

Instructions for Accessing Your H Drive

(Please read these instructions in their entirety)

Open Internet Explorer

Click On the Teacher Link

Under H: Drive From Home click GO

NEW **H:Drive From Home**

Users are now able to access files (ie. Network folders or eFolios) and folders from off-campus. [Click this link](#) for self help instructions **OR** [click here](#) to log directly in to your files. [GO >](#)

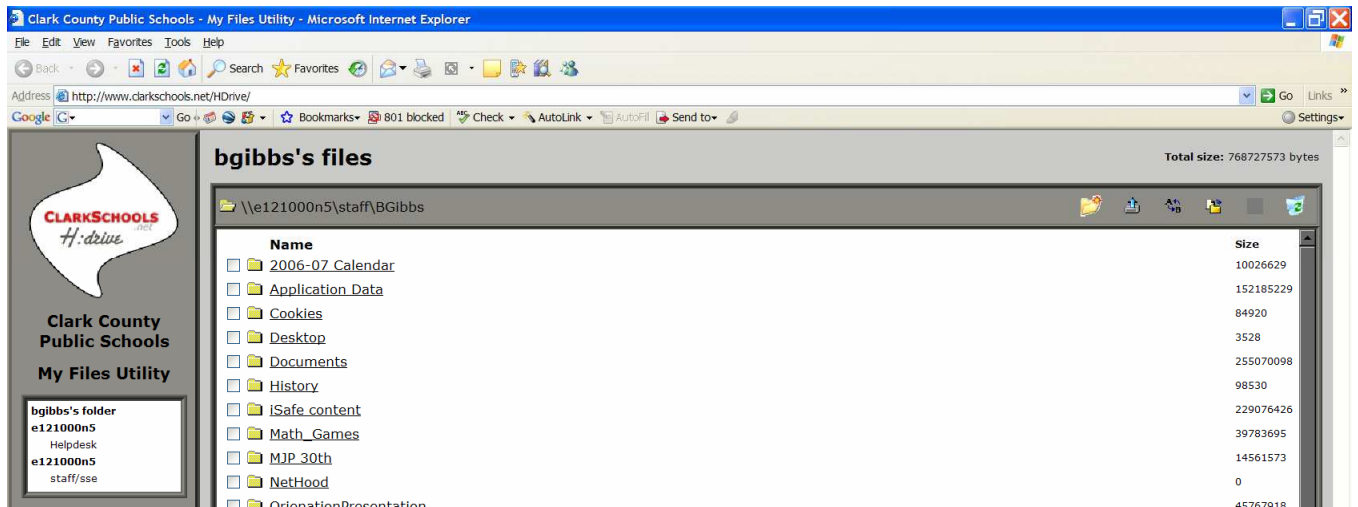
Type: User name: clark\username (ie. clark\bgibbs)

Password: type your password

Click OK

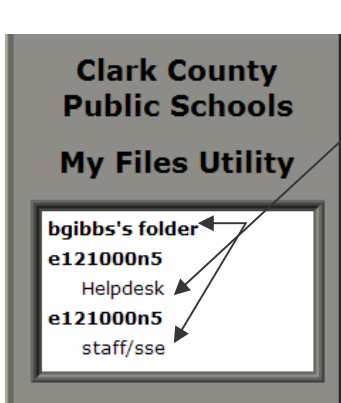


(You will experience a slight delay as your folder loads. Please note that the larger your folder is, the longer it will take to load.)

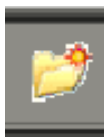


Name	Size
2006-07 Calendar	10026629
Application_Data	152185229
Cookies	84920
Desktop	3528
Documents	255070098
History	98530
ISafe_content	229076426
Math_Games	39783695
MJP_30th	14561573
NetHood	0
OrienationPresentation	45767918

Listed on the left hand side of your screen, under the My Files Utility box, you will see the files you have access to. Simply click the folder name to access this folder.



Folder Options:



Allows you to Create a New Folder



Allows you to Upload a File to your H Drive (A file you have created on your computer)



Allows you to Rename a File or Folder



Allows you to Move Selected Files



This Zip feature is not available at this time



Allows you to Delete Files

IMPORTANT

Please note:

Just as you used your H drive before, please copy out documents to your desktop by right clicking on the document, choosing Save Target As, choosing Desktop, click Save, Edit the document, save it and then upload it back into your H Drive using the Upload a File button.

For assistance with this please see your STC or district TRT.