



## Student Access to Smith's Wood Sports College Home Access +



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## Version History

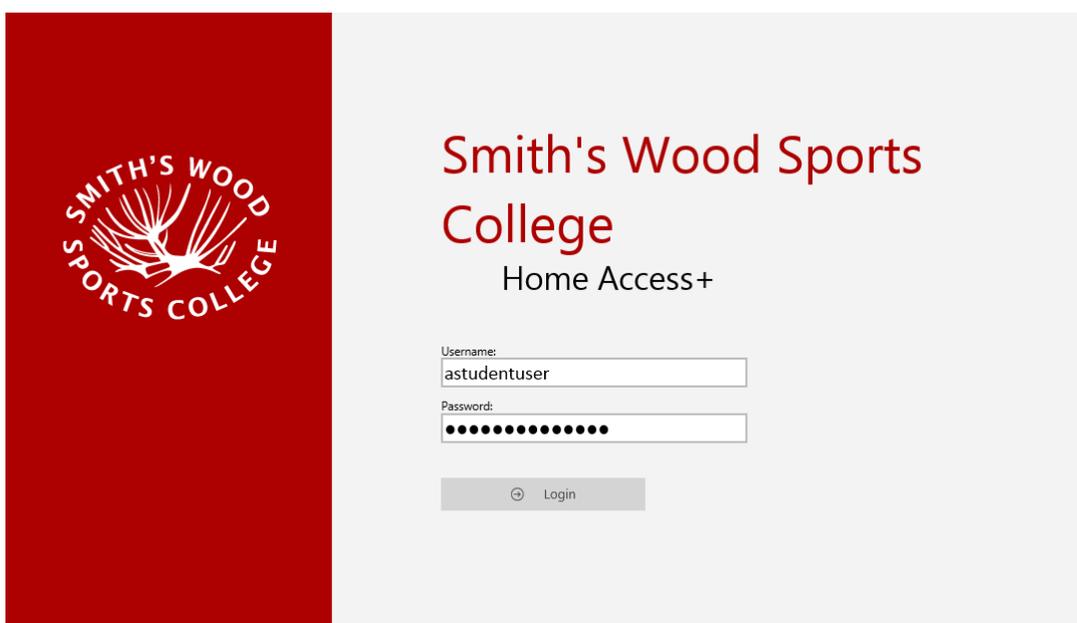
Version	Change
V1.0	Beginning of Document

## Logging into Home Access +

1. Navigate to “https://folders.smiths-wood.solihull.sch.uk”
2. Login using your network credentials, i.e.

Username: **astudentuser**

Password: **whateveryourpasswordis**



Smith's Wood Sports College  
Home Access+

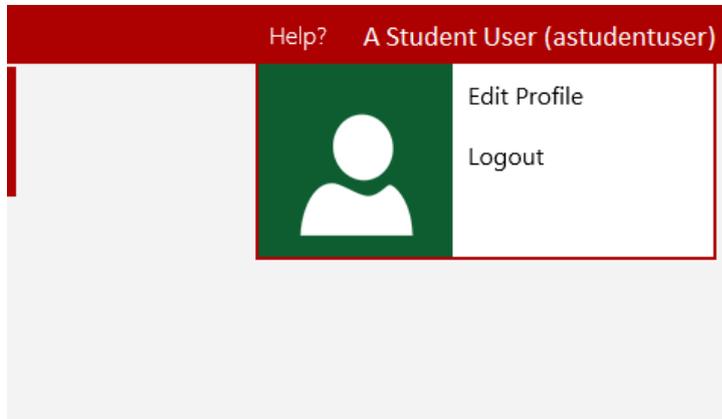
Username:  
astudentuser

Password:  
●●●●●●●●●●

Login

## Logging Out

To Logout, simply click your username in the top right hand corner of any screen in Home Access + and select 'Logout' from the drop down list



