

# Getting Started with the Portal (InsideCPS)

- **Run a system check.** This will ensure that you have what you need to interact with the portal. Without this check **it is likely that you will NOT be able to access your files or several other components within the portal.** If you experience any issues, please be sure to complete this function before contacting support.

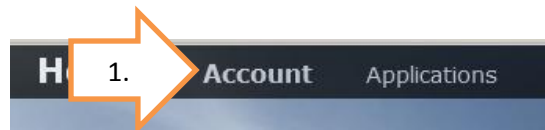
## Running a System Check

### Quick Instructions

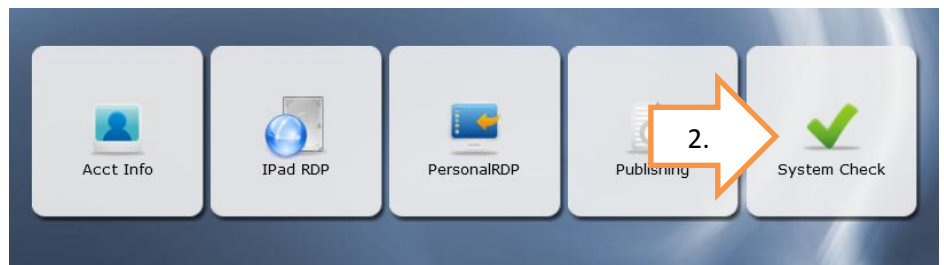
1. Click **Account**
2. Click **System Check**
3. Click **Run** on the Security pop-up.
4. Restart your internet browser
5. Repeat steps 1-4 to ensure the check was successful.

### Detailed Instructions

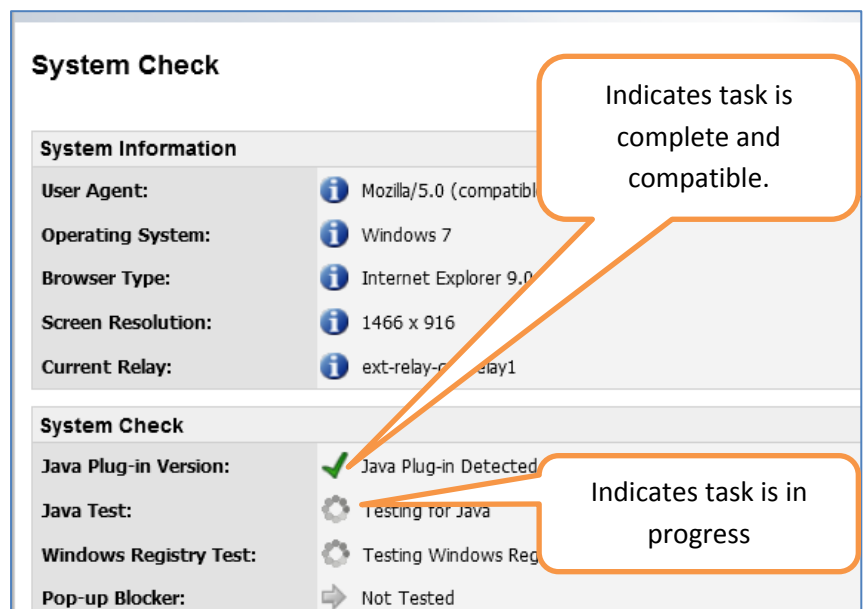
1. Click **Account** in your menu (top of the screen)



2. Click the **System Check** icon:



3. The system check page will appear and the program will be checking your computer to make sure you have all of the required software.:



### System Check

System Information	
User Agent:	Mozilla/5.0 (compatibl
Operating System:	Windows 7
Browser Type:	Internet Explorer 9.0
Screen Resolution:	1466 x 916
Current Relay:	ext-relay-n relay1

