

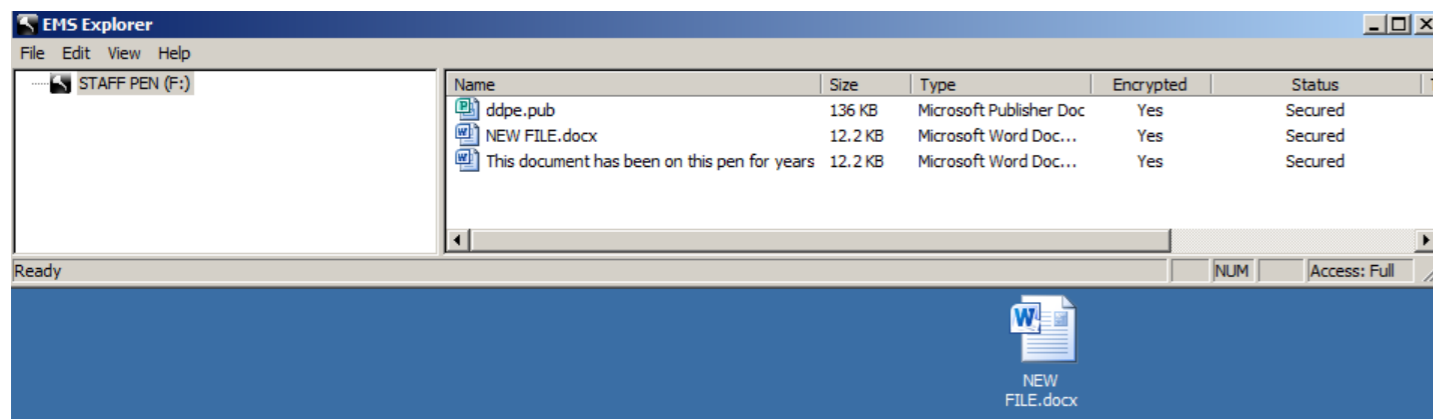
Once you have entered the password, in the EMS Explorer you can see the files.

DRAG the files off that you want to work on.

Once you have used the files, DRAG them back.

Please do not double click on the files within EMS EXPLORER and use them.

REMEMBER this option is only if you have not done OPTION 1.



## FORGOT USB PEN PASSWORD

If you forget your password to the USB Pen drive, simply bring the USB Pen drive back into school. Log onto your normal computer and plug in the pen drive. The system will then ask you to set a new password.

## FINAL NOTE

Please ensure that at least one of the “at home” options works BEFORE you need to use the USB drive urgently.

As always, please ensure that any critical data is backed up.

## Using YOUR Encrypted USB pen at home on your OWN computer/laptop

There are 2 options.

### OPTION 1

The preferred method is to install some software onto your computer, this will take less than a minute.

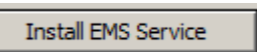
Simply plug in your USB Pen drive, then from the USB pen drive, double click

**AccessEncryptedFiles.exe**

Name	Date	Type	Size
Access Encrypted Files (Mac).dmg	15/05/2014 15:07	DMG File	10,890 KB
AccessEncryptedFiles.exe	28/10/2014 15:42	Application	374 KB