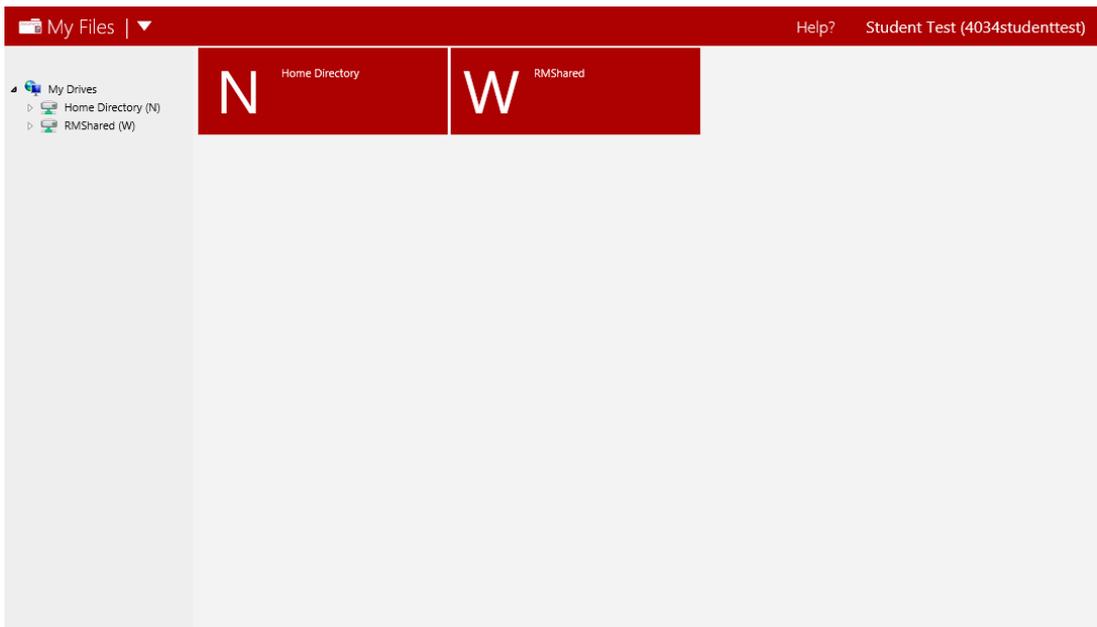
## Accessing your Files – Downloading and Uploading

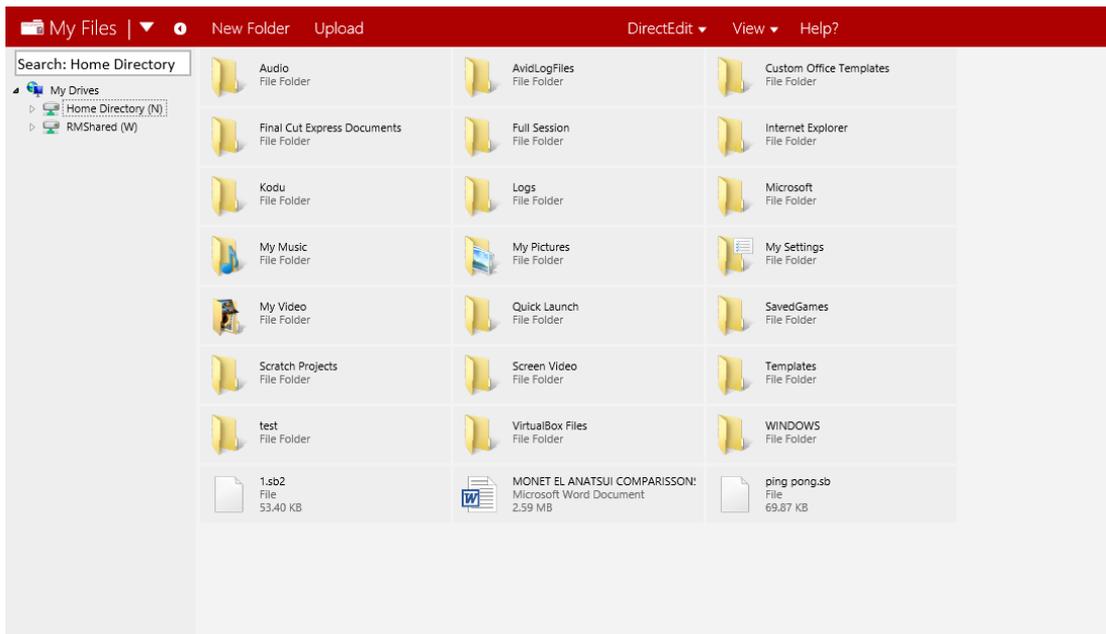
1. To Access your files, click the 'My Files' icon

NOTE: you can use the links here to access the Remote Access solution and your Office 365 Emails

