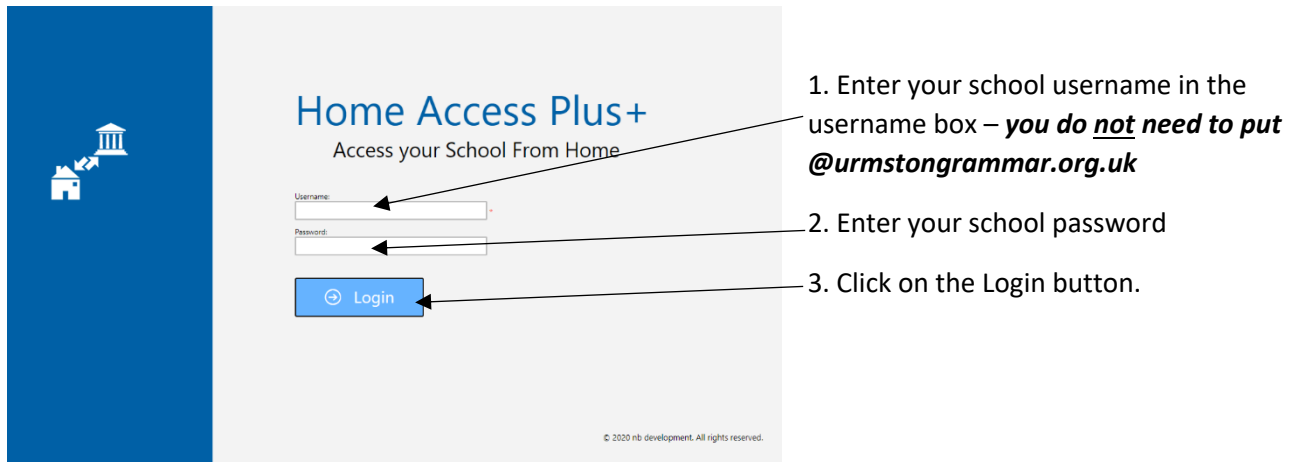


# Student Access to Home Drives and Shared Documents

The web portal is the recommended way of accessing documents on your Home Drive and Shared Document.

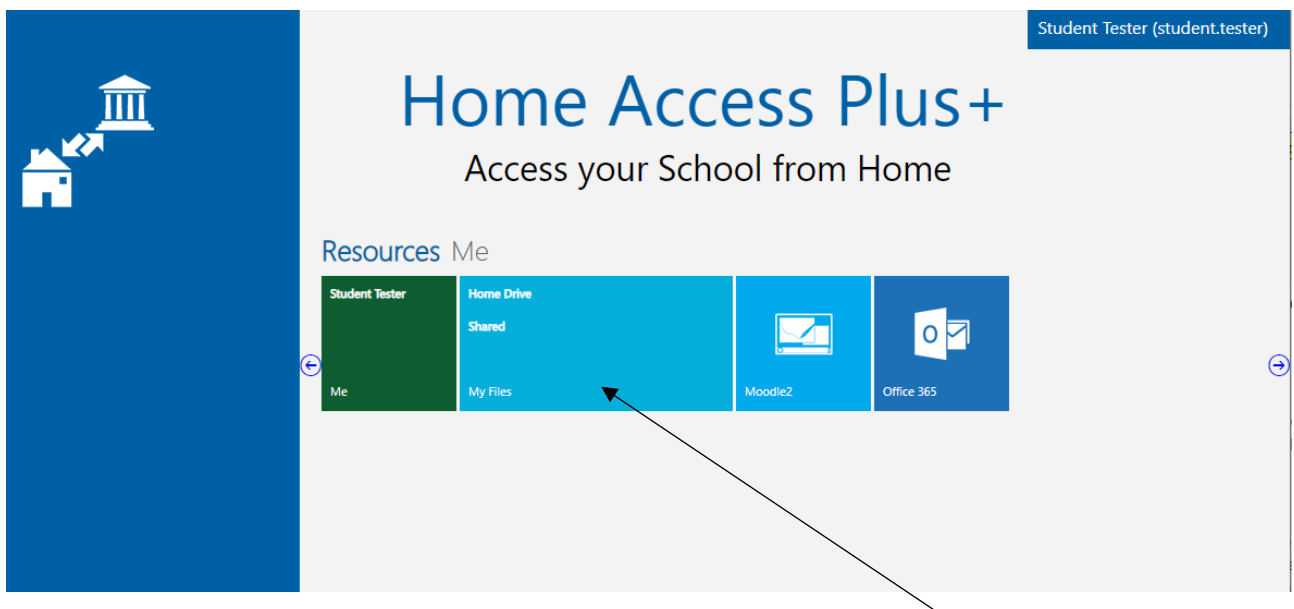
Open any web browser and navigate to the following address:

<https://portal.urmstongrammar.org.uk>



The screenshot shows the login page for 'Home Access Plus+'. On the left is a blue sidebar with a white icon of a house and a school building. The main content area has the title 'Home Access Plus+' and the subtitle 'Access your School From Home'. Below this are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field. Three numbered instructions with arrows point to these elements: 1. Enter your school username in the username box – **you do not need to put @urmstongrammar.org.uk**; 2. Enter your school password; 3. Click on the Login button. A small copyright notice '© 2020 nb development. All rights reserved.' is visible at the bottom right of the page.

