

Hospital Homebound/Off-Campus Instruction Solution

The Hospital Homebound/Off-Campus Instruction (HHB/OCI) Solution is “powered” by FileMaker Pro. To use The HHB/OCI Solution you will need to have FileMaker Pro 14 installed on your computer (FileMaker Pro 15 will also work, but is not required). You should find that many of the district computers already have FileMaker Pro 14 installed. If you don’t have it installed and have Self-Service on your computer, launch it (Self-Service) and select FileMaker Pro 14 from the list of applications.

Once you have FileMaker Pro 14 installed you can add it to your dock. FileMaker Pro icons are similar; verify that you are using the correct one:

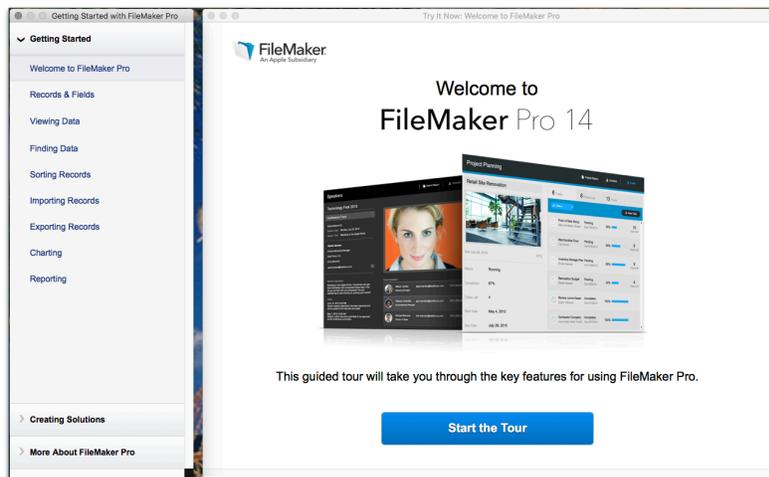


FileMaker Pro 11
WILL NOT work with the
HHB/OCI Solution
(just has purple edge around Pro)

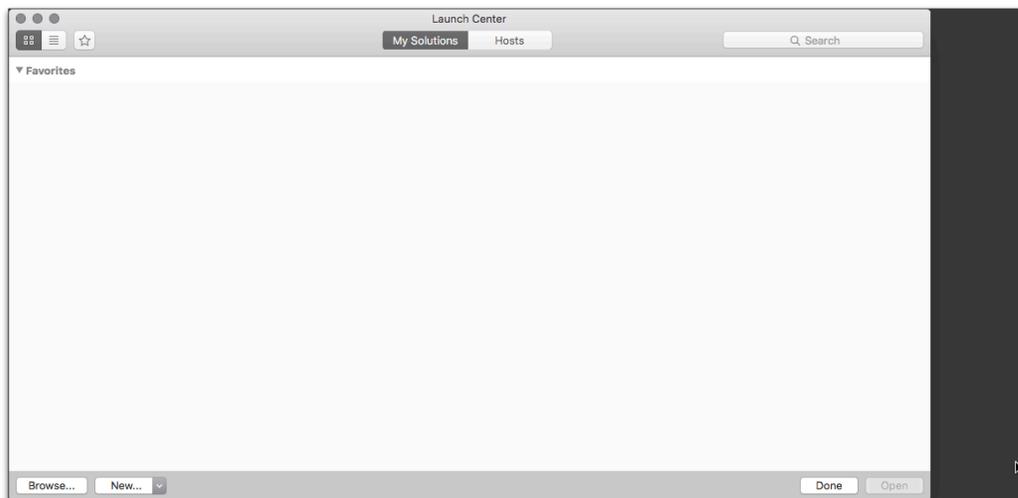


FileMaker Pro 14
WILL work with the
HHB/OCI Solution
(no ‘Pro’ “bubble”)

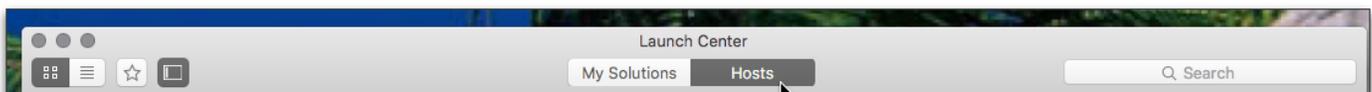
The first time you launch FileMaker Pro 14 you will be presented with the “Try It Now: Welcome to FileMaker Pro” window. Click the ‘close’ button at the upper left of the first panel to close it.



