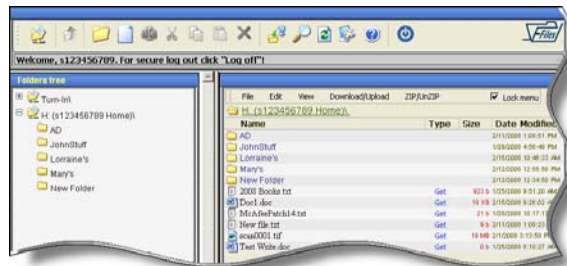


Secondary File Access for Students from Active Directory campuses

1. Enter your **UserName** [s#] and **Password** [4x4] in the dialogue box. Click **OK**.
2. Open your **My Computer** icon which will show your **TurnIn Drive [S]** and your **Secure Storage Drive [H]**. **H** is your private storage area where you can create your own folders and store your documents; the **[S] TurnIn Drive** is where documents can be copied and pasted to your class folder[s].
3. When working on a document that you wish to save, go to **SAVE AS** and select from the drop down your **Secure Storage Drive [H]**.
4. To turn in a saved document, go to the document in **My Files** or in the Secure Storage Drive and **COPY** and **PASTE** it to the **[S] TurnIn Drive** in the appropriate class folder.
5. *Remember* to log off when you have completed your session. Go to **Start > Shut Down > Log Off**. The log in prompt should be visible for the next user.

Secondary File Access for Students from Home or from Novell campuses

1. From your home computer, personal laptop or computer at a Novell campus, go to the URL <https://sfiles.nisd.net>. Enter your **UserName** and **Password** in the dialogue box. Your sFiles screen will appear.



2. To retrieve a document that you have saved at school, go to the folder where the document is located, select the file, and click **GET** under file type. The file will open, and you can make any necessary changes.
3. Save your document to **My Documents** on your home computer.
4. Upload your document to sFiles; click **UPLOAD** in your home directory folder. Browse to find your file, and click the **UPLOAD** button.
5. If a document needs to be submitted to your teacher, locate the document in your **[H] Drive**. Select the document; click **COPY** on the EDIT menu.
6. From the Folders' tree, select the **[S] TURN-IN** folder and locate your teacher and class folder. Select the EDIT menu, and click **PASTE**.
7. Click the **Log off** icon to exit sfiles.

