

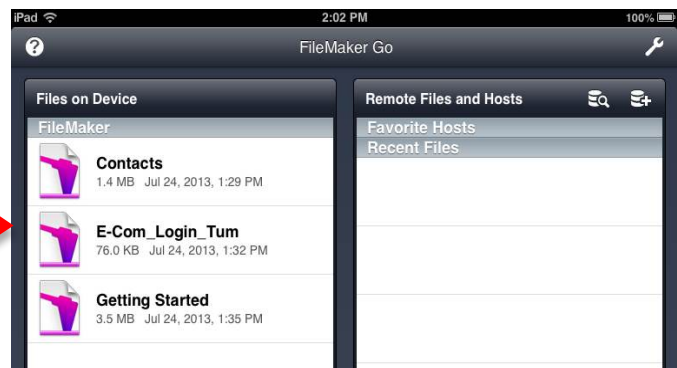
# E-Com on the iPad

E-Com may be accessed via an Apple iPad using FileMaker Go, if your district allows you to connect to E-Com from home. In order to do so, you must install the FileMaker Go software and configure it to connect to E-Com.

1. Click on the “Apps Store” icon on your iPad.
2. Search for “FileMaker Go for iPad;” when the results come up, select FileMaker Go 13 for the iPad and install it.
3. Once installed, you can either open it by clicking on the “Open” button or by going back to your home screen and clicking on the FileMaker Go icon.
4. The first time you use FileMaker Go to connect to E-Com, you will have to set up the connection. To do so,
  - a. Open a browser on your iPad and go to your district’s E-Com page on [tools.portagebay.com](http://tools.portagebay.com). You may have gotten the URL in the same email as this documentation. If you did not, ask your local E-Com admin for it.
  - b. The login file should be the bottom link on the page. Click on this.
  - c. A window will open, asking if you want to open this link with FileMaker Go. Select “Yes.”
  - d. At the login screen, enter your usual E-Com user name and password.
  - e. Once logged in, you should be presented with a screen showing your assigned students. From here, you can select a student name, find or add forms/batches, and edit forms.
5. To log out, select the small file icon in the upper left of the screen, and select “Close All.” You will be returned to the FileMaker Go main screen.



Please note that a login file has now appeared on the list to the left, as something like “E-Com\_Login\_DistrictName.”



6. The next time you want to access E-Com from your iPad, simply open FileMaker Go and click the login file on the left-hand side of the screen.