



Windows E-Com Client Installation for Lakewood School District – Home Use

1. You will need to download two items from <http://tools.portagebay.com/clients/lakewood.html> :
 - a. The E-Com Login file “from home” – please right-click and save this file to your desktop so that it may easily be used for launching your E-Com session.
 - b. The Windows E-Com client installer; please note that depending upon the speed of your connection, this may take up to 20 minutes.
2. Find the downloaded client installer file (named FMICD11-Win-Lakewood.zip) and right-click on it. Select “Extract All” and select a place to extract it (your desktop is recommended).
3. Open the unzipped folder and double-click the Setup icon. If you get an “Unknown Publisher” message, select “Run” to continue the installation.
4. A small dialog window should open, asking for your choice of Language. Click OK when selected.
5. The installer should come up – select “Next.”
6. Accept the License terms and click “Next.”
7. Select “Next” at the Destination page.
8. Leave the Setup Type as is and click “Next.”
9. Select Install. Depending on your computer’s processor speed, this may take 4-8 minutes.
10. Once Filemaker has been installed, click the “Finish” button.
11. Apple’s Bonjour software must now be installed, if you don’t already have it.
12. A Bonjour installation message will come up; click “Next.”
13. When the Bonjour installer window comes up, click “Next” again.
14. Accept the terms and click “Next.”
15. Click “Next” again at the next window.
16. Leave both boxes checked (you may uncheck the “Automatically update Apple software” if you are short on time) and click “Next.”
17. Once Bonjour installs, click “Finish.”
18. Verify that you have a copy of Java that is more recent than v1.4. You can download the most recent version from <http://www.java.com> if you are not sure of your version.
19. Double-click on the E-Com Login file you downloaded to your desktop in Step 1a.
20. Sign in to E-Com with your usual name and password. You may need to allow 1-2 plug-ins to be installed upon your first login; after that you should only need to enter your user name and password.