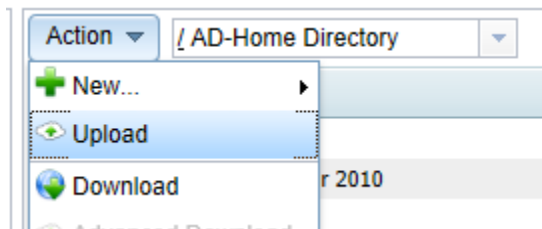


Student Access to H drive at Home

This is for use at home. At school, save documents to the H drive with your username on it.

1. Go to <http://my.cfid.net>
2. Log in using your computer username and new password (temporary passwords will not work)
3. Click on Desktop (menu at the bottom of the page)
4. Click to open My Files
5. Select AD-Home Directory (H Drive)
6. Right click on the file you want to open and select Download. Save it to your desktop. To upload it back after you are done making changes, go back to My Files and select AD-Home Directory (H Drive). Click on Actions (arrow down menu) at top and choose upload.



7. Browse for the file on your desktop and click upload. It will give you the following options: Choose Copy and Replace. Your updated file will now be in your H Drive.

