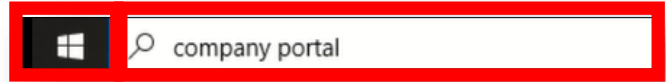


# How to Sync Using the Company Portal

These directions explain how to sync from the Company Portal. This helps when you cannot connect to the WiFi at school. Follow these directions while you are connected to your home WiFi or another non-school WiFi.

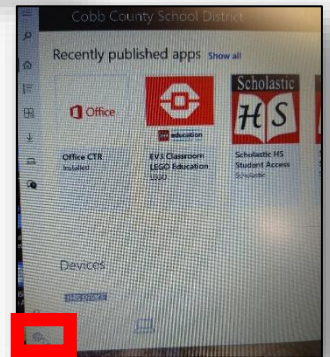
1. From the Desktop, in the lower left in the search box, type in **Company Portal**.



2. Click the **Company Portal App**.



3. In the bottom left, click on the **Settings** (gear) icon.



4. Click **Sync**.

*Note: Once you click Sync, four dots will start scrolling in across the box and it will say "Syncing" underneath. The sync is complete once the Sync button reappears and the phrase "Last Sync on" with the current date and time is displayed.*

