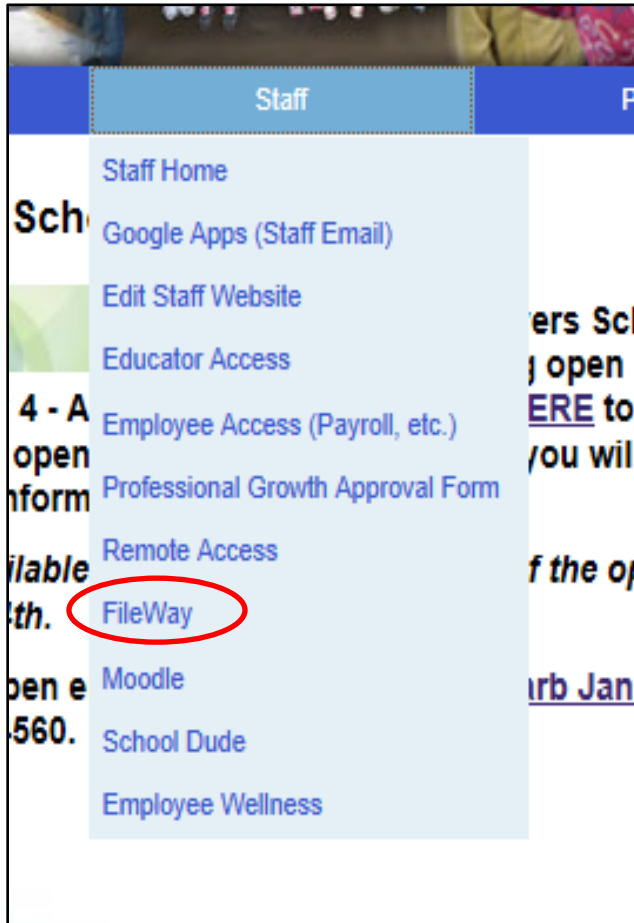# FileWay

To access FileWay, navigate to our District's web page: www.trschools.k12.wi.us.

- Click on the **Staff** tab. If you are a student, click on the **Students Tab**.
- In the drop-down menu, select "FileWay."

