

# The Division of Information Technology

BVSD EZ Access - <https://sp2.bvsvd.org>



## What is EZ Access?

Through BVSD EZ Access, Staff and Students\* of Boulder Valley School District can securely access their Public and Private folders on the BVSD network from school or at home. Users can download and upload files and documents to and from their BVSD network folders without being directly connected to the BVSD network. Use of BVSD EZ Access is subject to the Terms of Use below.

## Terms of Use

The use of BVSD EZ Access falls under the **BVSD Acceptable Use Policy**. All content uploaded to and downloaded from the BVSD network is the responsibility of the user. Unacceptable use of EZ Access and other district network resources will result in disciplinary action.

## How to Log into the EZ Access website

### Step 1



Open Internet Explorer.

### Step 2



In the Address line type in:  
<https://sp2.bvsvd.org>

### Step 3



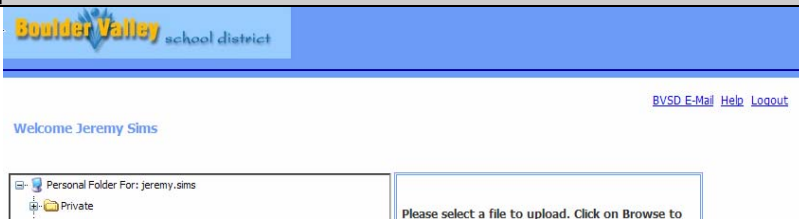
The EZ Access login window opens.

Type in your BVSD network/email username (firstname.lastname).

Type in your BVSD network/email password.

Click Log In button.

### Step 4



The EZ Access Website opens.

## Important Information

When downloading files from EZ Access, *always* choose the option to **Save** the file. (Selecting Open won't allow you to save your files back to EZ Access, and any changes made to a file will be lost.)

*Please Remember* : Information stored in your Public folder is accessible by anyone on the BVSD network.

### Supported Operating Systems:

- Windows XP, Windows 2000
- Mac OSX (10.0 and higher)
- Linux (major distributions)

**NOTE:** BVSD EZ Access is not supported on Mac OS9 and lower. EZ Access has not been tested on Windows 98 or lower.