

## Columbia Parent Access to School Announcements & Forms

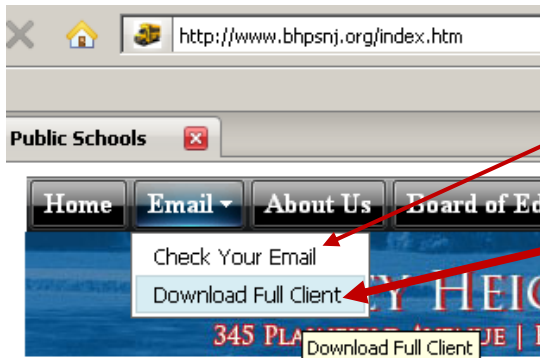
In a further effort to help keep parents informed through cost-effective and environmentally-friendly ways, the Berkeley Heights School District is now providing parental access to its email service, FirstClass.



The parents' group mailbox is called "News for Parents." This mailbox might contain, but is not limited to announcements, permission slip forms, and instructions on school technology.

All school staff members can post to this mailbox, which makes it an efficient communication method. It also requires a generic UserID and password, which makes it more secure than a public website

### I – Getting the Software



Although the web-based version of the District's email is serviceable, available at the district website [www.bhpsnj.org](http://www.bhpsnj.org) under the link "Check Your Email," the free full client is more robust with far greater functionality. It is available under the link "Download Full Client".

**FirstClass® Client**

FirstClass® enables you to experience the easy-to-use solution.

The FirstClass® Client software provides

Choose the version you want to install.

[Mac OS 9 & X](#) or [Windows](#) or [Linux](#)

Choose the operating system of your computer...

**Windows Download Page**

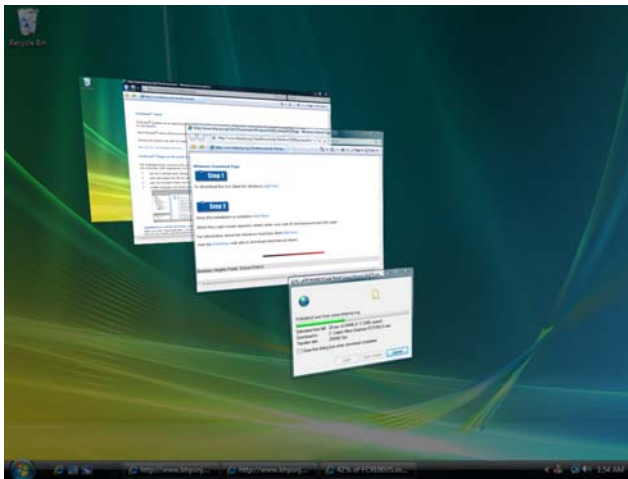
**Step 1**

To download the 9.0 Client for Windows [click here](#).

**Step 2**

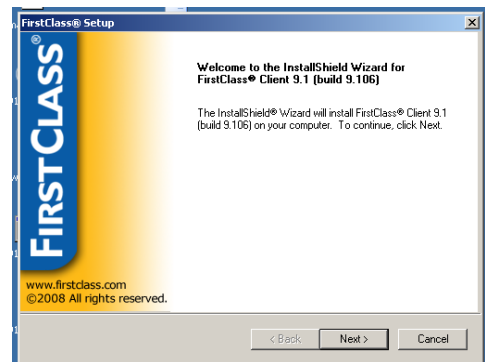
Once the installation is complete [click here](#).

...and then download the client.

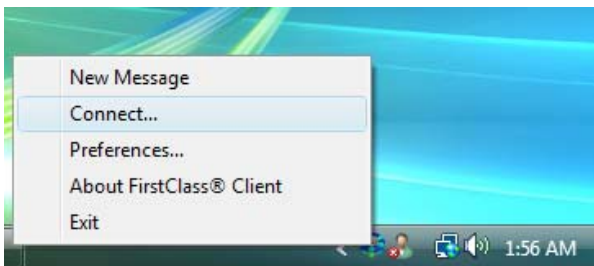


If running Microsoft Vista's Aero interface, users' screens may look similar to this.

When the download completes, double click the installer to initiate an installation. Follow the on-screen instructions, mostly "Next" and "Yes" to the various screens.



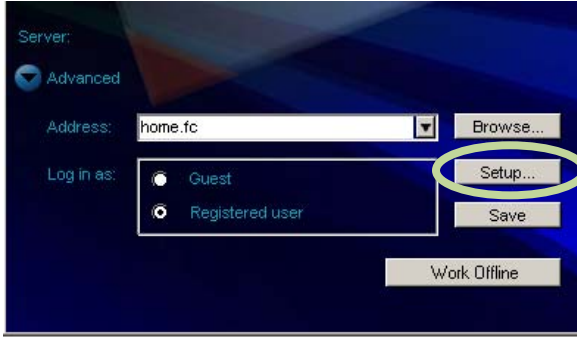
## II – Configuring the Software / Connect to the Server



If using Windows and you complete the installation but do not see anything else to do, you must initiate your first connection. Right-click on the FirstClass icon on your system tray and choose "Connect..."

