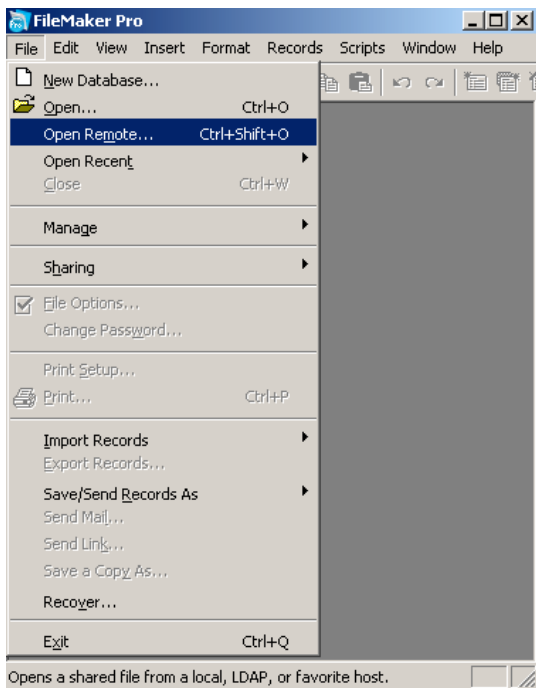


Client Instructions for CT Program

(formerly CRT)

You must have a Filemaker Pro 9 license and software installed on your computer to access as a “client”.

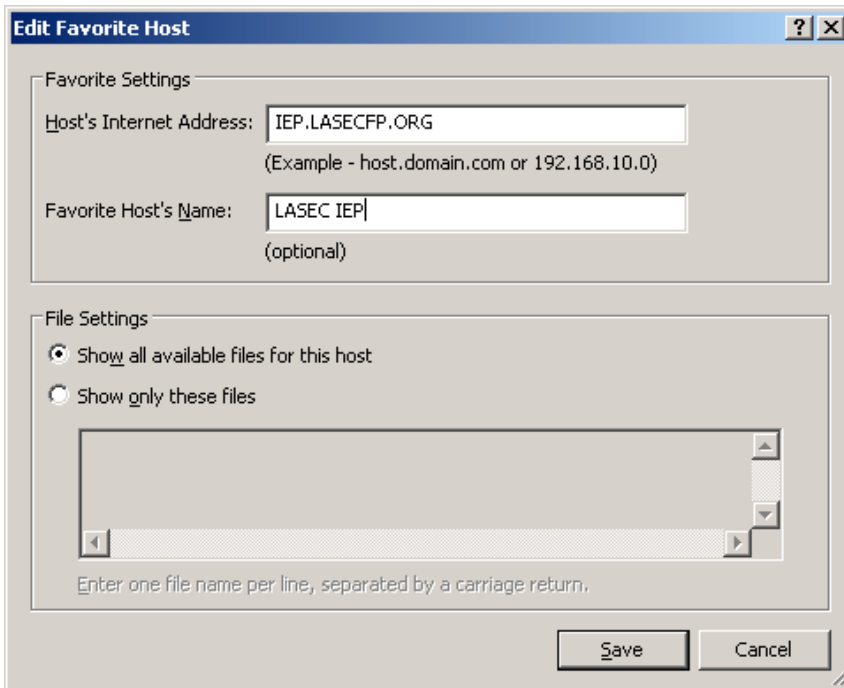
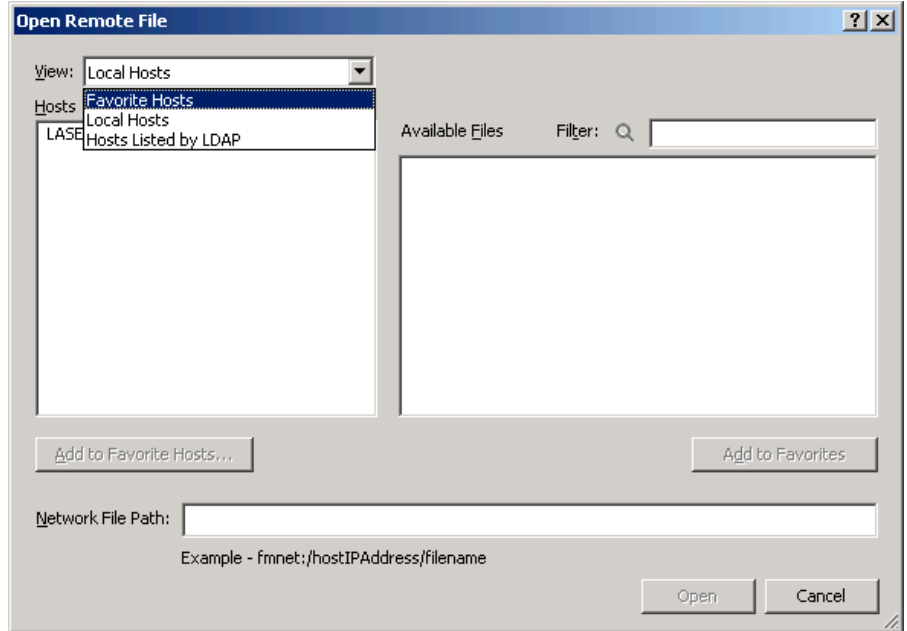
A Quick Start Screen appears when Filemaker Pro 9 is opened. Click the box “Do not show quick start again”. Click “OK”.