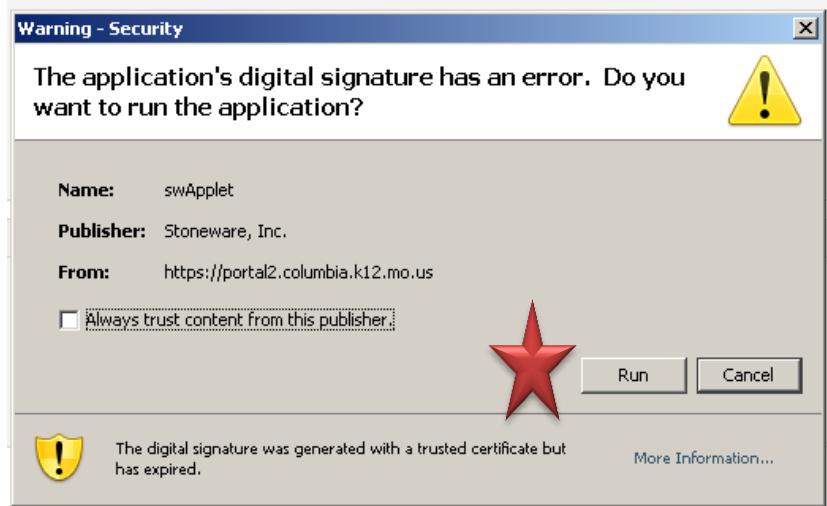
System Check	
Java Plug-in Version:	Java Plug-in Detected
Java Test:	Testing for Java
Windows Registry Test:	Testing Windows Reg
Pop-up Blocker:	Not Tested

Indicates task is complete and compatible.

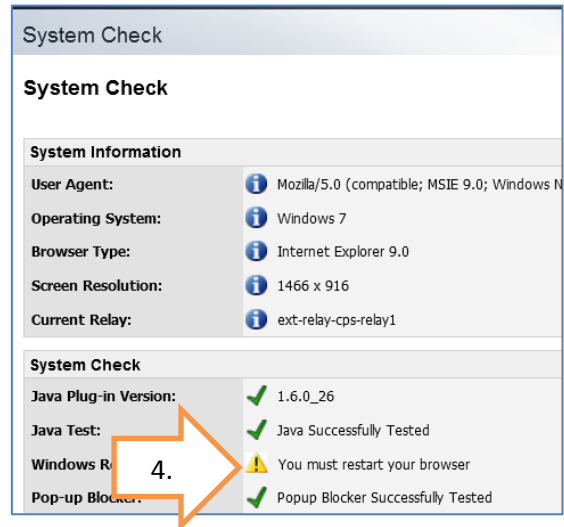
Indicates task is in progress



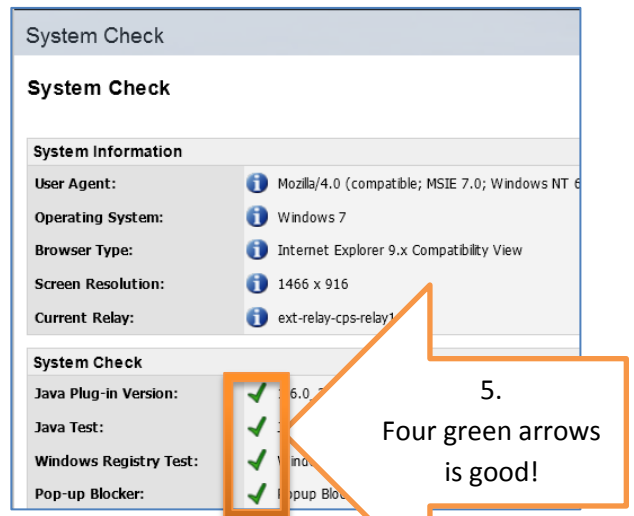
If you receive a security pop-up regarding the applet, you must click Run to start the System Check.



- Restarting your browser. Once the System Check is complete, you may be asked to restart your browser. Simply close **all** open internet windows and complete the steps to access the portal (InsideCPS) again via the [Columbia Public Schools homepage](#).



- Repeat steps 1-4 to verify that the system check competed successfully.



- You can now click the 'close' icon on the System Check window (top right-hand corner) to return to your account and applications:

