

Home Access to Excent **Helpful information**

Excent can now be accessed through the Internet from your home computer. You will need to know the address to enter in Internet Explorer as well as some additional information to help keep your computer secure.

Some staff may be using computers issued to them from their school site, while others may use their home computer. Regardless of the computer used, please follow the steps below.

1. Be sure your computer is free of viruses. Run a full virus scan of your computer before connecting to Excent. If you don't have antivirus software installed and updated on your computer, please install some. You can get free antivirus software at <http://www.microsoft.com/security/pc-security/mse.aspx>
2. Remove any toolbars, popup blockers (or configure them to accept popups from excent.polk-fl.net), or spyware. Use a program like SuperAntiSpyware (free from <http://www.superantispyware.com/download.html>) to be sure you have a clean computer.
3. Visit the Windows Update web site (<http://windowsupdate.microsoft.com>) and install any critical updates you find there.

Please remember: District staff cannot troubleshoot or repair issues with your home computer. It is your responsibility to maintain your own home computer in good working order.


If you use your home computer

1. Open Internet Explorer and type in the Excent address to go to Excent (<https://excent.polk-fl.net>)
2. When the logon screen appears, right click in the middle of the screen and choose Create Shortcut (this will put an icon on your desktop for future use).
3. Be sure to turn off your popup blocker(s). See directions below for removing toolbar-based blockers like Yahoo or Google.

How do I remove Yahoo! Toolbar for Internet Explorer?

There are two ways to uninstall the Yahoo! Toolbar for Internet Explorer.

Option 1: via the Toolbar

- Select "Uninstall" from the Pencil button (.
- Click "Uninstall" on the uninstall page.
- Close any open IE windows

When you restart Internet Explorer, Toolbar will no longer be present.

Option 2: via Control Panel

- Click on the Windows "Start" button
 - Select "Control Panel" from the "Settings" menu
 - Double-click on "Add/Remove Programs"
 - Scroll down and click on the "Yahoo! Toolbar" entry
 - Click on "Change/Remove"
- Close any open IE windows

Yahoo! Toolbar is now uninstalled. Start IE again after closing all your open IE browser windows and it will no longer be present.

If you follow these steps and Yahoo! Toolbar is still present, make sure you have closed all your open IE browser windows. Due to Internet Explorer being integrated with Windows, you may need to restart your computer to fully uninstall Yahoo! Toolbar.

How do I remove Google Toolbar for Internet Explorer?

INTERNET EXPLORER

Option 1:

1. Click on the "Settings" button located directly on your Google Toolbar. Please note that if you don't have a "Settings" button on your Toolbar, then you likely have an older version installed. Instead, please click on the Google logo button located to the left of your search box.
2. Choose "Help" and then "Uninstall."
3. Press the "Uninstall the Google Toolbar" button.

Google Toolbar is now uninstalled. Start IE again after closing all your open IE browser windows and it will no longer be present.

Option 2: via Control Panel

- Click on the Windows "Start" button
 - Select "Control Panel" from the "Settings" menu
 - Double-click on "Add/Remove Programs"
 - Scroll down and click on the "Google Toolbar for Internet Explorer" entry
 - Click on "Change/Remove"
- Close any open IE windows

If you follow these steps and Google Toolbar is still present, make sure you have closed all your open IE browser windows. Due to Internet Explorer being integrated with Windows, you may need to restart your computer to fully uninstall Google Toolbar.