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Shurley Online Services Portal

Software Download and Installation Instructions for Windows

Today, we will download the **Shurley Online Services Portal** application on a computer running Windows software. This download and installation is required in order to access your Shurley English digital materials.

Before you begin, please note that you must be an administrator on your computer to download and install software.

You will receive an e-mail from Shurley Instructional Materials regarding activation.

Click the link in the e-mail to begin the installation process.



The screenshot shows a confirmation page for Shurley Instructional Materials. At the top left is the SIM logo (a pencil tip) and the text 'Shurley Instructional Materials, Inc.'. Below the logo is the instruction 'Please confirm your information.' followed by the email address 'Email: quigley@shurley.com'. There are input fields for 'First name:' and 'Last name:'. A section titled 'Update password' with a downward arrow contains 'Password:' and 'Confirm:' input fields. A 'Continue' button is located at the bottom left of the form area.

The link will take you to a confirmation page.

Once you have confirmed your information, click the **CONTINUE** button.

Note: If you already have a confirmed/verified account, you will skip this step and proceed directly to the Shurley Portal: Software Download page.

Now, you will see the **Shurley Portal: Software Download** page.

Shurley Portal: Software download

In order to access your Shurley English digital books and the interactive features available within those books, you must **download** and **run** the **Shurley Portal**.

Before you begin, please note that you must be an administrator on your computer to download and install software.

Desktop/Laptop Computers:



Select the file that corresponds with your computer and follow the prompts. Once you download the Shurley Portal, you will be asked for your login information or student access code.

Shurley Portal 2.0



Apple Devices:



If you are using an Apple device, you must visit the App Store in order to download the free app. Search for **Shurley Portal**. Once you download the app, you will be asked for your login information or student access code.

Android Devices:



If you are using an Android device, you must visit the Google Play Store in order to download the free app. Search for **Shurley Portal**. Once you download the app, you will be asked for your login information or student access code.

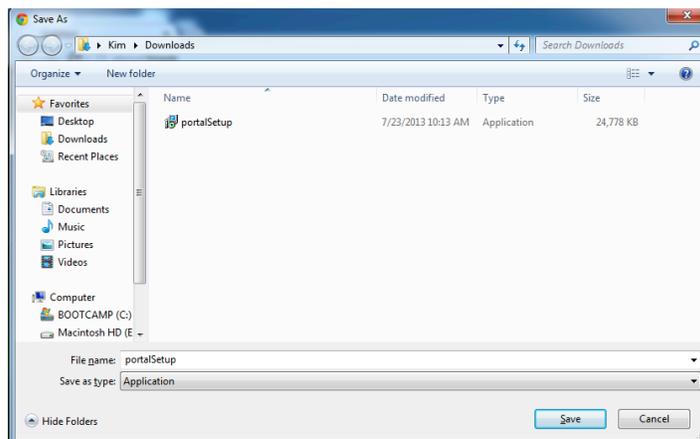


Select the appropriate download for your computer's operating system.

For this demonstration, we will click the **WINDOWS** icon.

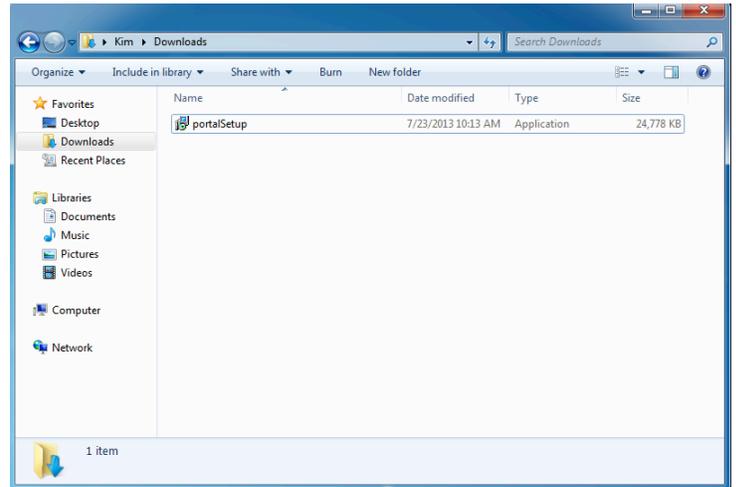
Click the **SAVE FILE** button on the pop-up window.

