

# WRDSB MyFiles

ANYWHERE, ANYTIME Access to your Files

This tool makes it easy for staff and students to access the files on their Home Drive on the WRDSB network (whether Admin or SchoolConnect) from any device with an Internet connection. For example, **MyFiles** allows the user to download files to their computer at home, work on the file and then upload the file back to their H: drive, ready for use the next day.

## Download a File from the Home Drive on the WRDSB Network to your personal device.

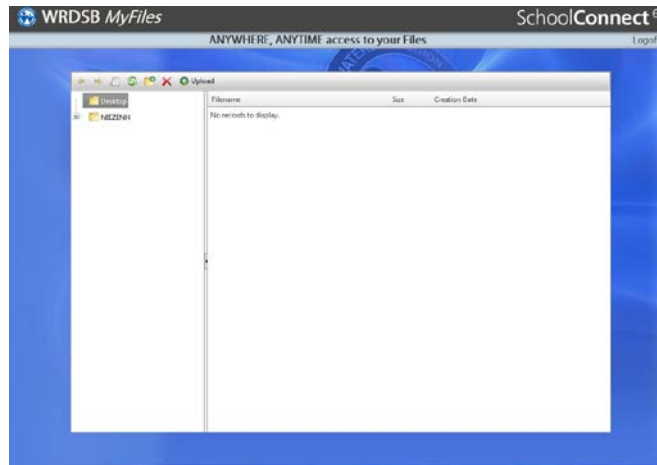
1. Type in the URL (<https://myfiles.wrdsb.ca>)
2. Sign in using your USER NAME (PAL/SchoolConnect ID) and PASSWORD.
3. In the left window, you will be able to access your folders, including:
  - Desktop – with a listing of all Icons and Files on your Desktop at school
  - Home Drive (User ID) that includes Documents, Favourites, etc.

**NOTE:** Students and Teachers who are able to log into SchoolConnect will also be able to access:

- Classes with their appropriate folders.

Teachers will also be able to access

- Teacher's Community folder



4. Double-click on the FILE that you want to work on
5. Click **SAVE** and choose a location on your home computer (e.g.: the Desktop)

## Upload a File from your personal device to your Home Drive on your WRDSB Network computer.

1. Type in the URL <https://myfiles.wrdsb.ca>
2. Sign in using your USER NAME (PAL/SchoolConnect ID) and PASSWORD.
3. Click **UPLOAD**, then click **SELECT** and locate your file.
4. Click on the **FILE NAME**.

**NOTE:** You must either rename your file or click the "Overwrite if file exists" box.

5. Click **OPEN**. Click **UPLOAD**. The file is now on your desktop at school.
6. Click **Logout** and close the window to exit **MyFiles**.