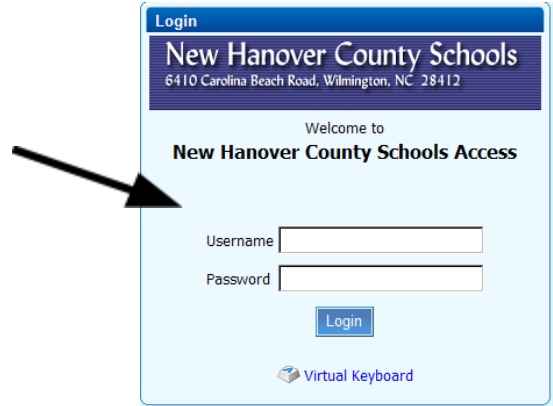


How to Access Your NHCS Network User Directory from Home

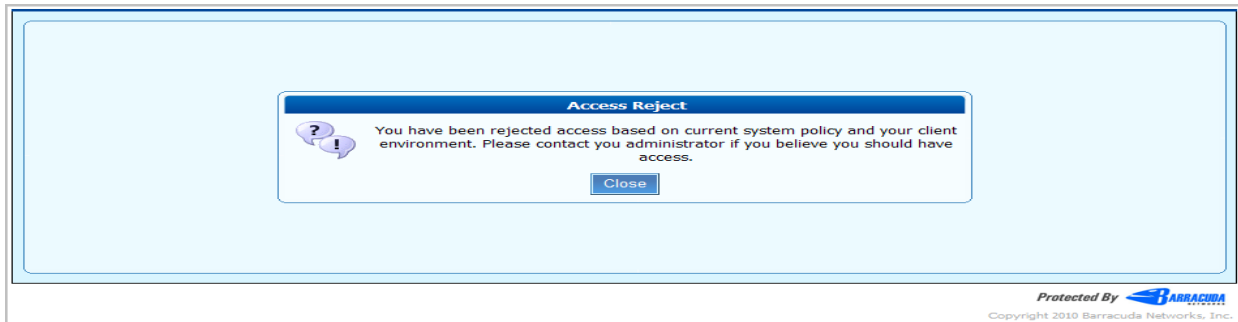
First Log onto <https://access.nhcs.net>

Note: The screen shots in the handout were made in Internet Explorer. The program may look slightly different in another browser.

Login with your Active Directory login
(Hint: It is the same login as you use for your computer at school. Example: first. last)

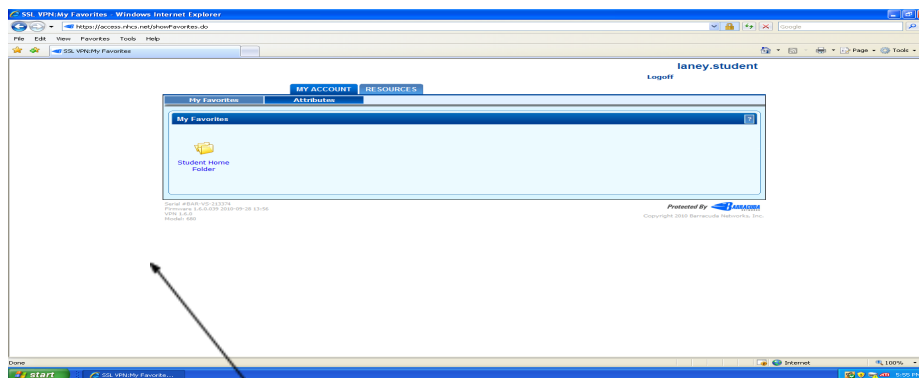


After login you might see the picture below. This means you do not have virus protection on your home computer or your virus protection is not up to date.



If you have up-to-date virus protection, *a separate window* will open and you will see the screen below.

Your name will be here:



Note: In Chrome, you will receive a message about pop-up blocker. Click on it to allow pop-ups.

Your files are here – click one time to open the folder. The window below will open.

Your folders and documents from the school server will be displayed. What can be done here?

Search for a file by typing in the name and applying the filter.

Sort files in ascending or descending order.

If you create a file on your home computer, you can upload it to your user directory.

You can cut and paste or copy and paste a document to another folder. At school you can drag files, but here you must copy/cut and paste. You can also rename folders and if they are large you can zip them for faster download. Use either of the Actions menus for these tasks. Click in the box in front of the file to select the file.