To perform the next steps, you must be an **administrator on your computer**. If you are not an administrator, please contact the technical support team at your school for assistance with installing the application.



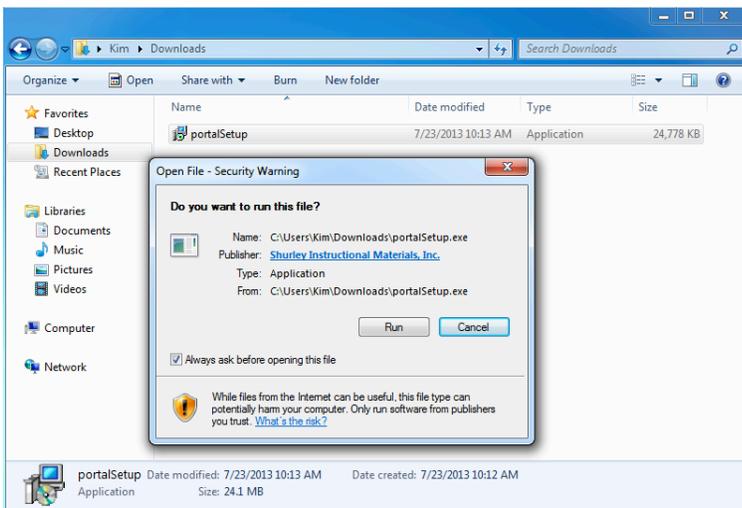
After the download is complete, double click the **PortalSetup** icon found in your default download location. Generally, this will be your downloads folder.

If you are having trouble locating the **PortalSetup** application, follow the search instructions below to locate the application.



Windows XP: Click the START button. Click SEARCH. Click ALL FILES AND FOLDERS, then in the ALL OR PART OF THE FILE NAME text box, type PortalSetup. Then, click the SEARCH button.

Windows 7: Click the START button. Locate the textbox above the START button. Type PortalSetup in the textbox. The file should appear in the menu above.

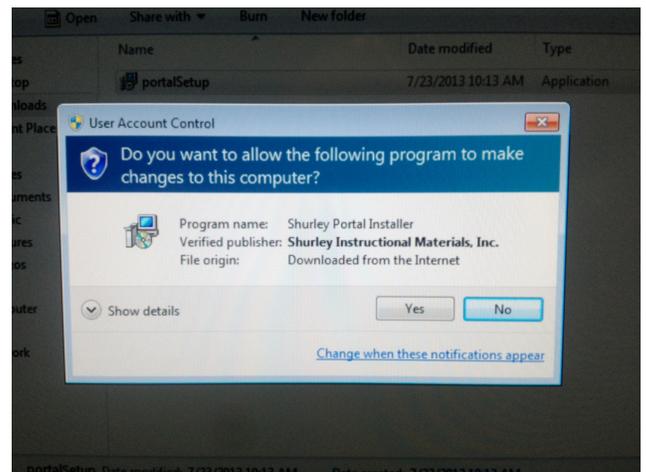


Click the **RUN** button in the Open File window.

Based on your personal computer settings, you may see the following message:

