How to Access the AARE Folder

The AARE folder is a shared location for staff to be able to access reports provided by the AARE office. Access to the AARE folder depends on school permissions as designated by the principal and district permissions as designated by the Executive Director of AARE. Instructions regarding how to access this location are given below.

School Personnel Instructions for accessing the AARE folder for each school:
1.) From your computer desktop, open your "Computer" or 'This PC" by double-clicking on it. Alternatively, you can click the "Start" button and click "Computer" or "This PC."
2.) From the list of drives, open the Z: drive for your school server by double-clicking on it.
3.) Open the "AARE" folder by double-clicking on it.

Please note that only people with the appropriate permissions as designated by principals will be able to see this folder. Principals must email Jacinda McDuffie at jacinda.mcduffie@richlandone.org if access should be given to additional personnel.

District Personnel Instructions for accessing the AARE folder for the district:
1.) From your computer desktop, open your "Computer" or 'This PC" by double-clicking on it. Alternatively, you can click the "Start" button and click "Computer" or "This PC."
2.) From the list of drives, open the correct drive as described following by double-clicking on it.
   - Users in SAB should use the Z: drive.
   - Users at Waverley, CSF or Lyon St. should use the W: drive.
   - For users physically located at a school, IT will have to place a special icon on the user's desktop. Please contact Jacinda McDuffie at jacinda.mcduffie@richlandone.org in this case so she can submit a ticket to IT.
3.) Open the "District AARE" folder by double-clicking on it.

Troubleshooting Tips:
- If you have no Z drive, please turn off your computer, wait 30 seconds, and then start your computer again.
- If there is still no Z drive, please submit a One-to-One Plus ticket for IT to help with that issue.