Name	Date Modified	Size	Actions
Adlm/	2011-07-14		Cut Copy Delete Rename Paste Zip More ..
Autodesk/	2011-07-14		Cut Copy Delete Rename Paste Zip More ..
Inventor/	2011-07-14		Cut Copy Delete Rename Paste Zip More ..
My Music/	2012-01-11		Cut Copy Delete Rename Paste Zip More ..
My Pictures/	2012-01-11		Cut Copy Delete Rename Paste Zip More ..
recent/	2012-01-19		Cut Copy Delete Rename Paste Zip More ..
acad.err	2011-07-14	0.48 KB	Cut Copy Delete Rename Paste Zip
New OpenDocument Text.odt	2011-07-06	7.16 KB	Cut Copy Delete Rename Paste Zip
Procmon.bat	2011-07-07	0.05 KB	Cut Copy Delete Rename Paste Zip
Procmon.exe	2011-07-05	2.88 MB	Cut Copy Delete Rename Paste Zip
sketch.gsp	2011-07-13	1.41 KB	Cut Copy Delete Rename Paste Zip

If you click one time on a Folder, the files inside the folder will be displayed. To get back to the screen above, click on the *Home* button.

Home

Sample Pictures.link

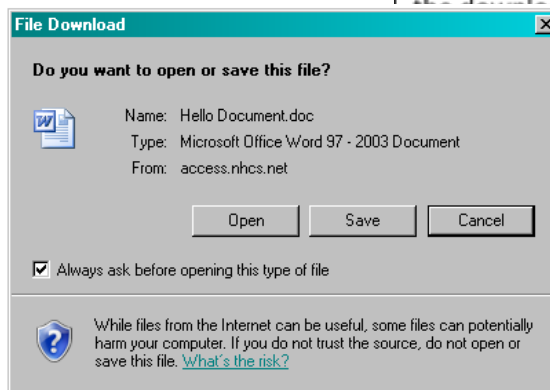
2011-07-07 0.75 KB

If you click once on a file, the screen to the right may appear.

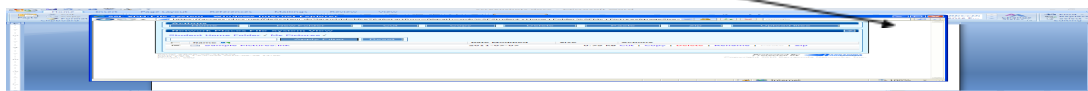
You should *Save* the file to your computer to work on it. If you choose *Open* it will open as a read only file and you will not be able to edit it.

When you have finished working on your document on your computer you can then upload it back to your school user folder.

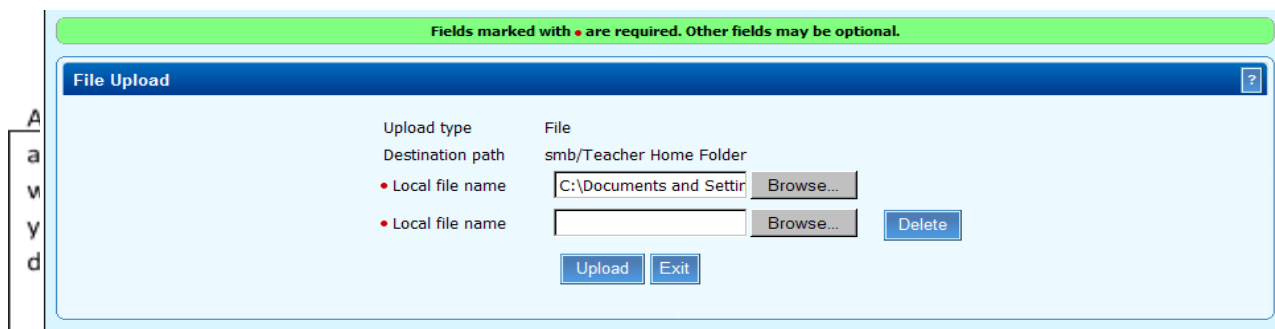
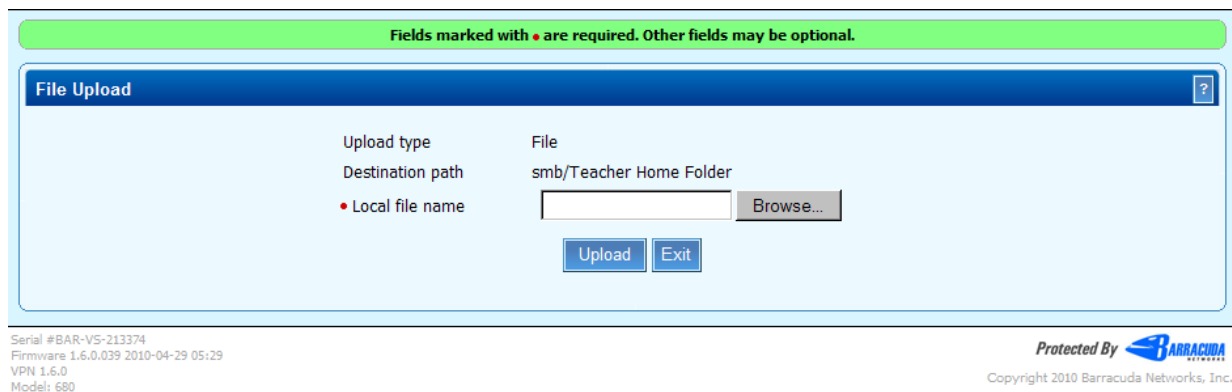
Note: In Chrome, the file appears in the download bar of



To upload your file, click on *Upload files*.