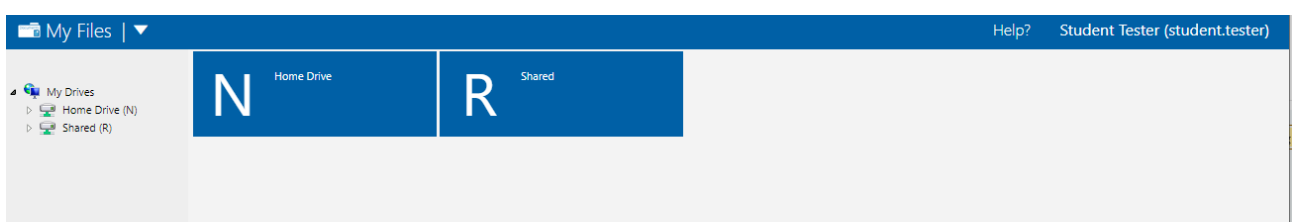
Once logged into the Web Portal, you will see the following screen.



The screenshot shows the dashboard after logging in. The user is identified as 'Student Tester (student.test)' in the top right corner. The main heading is 'Home Access Plus+' with the subtitle 'Access your School from Home'. Below this, there is a 'Resources Me' section containing a row of tiles: 'Student Tester' (green), 'Home Drive' (blue) with a sub-label 'Shared', 'Moodle2' (blue), and 'Office 365' (blue). The 'Home Drive' tile also has a sub-label 'My Files' at the bottom. An arrow points from the 'My Files' label to the 'Home Drive' tile.

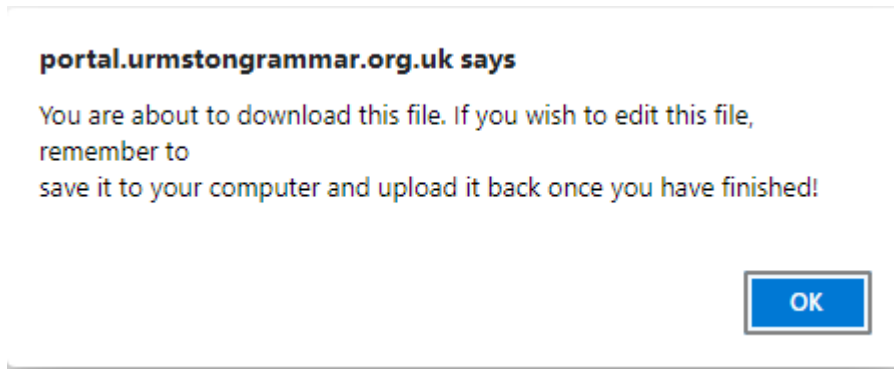
To access your Home Drive or Share Documents, you will need to click on the **My File** tile.

You will now see Your Home Drive and the Shared Document Area, clicking on them will allow you to browse the files and folders within those drives.

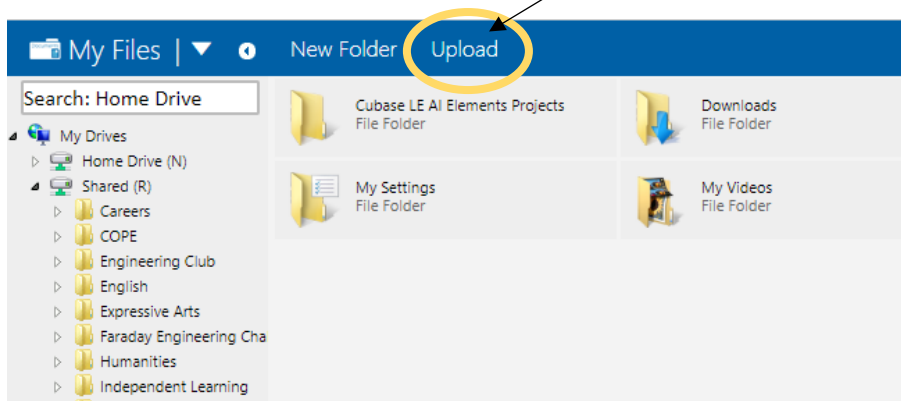


The screenshot shows a file explorer interface. At the top, there is a blue header with 'My Files' on the left and 'Help? Student Tester (student.test)' on the right. Below the header, there are two large blue tiles: 'N Home Drive' and 'R Shared'. On the left side, there is a sidebar with 'My Drives' and a list of drives: 'Home Drive (N)' and 'Shared (R)'.

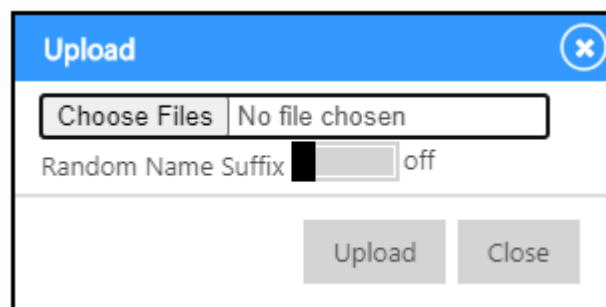
When you double click on a file to open it you will see the follow message, this is a reminder you will need to upload (save) the file back to your Home Drive when you have finihsed editing it.



To upload (save) the file to your Home Drive, you will then see **Upload** appear in the Dark Blue bar at the top when you are inside your Home Drive.



When you click on the upload option, the following box appear.



Click on Choose Files and then navigate to the file you want to upload (save) to your home drive and select it.

You can then click on the upload button.

After a short while, your file will then appear on your Home Drive.

**If you have any issues access or using the Web Portal, please email: [helpdesk@urmstongrammar.org.uk](mailto:helpdesk@urmstongrammar.org.uk)**