



home ACCESS PLUS+

Access school from home

How to use sheet



You will be presented with this logon screen:

You need to enter your network user name and password, exactly the same as if you were logging onto a school computer.

Once you have logged in, click "Browse My Network Space"...



...and your "My Documents" folder will appear – just click on the icon to open.

How to edit a file that's already on your school computer

You must save the file on your home computer **first** – e.g. on the desktop – so double click the file and choose Save. Once it is saved, open it, edit it and re-save in the normal way.

Once you have finished, follow the instructions below to upload the new version to your network space.

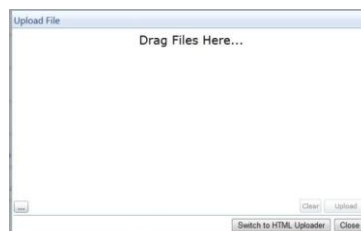
How to copy a file from your home computer to your school computer

Using the **Basic** version of HAP+ :

Click the **Upload** button on the toolbar:



... and drag your file into the box that appears...



Now click the **upload** button. Once the file is uploaded, close that box.

Using the **enhanced** version of HAP+

Just drag your file into the My School Computer window.