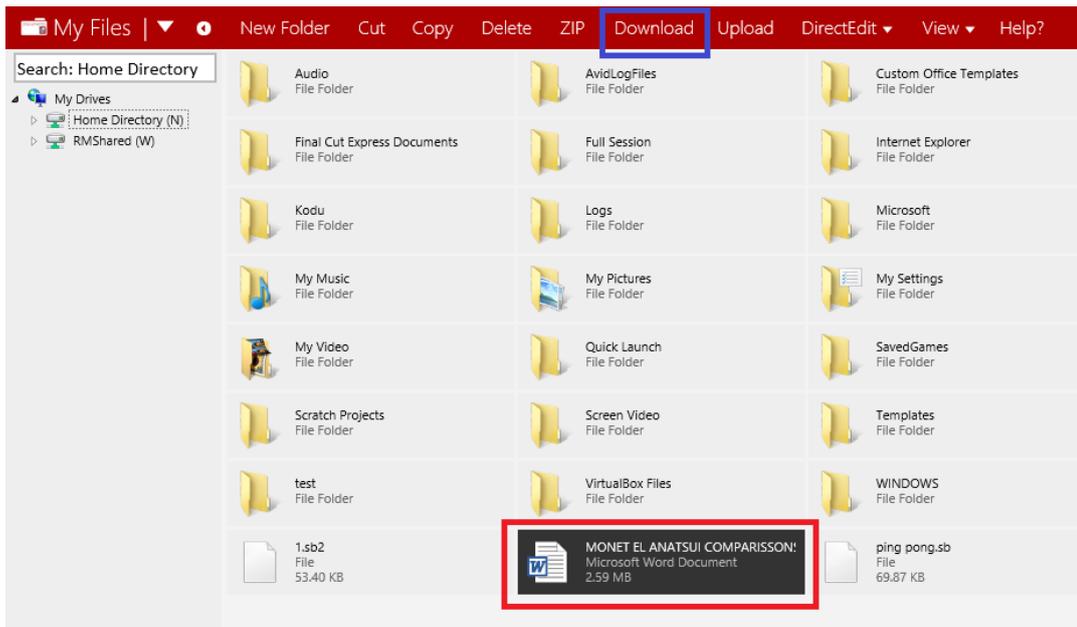


3. Select the drive you wish to access (NOTE: You only have write access to your N:\ drive) and either use the file menu on far left or click on the tile corresponding to the drive you wish to access

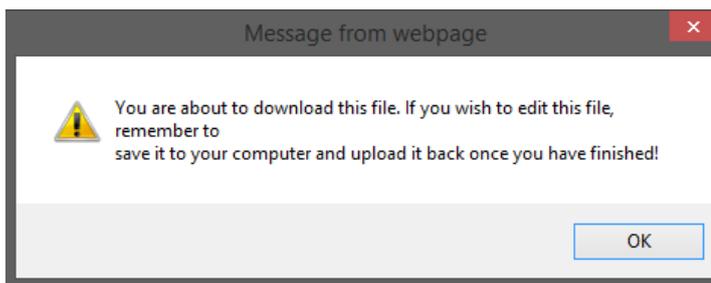




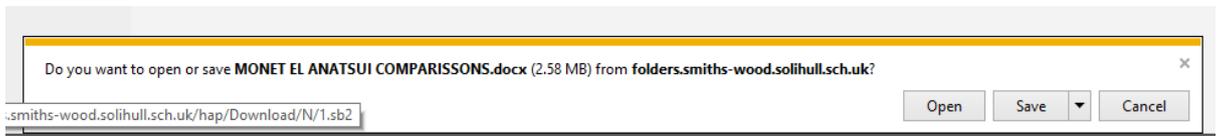
4. To edit a file you must first download it to your computer. To do this, click on a file and then click the download button in the menu bar