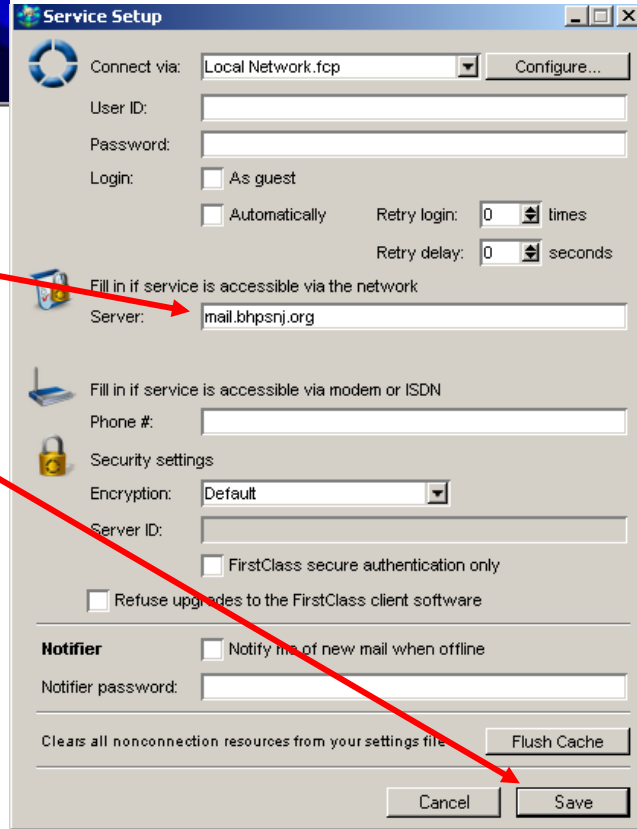
Click on the button next to Advanced.





Then click, "Setup..."

In the Server entry field, type mail.bhpsnj.org  
Then click "Save".



### III – Logging On and Getting Information

Once you've entered the settings for connecting to Berkeley Heights' FirstClass Server, the user can log in.



The UserID and password varies by school.

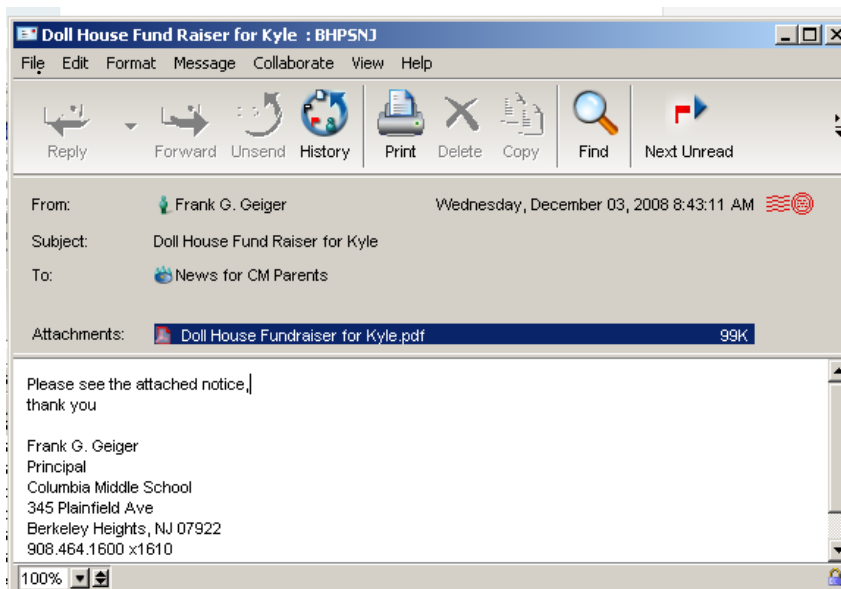
School	UserID	Password
GLHS	gparent	gparent
CMS	cmparent	cmparent
Hughes	thparent	thparent
Mnt. Park	mpparent	mpparent
Woodruff	wparent	wparent
Hamilton Terr.	htparent	htparent



Find the “News for CM Parents” icon, and double click it to open the mailbox.

Postings will display the name of the author and the subject. To open a specific posting, double-click it

Name	Subject	In Folder	Size	Last Modified
Frank G. Geiger	Doll House Fund Raiser for Kyle		101K	12/3/2008 8:43 AM
Frank G. Geiger	Chatterbox		214K	12/1/2008 7:53 AM
Frank G. Geiger	BHEF Teacher Tributes		27K	12/1/2008 7:41 AM
Mike D. Skara	Instant Alerts - Introductory Lette...		374K	11/26/2008 2:38 PM
Mike D. Skara	BHEF Talent Show Flyer - Dec. 5 @...		114K	11/19/2008 10:27 AM
Frank G. Geiger	Library News		47K	11/14/2008 12:35 PM
Frank G. Geiger	November 11 Parent Workshop		61K	11/10/2008 9:59 AM
kristine weber	Yearbook Order Form 2008-2009		25K	11/5/2008 8:13 AM
kristine weber	Yearbook Order Form 2008-09		26K	11/5/2008 8:04 AM
Frank G. Geiger	Parent Teacher Conferences Grad...		78K	11/3/2008 2:32 PM
Frank G. Geiger	Parent Teacher Conferences Grade 8		77K	11/3/2008 2:31 PM
Frank G. Geiger	Police Memo		91K	10/27/2008 3:55 PM
Gina Holzmann	Winter Sports Forms		345K	10/27/2008 11:55 AM
Frank G. Geiger	Grade 7 Counselors Newsletter: Th...		426K	10/27/2008 11:37 AM



To open the attachment, double click the file. The larger the attached file is, the longer it will take to open.

Most attachments can be viewed by Acrobat Reader or Microsoft Word.

Acquire Acrobat at - <http://www.adobe.com/products/acrobat/readstep2.html> and Word reader at - <http://office.microsoft.com/en-us/downloads/HA010449811033.aspx>