

## Accessing ERPS Email From the Internet

Navigate to the ERPS Web page at [www.erpsk12.org](http://www.erpsk12.org).

1. Click on the link for "Staff Resources" in the lower right hand corner of the page.

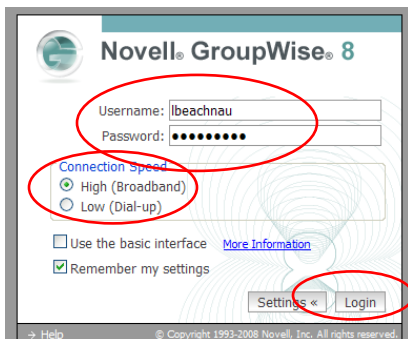
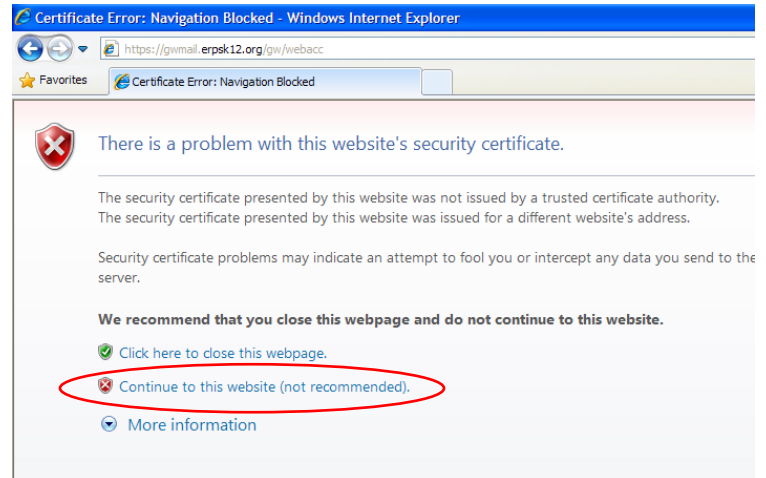


### Staff Resources

[Educator Access](#)  
[Groupwise Web Mail](#)  
[Bloodborne Pathogens](#)  
[Discover/United Streaming](#)  
[Data Director](#)

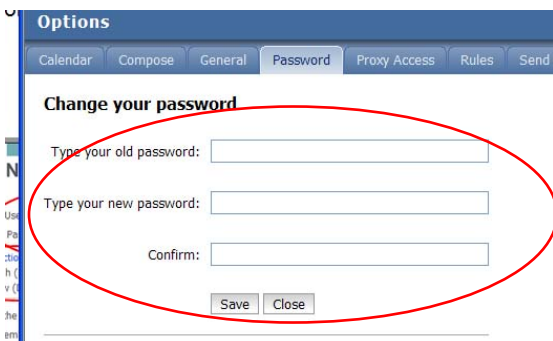
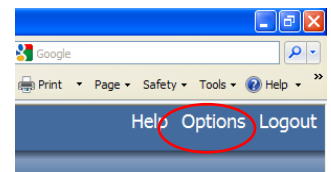
2. From the Staff Resources page, select the link for "Groupwise Web Mail" on the left hand side.

3. As a cost savings measure, we do not pay for a security certificate for GroupWise Web Mail. As a result, you may see the message "There is a problem with this website's security certificate". At this point, click on the option "Continue to this website" even though this is "not recommended".



4. At the Novell GroupWise 8 screen, enter your user name and password. You should also select the appropriate internet connection speed for the computer you are using. If you have a cable or broadband modem, select "High". If you are using a dial up connection, select "Low". Click "Login" to be connected to your ERPS email.

5. To change your password, click on "Options" in the upper right hand corner of the screen. (Note: You may see the message "There is a problem with this website's security certificate" again. It is okay to "Continue to this website".)



6. In the space provided, type in your old password. Then type your new password in the "New Password" and "Confirm" fields and click on save.

*Note: In order to access your ERPS email via the internet, your browser must allow pop-ups from the ERPS web site.*