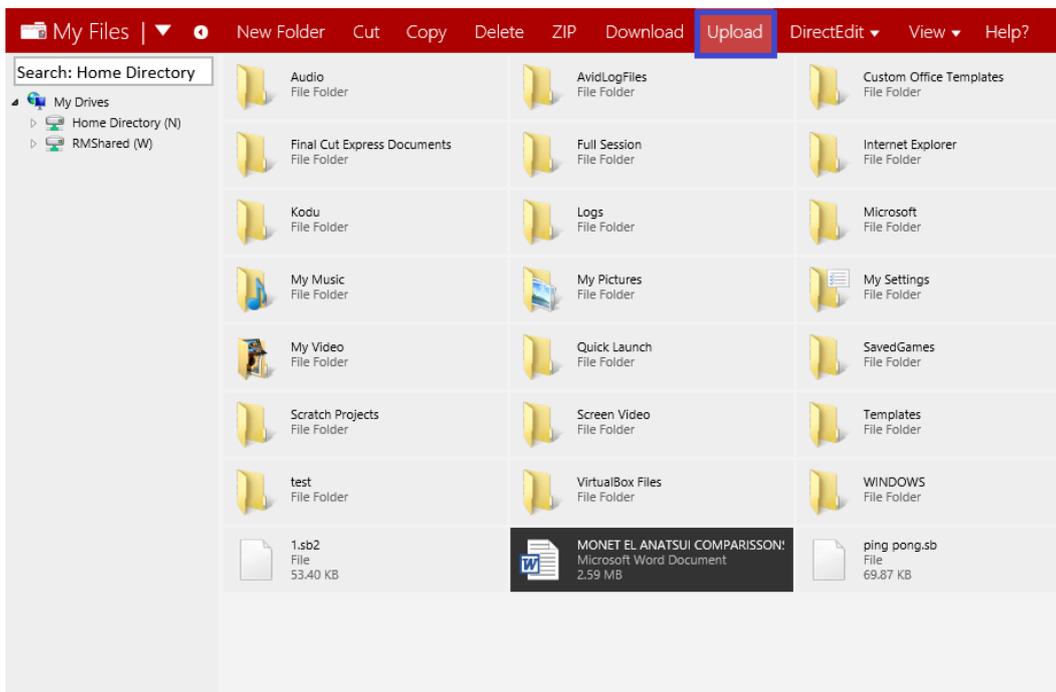
5. Click OK to download the file



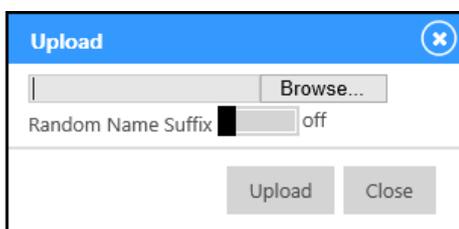
6. Save the file to a location on your computer to edit it



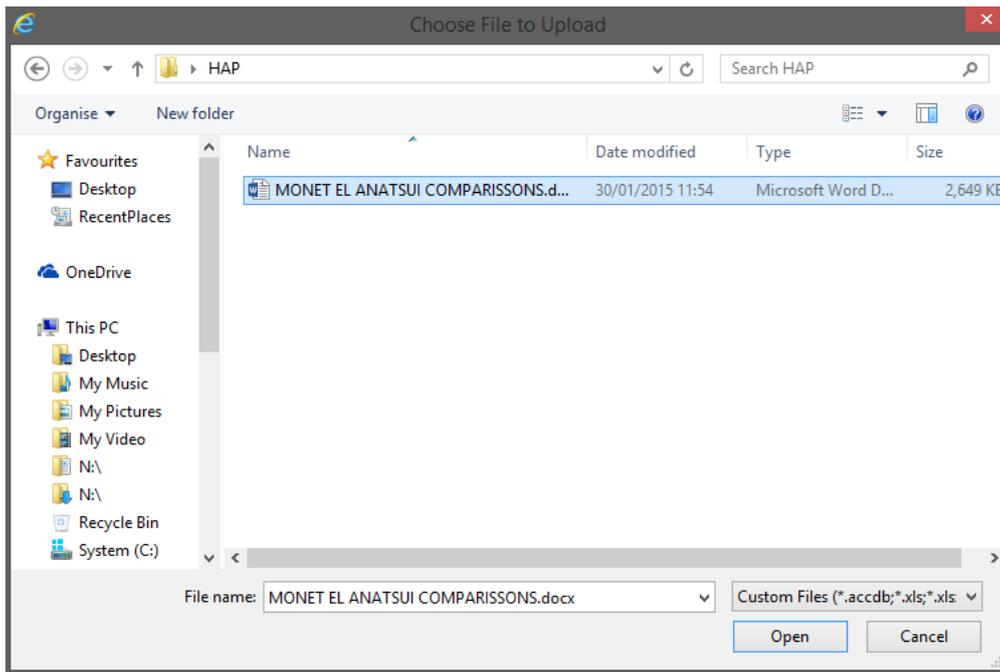
7. Now open and edit your document – remembering to save it.
8. When you are ready to upload the document, return to Home Access + and navigate to where you want the document to be uploaded to and then click the 'Upload' button in the menu bar



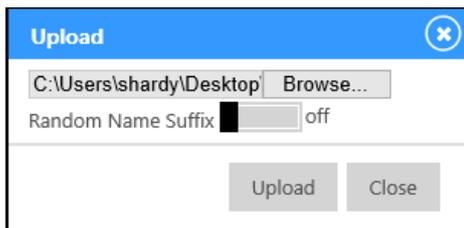
9. Click Browse on the 'Upload' pop-up window