Open File Menu. Go to “Open Remote...”

Click on view box (dropdown), go to “Favorite Hosts”

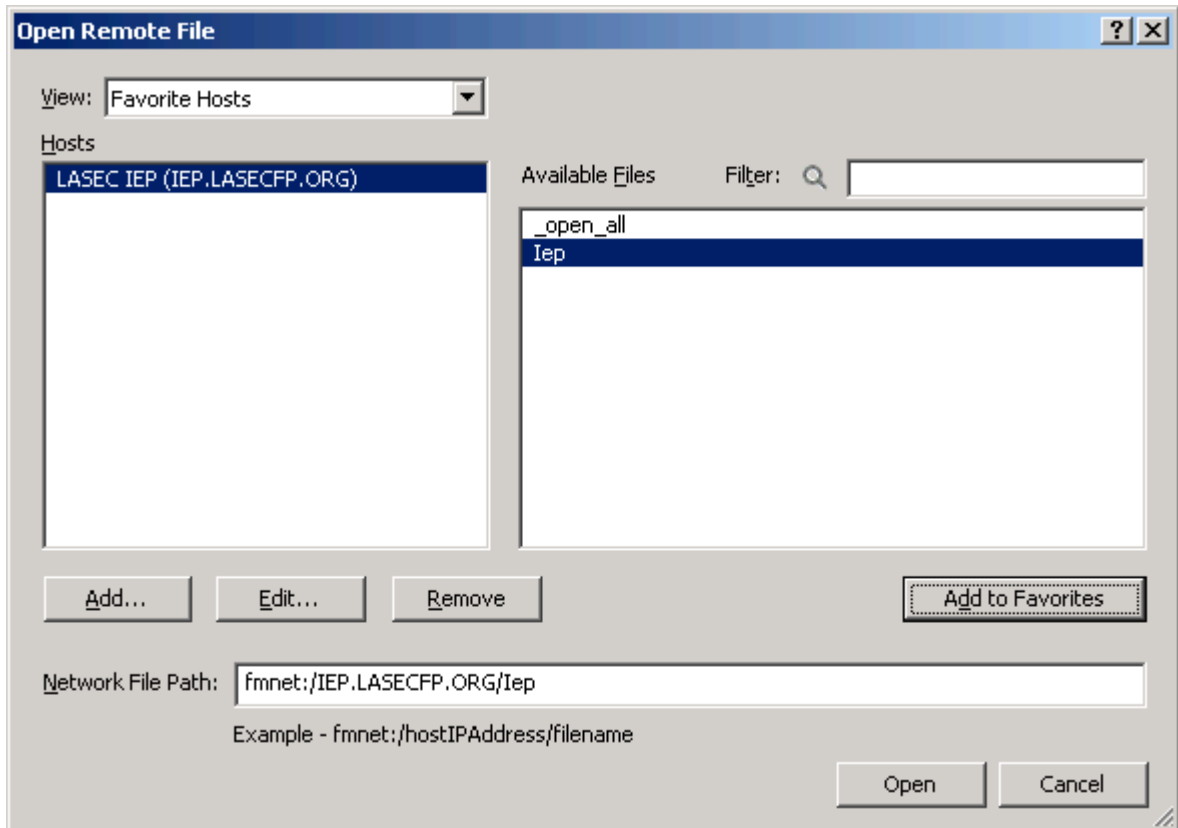
Click “Add”



Enter IEP.LASECFP.ORG in the “Hosts Internet Address” box.

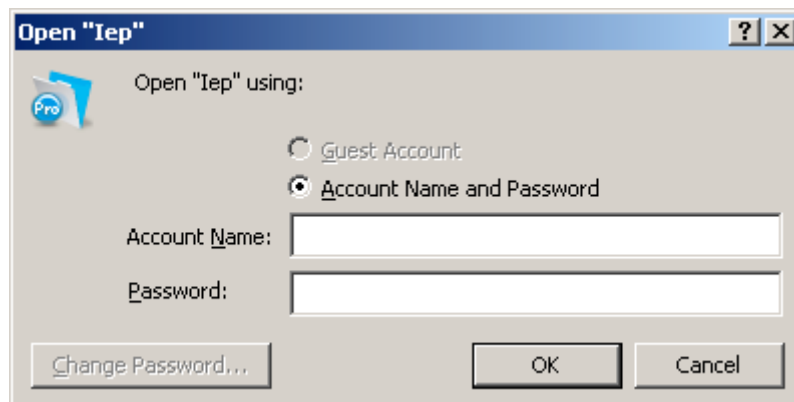
Enter LASEC IEP in “Favorite Host’s Name” box. Click “Save”

Click on Iep, then “Open”



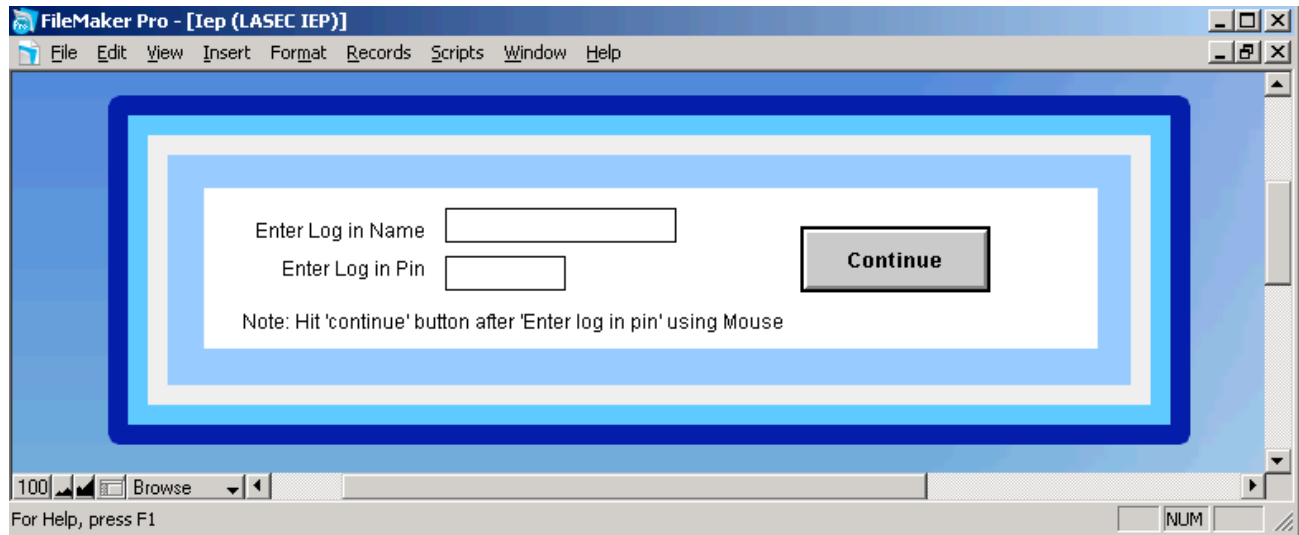
Enter Account Name and Password. The password and account name is available by contacting your district administrator, or LASEC TAS.

Note: It is case sensitive.



A second box will prompt you for “Log in name” and “Log in Pin”. Your log in name is your last name, first initial, (no spaces, ie. smitha). Your log in pin is the **last four digits of your SS#**. Note: these are not case sensitive.

Click “Continue”



This is a successful log in screen.

