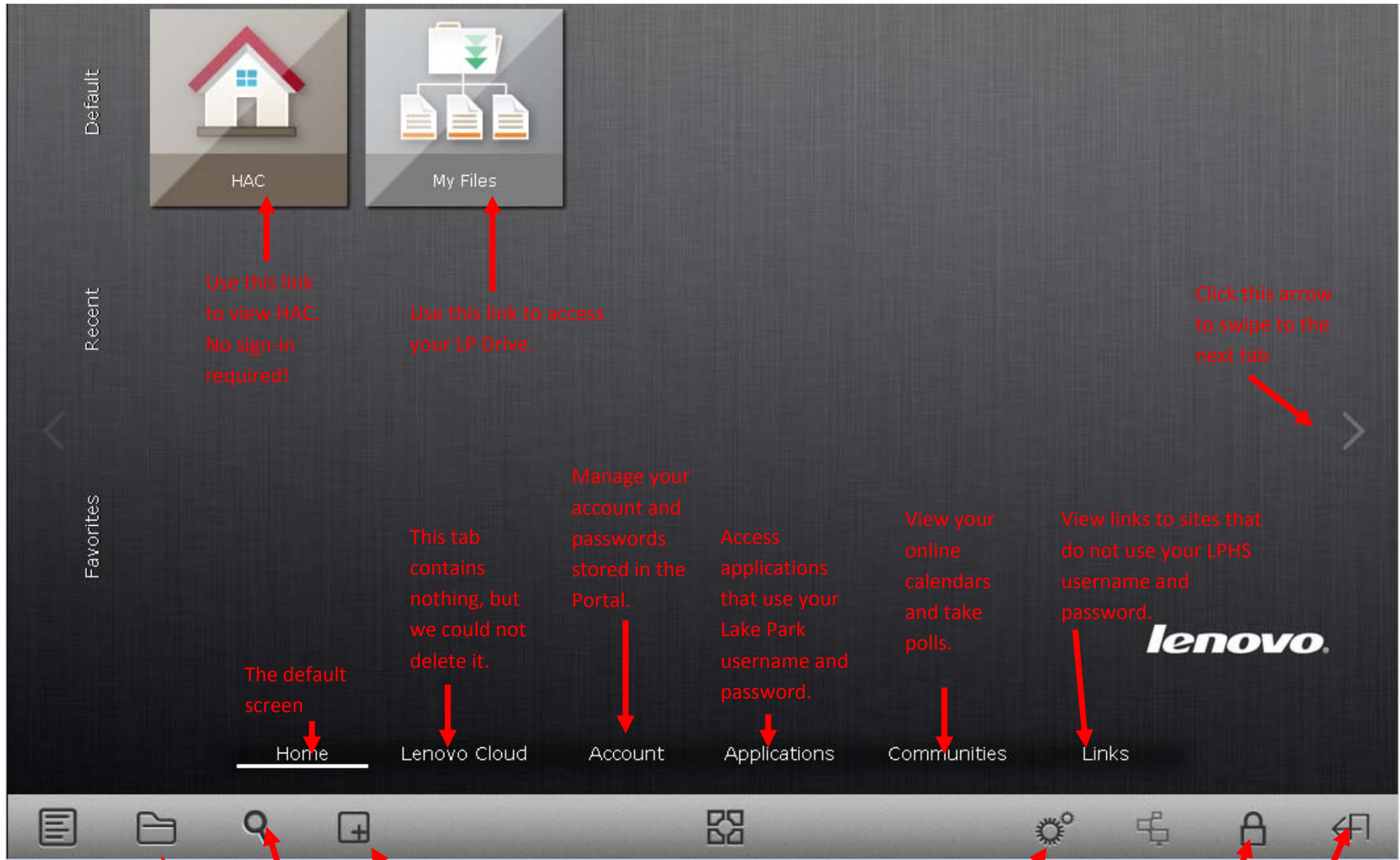


Lake Park Portal Guide for Students* Portal address: <http://portal.lphs.org>



Default

Recent

Favorites



HAC

Use this link to view HAC. No sign-in required!



My Files

Use this link to access your LP Drive.

Click this arrow to swipe to the next tab

The default screen

Home

This tab contains nothing, but we could not delete it.

Lenovo Cloud

Manage your account and passwords stored in the Portal.

Account

Access applications that use your Lake Park username and password.

Applications

View your online calendars and take polls.

Communities

View links to sites that do not use your LPHS username and password.

Links

lenovo.



Applications



Your Files (H-Drive, etc.)



Google Search



Add Apps to your Portal



Home Button



Adjust Settings



Lock Portal



Exit Portal

*NOTE: In order to use the Portal at home, you must have Java installed. Visit www.java.com and click the "Do I have Java?" link.

Lake Park Portal Guide for Students* Portal address: <http://portal.lphs.org>

To create a new file on your drive, using the Portal...

1. Open the folder where you want the file to go.

2. Press the “Action” button.

3. Hover over “New” then click “File”

4. Select the kind of file you would like to create from the pop-up window (see below), and give it a name. Then press “Create File.”

5. Open the file you created, then edit, save, etc. as you normally would. *Everything you save will go straight to the portal.*

Create New File This pop-up window will appear.

Name:

Type:

- MS Excel 97-2003 (.xls)
- MS Excel 2007 (.xlsx)
- MS PowerPoint 97-2003 (.ppt)
- MS PowerPoint 2007 (.pptx)
- MS Word 97-2003 (.doc)
- MS Word 2007 (.docx)
- Other

*NOTE: In order to use the Portal at home, you must have Java installed. Visit www.java.com and click the “Do I have Java?” link.

Lake Park Portal Guide for Students* Portal address: <http://portal.lphs.org>

Additional Information:

1. It is not necessary to download any files that you want to work with. Simply open them in the portal, edit them, and save them, and the file will automatically be updated at school.
2. The portal is a web-based tool, which means you can access <http://portal.lphs.org> from just about any web-accessible device. If you use an iPad, iPod Touch, or iPhone, you may download WebAgent from the App Store. Sorry, there is no Android app available (you don't need it!).



*NOTE: In order to use the Portal at home, you must have Java installed. Visit www.java.com and click the "Do I have Java?" link.