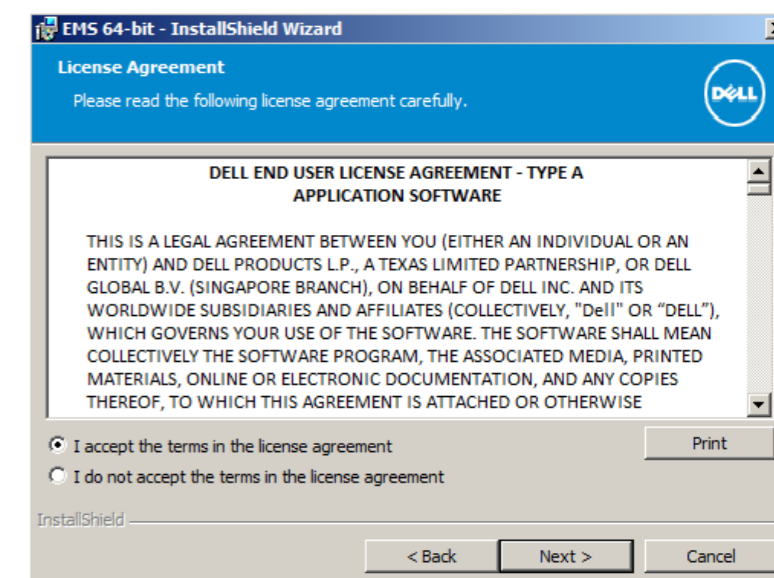
You will then see the screen

opposite, click

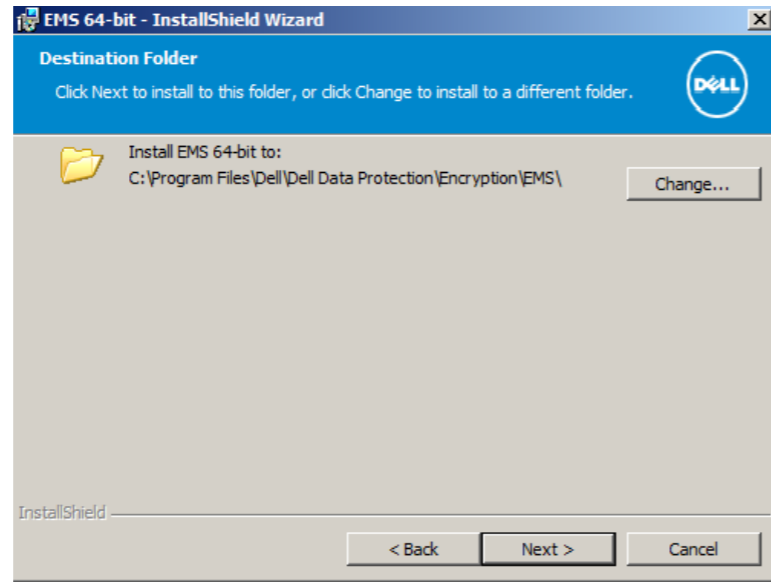


Then click “NEXT”

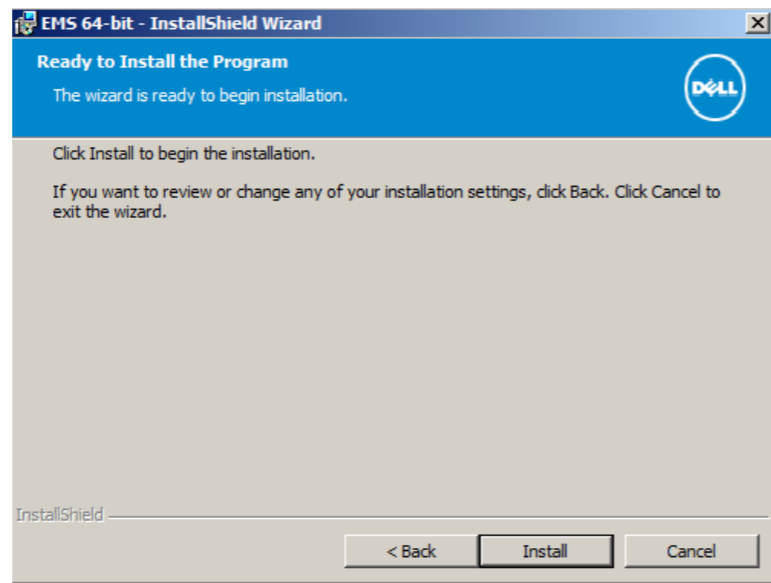
Click the “I ACCEPT” button,  
then “NEXT”



Click "NEXT"



Click "INSTALL"



Once the install is complete, you will be prompted to RESTART your computer.

Now that the software has been installed on your home computer/laptop, when you plug in the pen drive, you will see the following screen:



Enter the password that you originally set.

The USB Pen drive will be fully available to use and everything that you put on the pen drive will be encrypted.

## Using YOUR Encrypted USB pen on a device that is NOT yours (You do not want to install software)

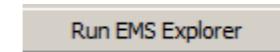
### OPTION 2

This is when you DO NOT want to install the software onto your home computer or the software installation does not work for some reason.

Simply plug in your USB Pen drive, then from the USB pen drive, double click **AccessEncryptedFiles.exe**

Access Encrypted Files (Mac).dmg	15/05/2014 15:07	DMG File	10,890 KB
AccessEncryptedFiles.exe	28/10/2014 15:42	Application	374 KB

You will then see the screen opposite, click



You will be asked to enter your USB Pen password that you originally set.