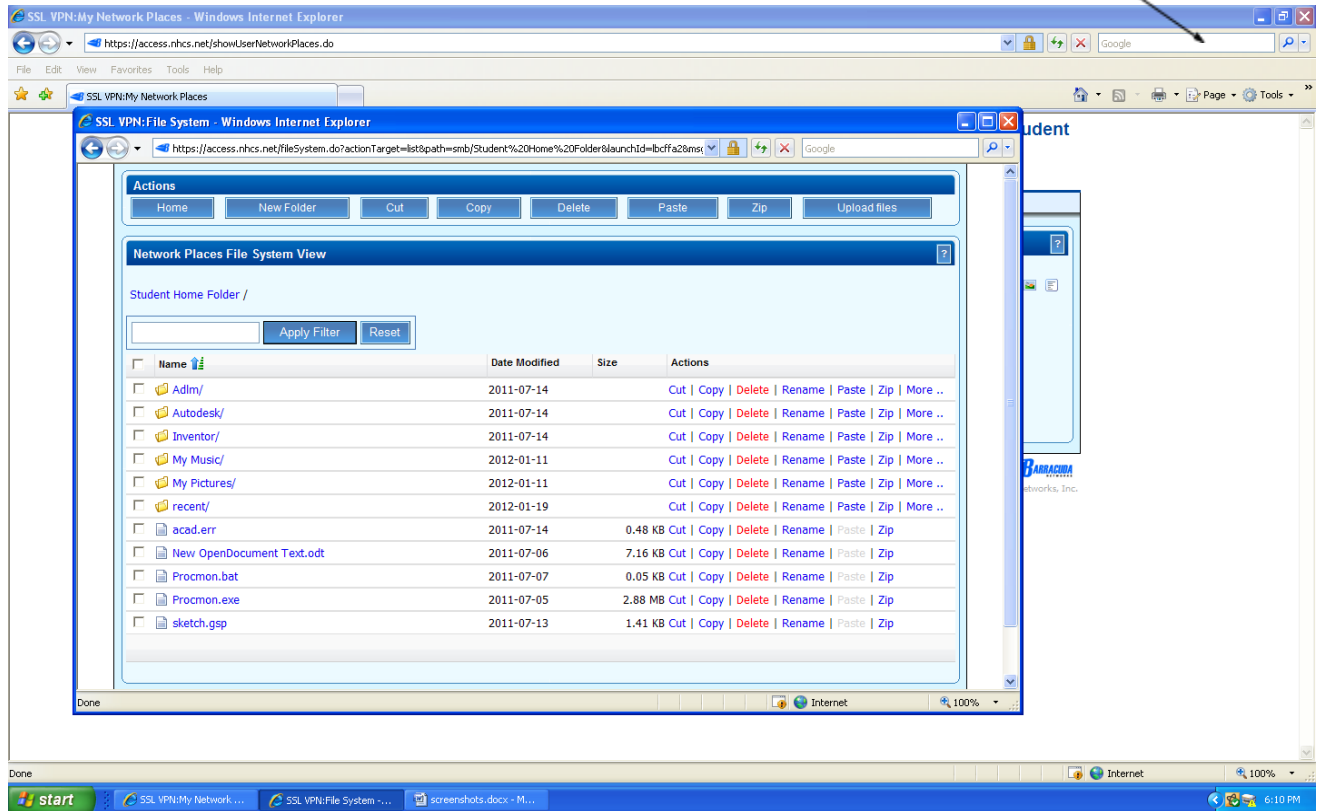
Browse to and select the file to be uploaded. Don't forget to pay attention to space restrictions on your user directory when uploading files!



If the upload was successful, the message at the top of the *File upload* window will appear, and you will find the document in your user folder.

The file Premier Literacy Suite Handbook.pdf has successfully been uploaded to smb/Teacher Home Folder.
Fields marked with * are required. Other fields may be optional.

When you are finished working with your files, close the top window by clicking on the X in the top right corner.



The original screen should still be open beneath. Click on *Logoff*.