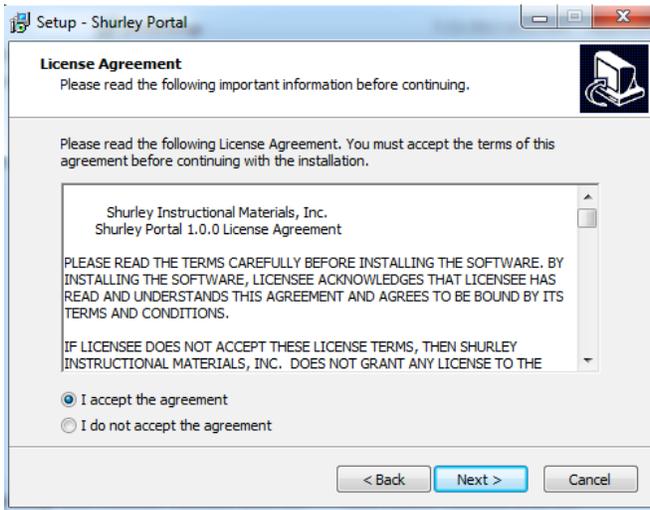
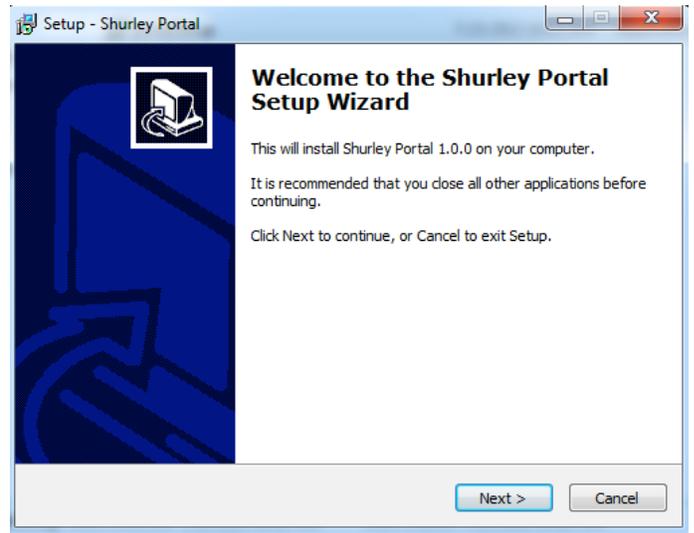
Do you want to allow the following program to make changes to this computer?

In order to load the application, click **YES**.



Open the window titled **Setup-Shurley Portal**.

Click **NEXT**.

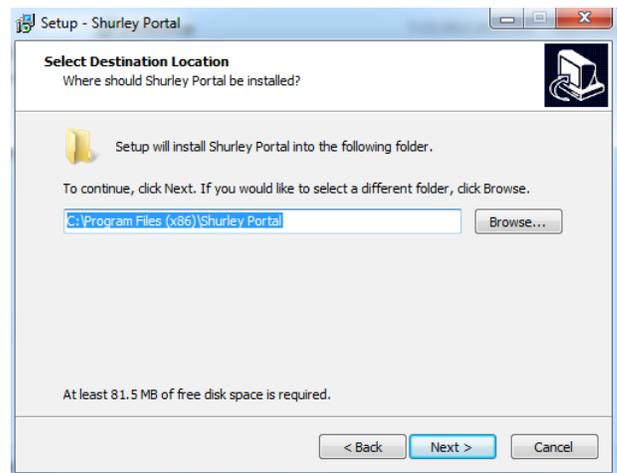


After reading the agreement, select **I ACCEPT THE AGREEMENT**.

Click **NEXT**.

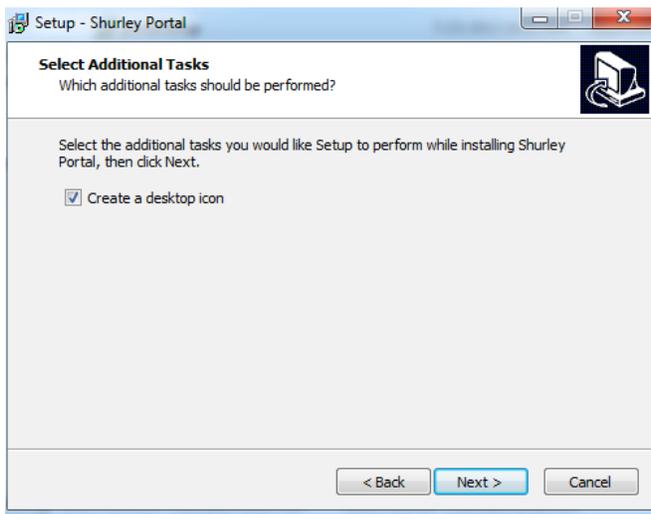
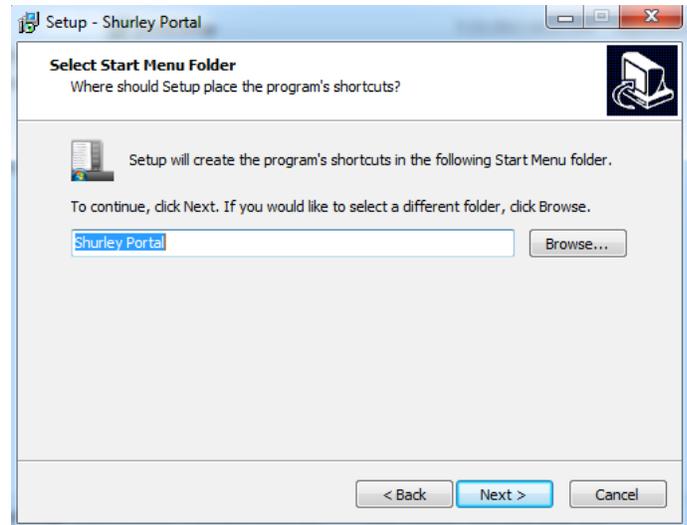
Leave the destination folder as the default.

