

The School District of Haverford Township

Department of Technology

Configuring the FirstClass Client

1. You want to download the latest version of the FirstClass client from the FirstClass website. <http://www.firstclass.com/clientdownloads/>
2. Choose the operating System you are using.
3. Below Step 1, there will be a link to download the client labeled click here.
4. A new window will appear asking if you want to save or run the file. Depending on your Operating system and Web Browser, you might only have the option to save the file. Make sure that you take note of where the file is being saved if that is your only option. Otherwise, choose open or Run.
5. If you had the option to open or run the program in the previous step, skip to step 6. Otherwise navigate to where you saved the file in the previous step and double click on the file.
6. The FirstClass installation program will start to run. You will want to click next on each screen, taking the default options each time. When the installation is done, choose finish.
7. After the installation program has completed it will open FirstClass for you. If this is the first time that you are running FirstClass on this computer, you will need to configure it to connect to our server. Click the Setup button on the login window and enter the settings below:

Service Setup

Connect via: Local Network.fcp

User ID: randerson

Password:

Login: As guest
 Automatically

Retry login: 0 times

Retry delay: 0 seconds

Fill in if service is accessible via the network

Server: www.havsd.net

8. Instead of my username, put your login name in the User ID box. The other important piece is that you enter the Server as www.havsd.net. At the bottom of the window will be a button labeled save, click this button after you have entered your information.
9. You can now login to FirstClass the same way that you do when at School.