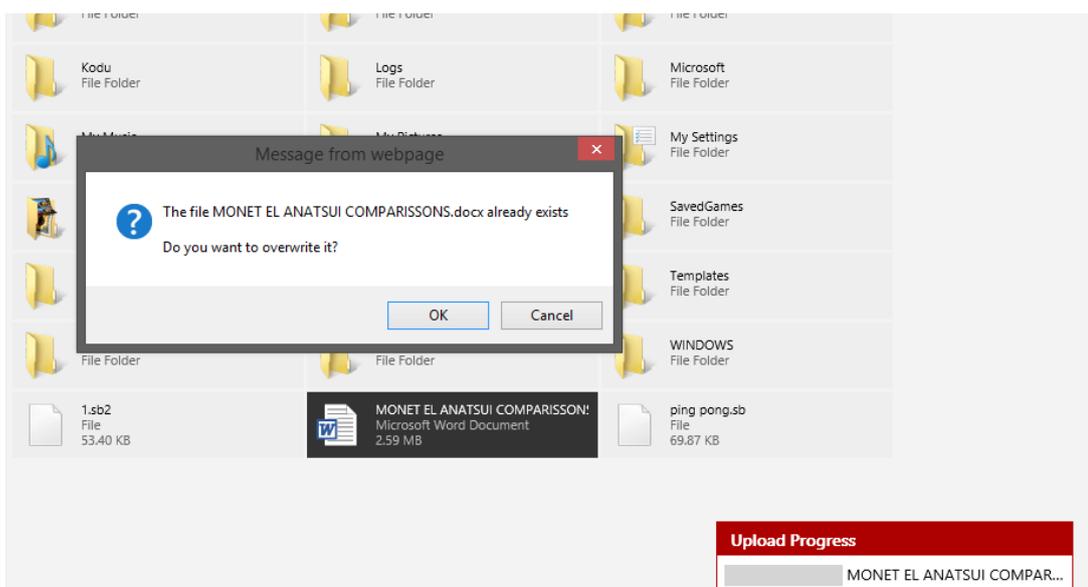
10. Browse to the location you saved your document, select it by single clicking on it and then click Open



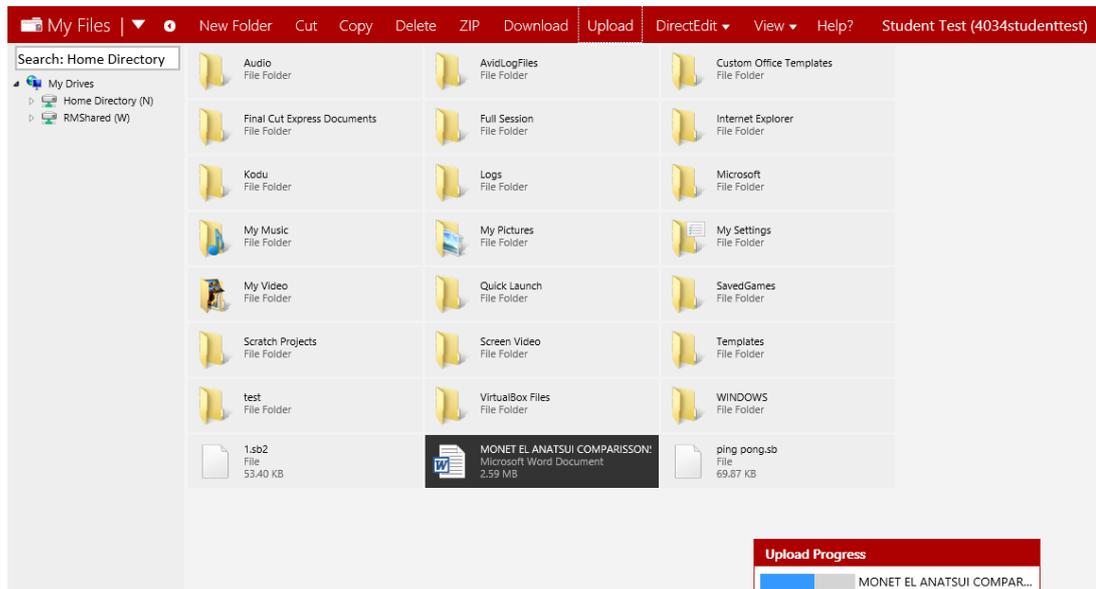
11. In the Upload pop-up window, click Upload



12. If you are re-uploading a document you downloaded confirm the file overwrite by clicking OK



13. The document upload progress bar will appear in the bottom and will disappear once the document has finished uploading



14. Your edited document is now available on the college systems for when you return to college.

## Additional Resources and Features

HAP contains links to the college's Remote Access Solution, your College Office365 emails and your files – these can be access through the tiles on the Home Access + Start Screen.



## Known Issues

IE11 users - you need to use compatibility mode for the time being on this site in IE11:

<http://windows.microsoft.com/en-gb/internet-explorer/use-compatibility-view#ie=ie-11-win-7>