

Accessing Filemaker Pro 9 for Special Ed (Macintosh - In School)

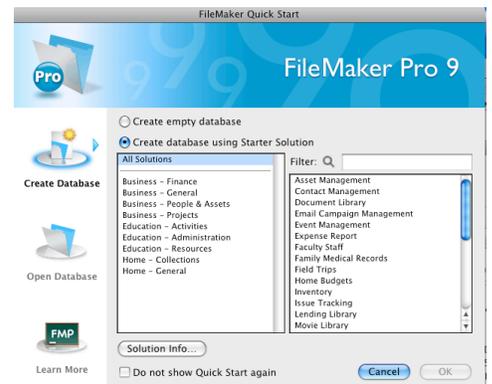
To access the Special Ed Databases with Filemaker Pro 9.

1. When logged into the computer open Filemaker Pro. In most cases you should see a Filemaker Pro Icon in the dock. If you do not see an icon in the dock look for “Filemaker Pro” under “Applications” in the sidebar of a finder window. If it is not available under Applications then Filemaker is not installed on that Mac. Locate a Computer on which it is installed or create a tech request

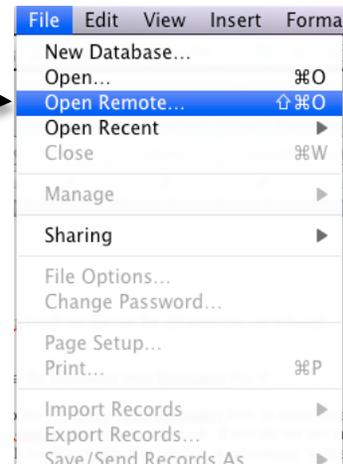
(<http://intra.polarbear.net/helpdesk>) to request that it be installed.



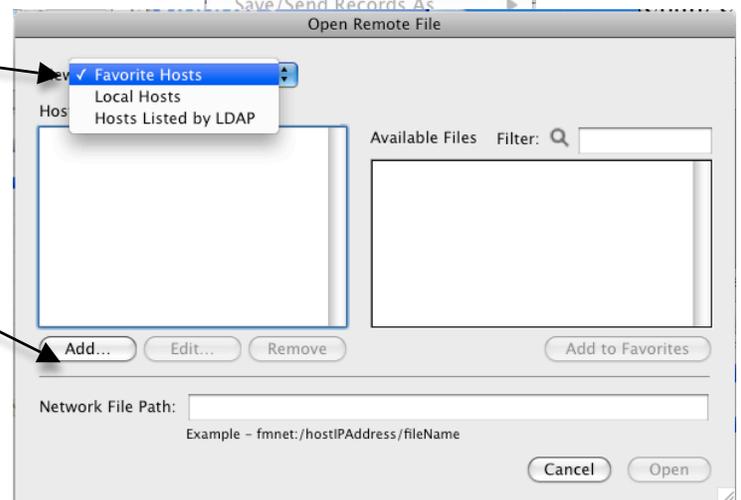
2. If the “Filemaker Quick Start” window opens up close this window by clicking cancel.



3. Select “Open Remote” from the File Menu

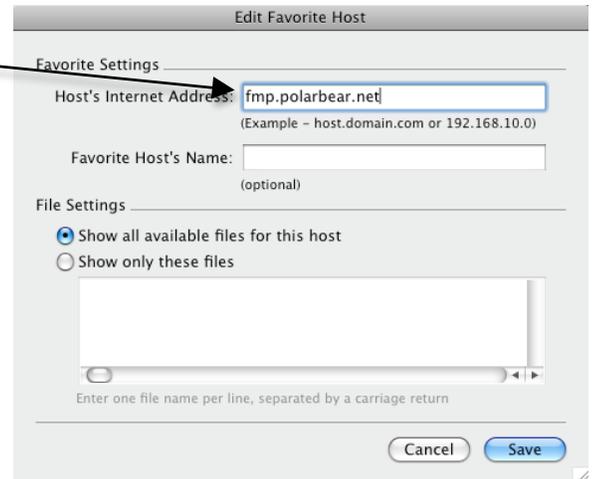


4. In the window that appears select “Favorite Hosts” from the pop-up menu



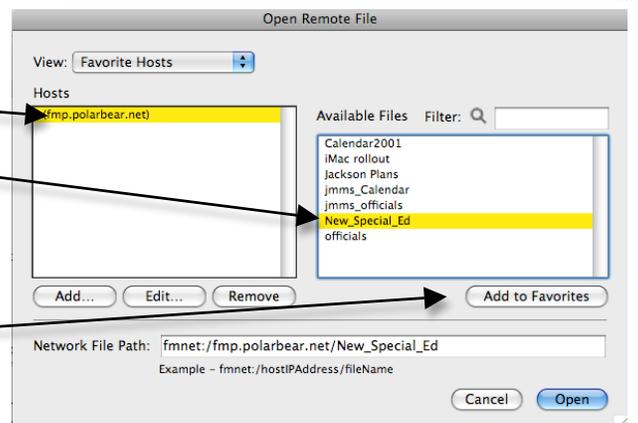
5. Click on add...

6. In the following window type **fmp.polarbear.net** under "Host's Internet Address:" then click on "Save"



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7. You should now return to the following window. Under Hosts: click on **fmp.polarbear.net** then select "**New_Special_Ed**" from the list of available Files.



You may click on "Add to Favorites" make it easier to reconnect.