



## How to use Home Access Plus+

(Internet Explorer)

### How to start

Once you've logged in, click the blue **Resources** box, then click the blue **Documents** box (you'll also see the **Student Shared Areas** box if you need it) and your school network space will appear.

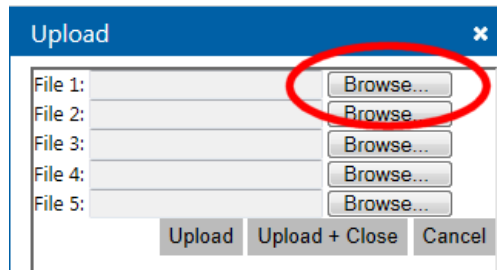
*(Note : If you've logged in recently, HAP+ may show the Documents box straight away. The big letter on it shows who you are : A=Y8, B=Y9, C=Y10, D=Y11, E=Y7, N=Staff. Make sure you log out of HAP+ when you've finished)*

### 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 + Close** 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**.

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.