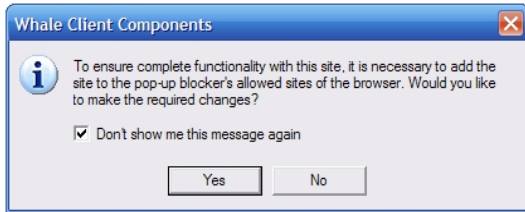


Whale – For PTSD students

What is the Whale? The Whale allows you to virtually plug into your school network from anywhere. All you need is a computer with Internet access. This way you can get to your files and internal sites when working away from the school.

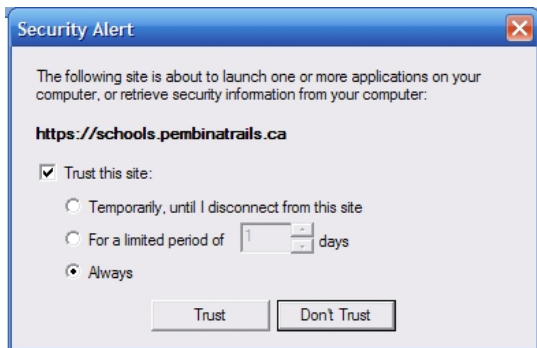
Logging in for the first time -

Open Internet Explorer, in the address bar type **schools.pembinatrails.ca** and hit enter on your keyboard

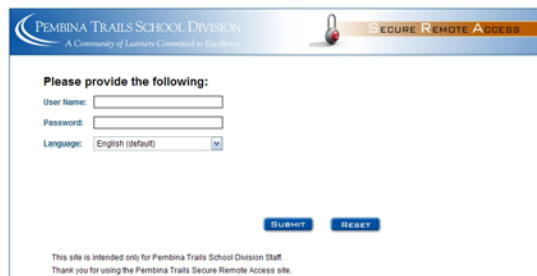


The first time you access the site you will be prompted with a few items to respond to. This is a onetime process and the Whale will not prompt you again on the computer you have set it up on.

Whale Client Components - check off **“don't show me this again”** and click **“yes”** to add the whale to your pop-up blocker's allowed sites.



Security Alert – check off **“trust this site: and always”**, then click **Trust**



On the login page enter your Pembina Trails **username** and **password** and click **submit**.

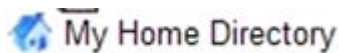
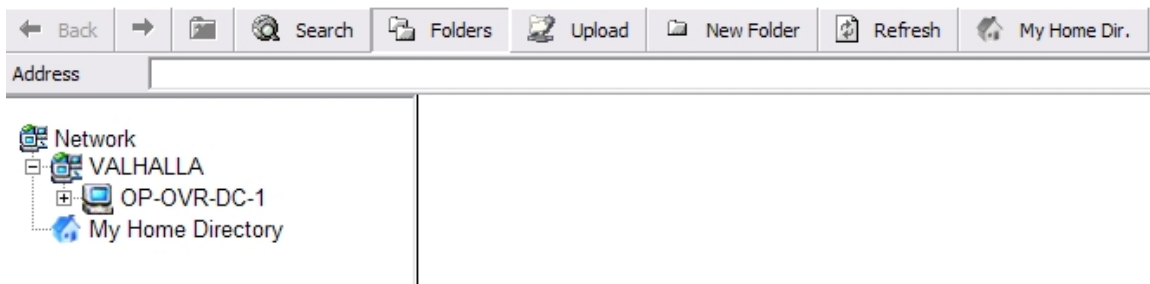


The student Whale screen will open with links to your **File Access** and **Student Email**.

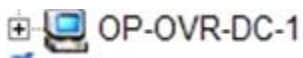


File Access
Explore Your Files

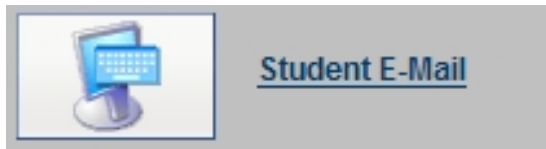
Click on **File Access** to explore your files.



Double click your **Home Directory** to view the files that you store on your **U: drive (MY DOCUMENTS)** at school.



Click on the **plus sign** next to the computer image, then select **data** from the dropdown to view your **Student** shared folder.



Click **Student E-Mail** for direct access to your Outlook Web Access login page.

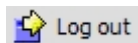


Divisional Computers Only
Drives and Printers

Divisional Computers Only is not applicable to PTSD Students.



At any point you can return to the Whale **HOME** screen by clicking the image of the house on the top bar.



When you are done working in the Whale always remember to click **Log Out** located in the upper right hand corner of your screen.

Support? For support with the Whale for PTSD students please see your applicable classroom teacher.