Click **NEXT**.



Leave the start menu location as the default.

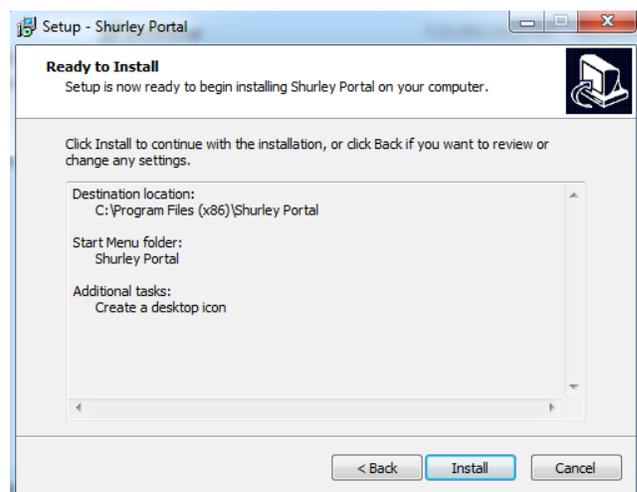
Click **NEXT**.



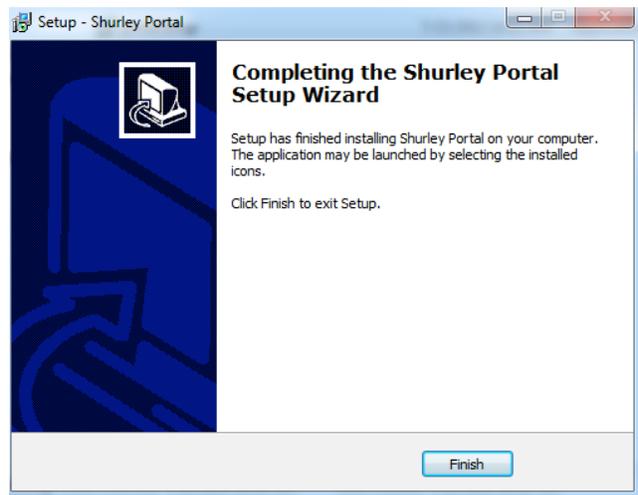
Check the **CREATE DESKTOP ICON** checkbox if it is not checked.

Click **NEXT**.

Click the **INSTALL** button on the Ready to Install window.



Click the **FINISH** button when done.



After the installation, you should see the icon titled **SHURLEY PORTAL** on your desktop.

Double click the **SHURLEY PORTAL** icon.

The loading screen will appear.

Type your e-mail address and password.

Click the **YELLOW ARROW** button to login.





Based on your personal computer settings, you may see the following Windows Firewall message:

Windows Firewall has blocked some of the features of Shurley Portal on all public and private networks.

In order for the application to function properly, you must **ALLOW ACCESS**.



We suggest that you go to the **Support** tile for further instructions on how to implement your digital materials.