

# How to use Home Access Plus+

(Chrome/Safari)

## How to start

Once you've logged in, click the blue **My Files** tile under **Resources** and two blue tiles will appear – **Documents** (your school network space) and **Student Shared Areas**. Click on whichever one you want to access.

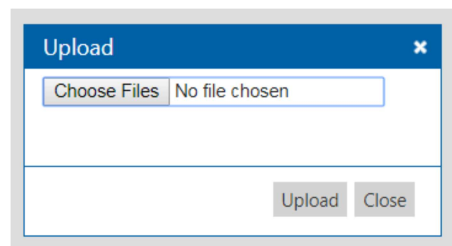
- If you've logged in recently, HAP+ may show the Documents and Student Shared Areas tiles straight away
- Make sure you log out of HAP+ when you've finished

## How to upload a file from your home computer to your school network space

Click the **Upload** button on the toolbar...



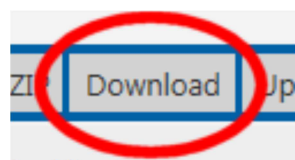
...and browse to your file in the box that appears...



...then click the **Upload** button.

## How to change a file that's already on your school network space

Select the file, then click the **Download** button on the toolbar...



...and choose **Save As**.

Once the file has been downloaded (e.g. to the Downloads folder on your home computer), open it, change it and re-save it in the normal way.

Once you've finished, if you want to upload the new version to your school network space, follow the instructions above.