At the login screen, enter the user name and password you use to log into your computer at school.
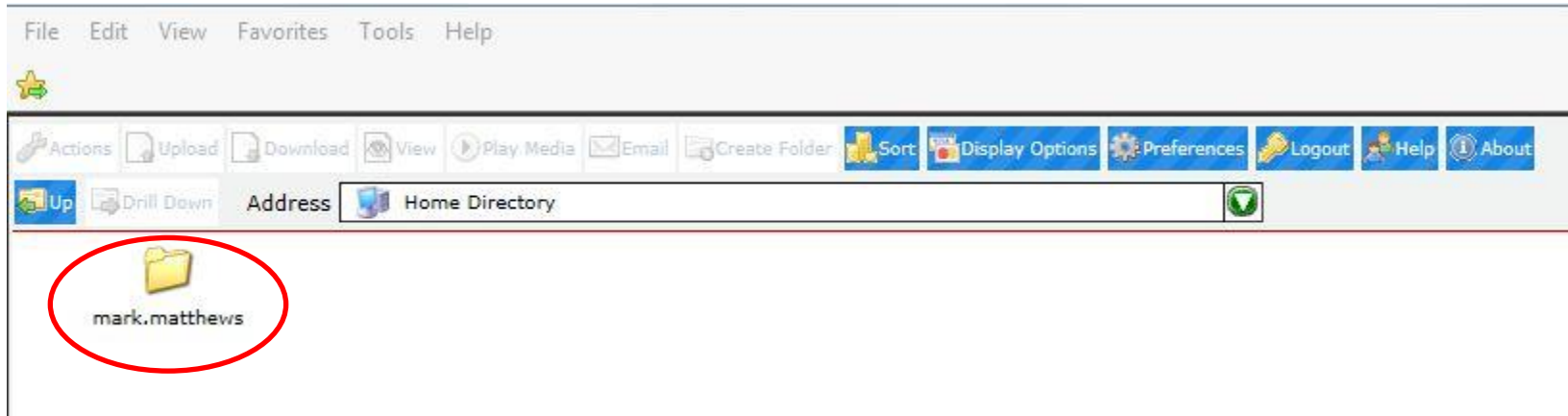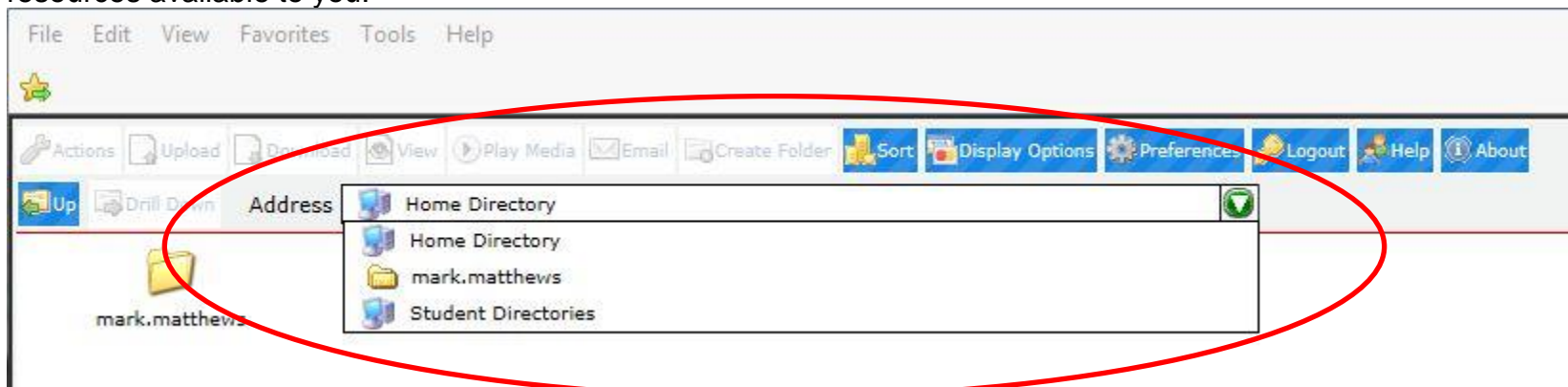
After logging in, you will see the FileWay desktop. You can see your Home Directory from here. Double click to open the directory.
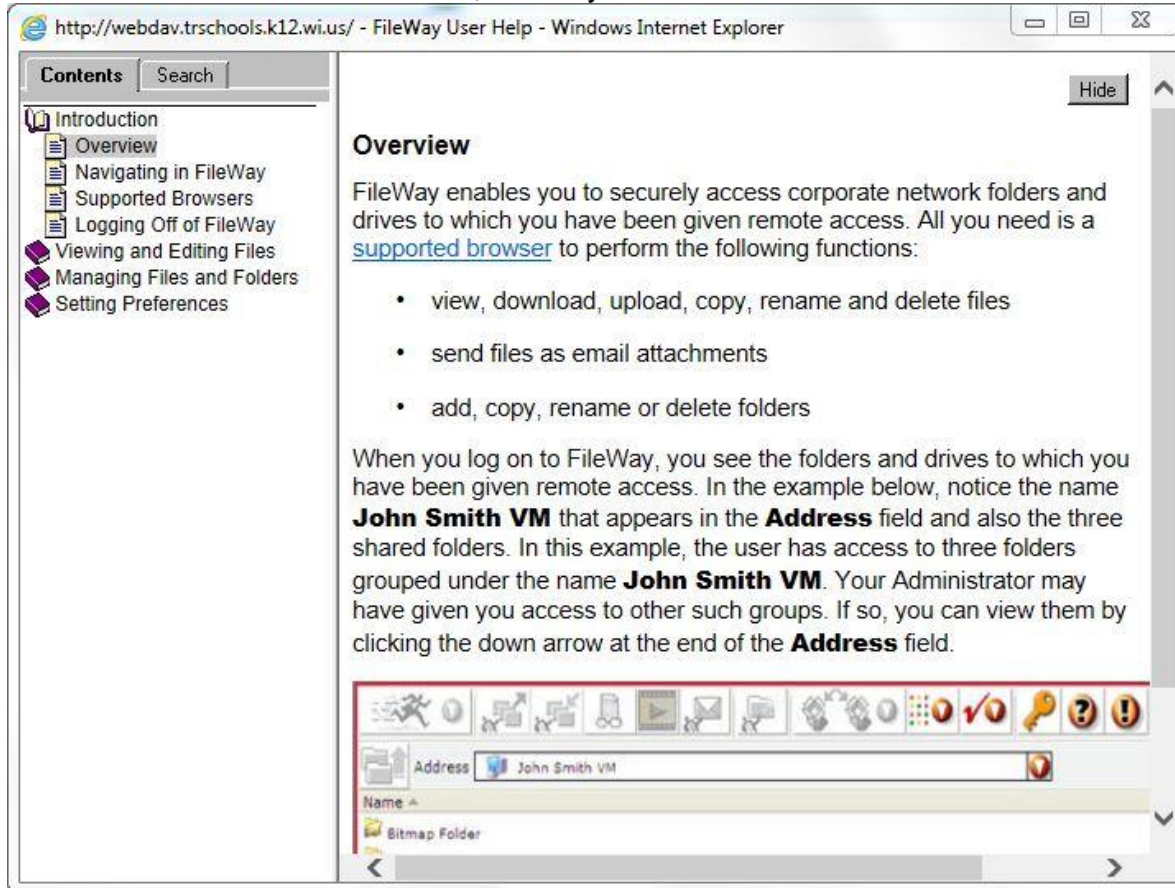

If you have other directories available, select the drop down menu next to **Address**. You will see a list of the other resources available to you.

For additional information, click on the "**Help**" button

You will then see the User Guide, where you can learn about all the different features of FileWay.

Note:

Right click on an item and select "**Open in a new window**" if the link doesn't open.