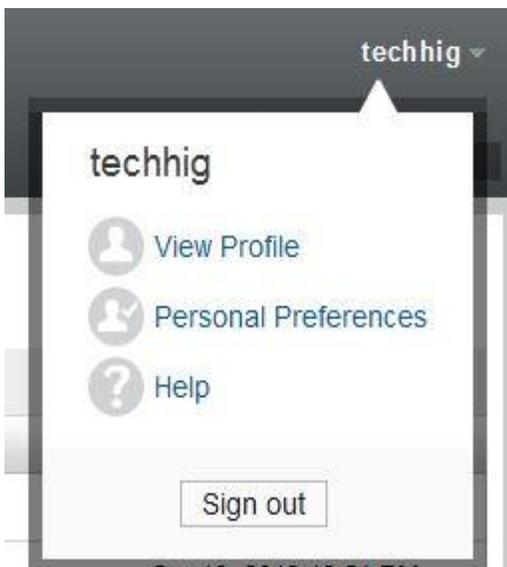


The screenshot shows the Novell Filr web interface. At the top, there is a navigation bar with the Novell Filr logo on the left and the user name 'techhig' on the right. Below the navigation bar are several icons for navigation: 'My Files', 'Shared with Me', 'Shared by Me', and 'Net Folders'. A search bar is also present. The main content area shows the user's home directory with a list of files and folders. The list includes 'educaide', 'Email Archive', 'msicuu2.exe', and 'rootsupd.exe'. Each file entry shows its size and the date it was last modified. At the bottom of the list, there are navigation controls for the list, including '1-4 of 4' and 'Permalinks'.

Title	Size	Author	Date
educaide			Oct 18, 2013 12:51 PM
Email Archive			Oct 18, 2013 12:51 PM
msicuu2.exe	186 KB		Feb 8, 2005 11:20 AM
rootsupd.exe	211 KB		Feb 15, 2005 1:10 PM

## Logging out

It is **extremely important** that you log out of Filr to assure the security of your files. To do this, click the down arrow next to your name in the upper right hand corner of the window, then select "Sign out".



The screenshot shows the user profile dropdown menu in the Novell Filr interface. The menu is open, showing the user name 'techhig' at the top. Below the name are three options: 'View Profile', 'Personal Preferences', and 'Help'. At the bottom of the menu is a 'Sign out' button. The background shows the user's name 'techhig' in the top right corner of the interface.

***In order to complete the logout process, you MUST exit your internet browser window.***

For added security, it is recommended that you exit ALL open browser windows. This will best prevent other people accessing your account via this computer's internet session.

### **One final note about security:**

Filr is accessible from any internet connection in the outside world. Your ID and password give you access to your files with the rights you have within the district's network.

For that reason,

- Please be sure that your network password is not easily guessable (passwords larger than 5 characters with a mixture of letters, numbers and symbols are considered the most secure).
- Do not write your passwords down or post them somewhere easily accessible. Memorize them.

***Your files are only as secure as  
your password.***