

Accessing Your Student Folder on the Web

From Home or the Public Library

1. Go to the Bethlehem Central School District website:

<http://www.bcsd.k12.ny.us/>

2. Click on **NetStorage** on the lower right side of the web page.



3. Read the Terms and Conditions page. If you accept the Terms and Conditions, choose **ACCEPT**

ACCEPT DO NOT ACCEPT

4. Then you will need to enter your user name (school logon ID) and password.



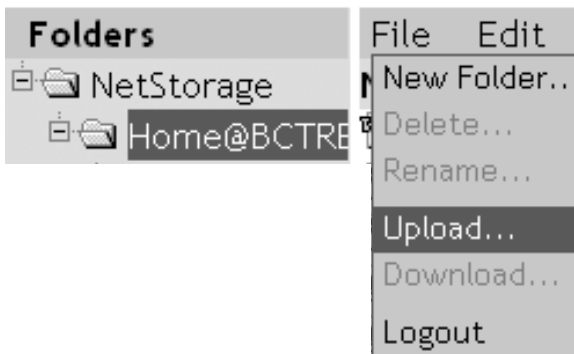
A screenshot of a login form titled 'BCTREE'. It contains fields for 'User name:' (with a dropdown arrow) and 'Password:'. Below the password field is a checkbox labeled 'Remember my password'. At the bottom are 'OK' and 'Cancel' buttons.

5. To access your school folder, click on Home@BCTREE



IMPORTANT: If you work on a document on the network, you must save it to your computer. To upload it back to your network folder, see **Step 4 below**.

6. If you want to save work from home onto your student folder, click **FILE, UPLOAD, BROWSE**.



Remember – you may save only schoolwork on your folder. Your teachers or the school district can access your folder at any time.

If you cannot access the network or upload your document to the network, email the Help Desk at helpdesk@bcsd.neric.org. Include your name and year of graduation in the subject line of the email.