

# Finding Data Location for AR at MS

**Follow these steps when you or  
your students are not listed in  
AR window for logon**

- ❖ Log in to Novell
- ❖ Go to Teacher Management Icon for AR
- ❖ Log in as “admin”
- ❖ Go to School and Preferences
- ❖ Click Data Location
- ❖ Double click Data Location to set location
- ❖ Click next and choose an **existing location**
- ❖ Browse “MS on R3\_tree (H:)” drive and look for folder named “ACCREAD”
- ❖ Click on folder named “ACCREAD” only once then click OK
- ❖ After clicking OK you should close and reopen AR
- ❖ Then check by going to Student icon for AR and see if classes and students for building are listed

This could happen to you any time of a power outage or if someone tries to get to AR without the proper Novell logon or if a server goes down or crashes.