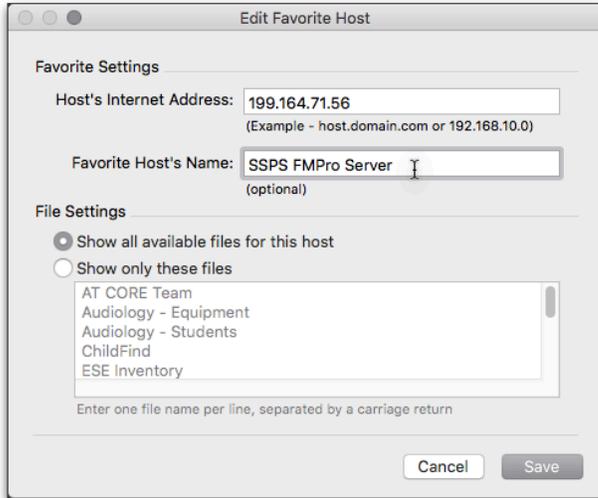
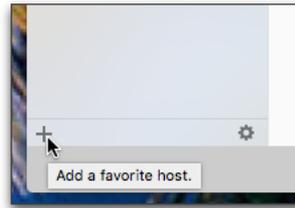
You will then see the “Launch Center” screen.



Click the ‘Hosts’ tab.

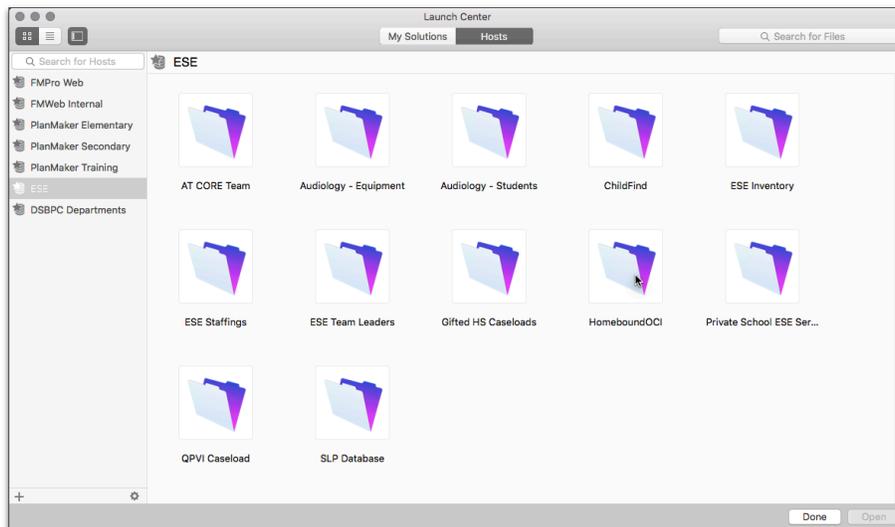


Click the '+' at the bottom left of the 'Launch Center' window

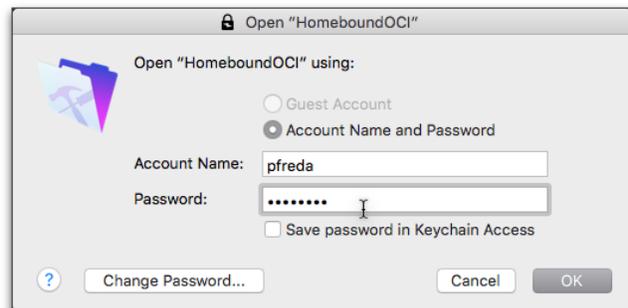


For the Hospital Homebound/Off-Campus Instruction Solution, enter:
Host's Internet Address: 199.164.71.56
Favorite Host's Name: SSPS FMPro Server
Click: 'Save'

After your click 'Save' you will see the 'Launch Center' with the 'SSPS FMPro Server' entry you have created. You will see all FileMaker solutions on the SSPS FMPro Server. Find the one named 'HomeboundOCI' and double-click it to open:



You will be prompted to provide your account name and password.



Use your district email account ID (the part in your email address before '@') entered in lower case letters. Your password is the same that is used to access myPascoConnect Single Sign On (this password may be different than the one you use to access your district e-mail) and is case sensitive. If you have forgotten your password (or would like to change it) go to:

<https://pwss.pasco.k12.fl.us/PasswordReset/>

Click 'Change Password' to reset your password.