



Welcome to the Maribyrnong Secondary College

Home Access Plus+

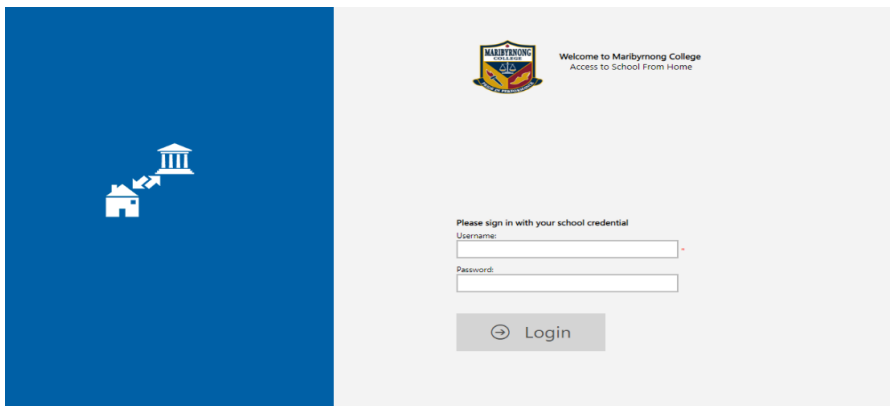
Introduction:

Home Access Plus+ is a system for accessing and school shared network drives from home. You can also download or upload new documents you have been working on through HAP to be able to access them on a school computer.

Following guild will show you how access shared drivers from Home

- To access the School Home Access Centre, go to <https://hap.maribsc.vic.edu.au/hap/myfiles/>,

Also you can access this site via your Compass account by log in in you compass account and click on star from top menu and select *Access Shared Drives from Home*.



- When you see the Home Access plus login page, enter your school username and password.

Your Username is same as you Compass education account (STUDENTCODE/ initial name for staff)

- The first time you use Home Access Plus you should see a welcome page with some tips about using the system. Click on close button when you read the help page

Help

Welcome to My Files Version 4.0

This Help Document will provide some helpful details on operating My Files interface. If you have used the old version of My Files, please [click here](#) to find out what's different. Home Access Plus+'s My Files allows you to transfer documents to and from your Educational Establishment by just using a web browser.

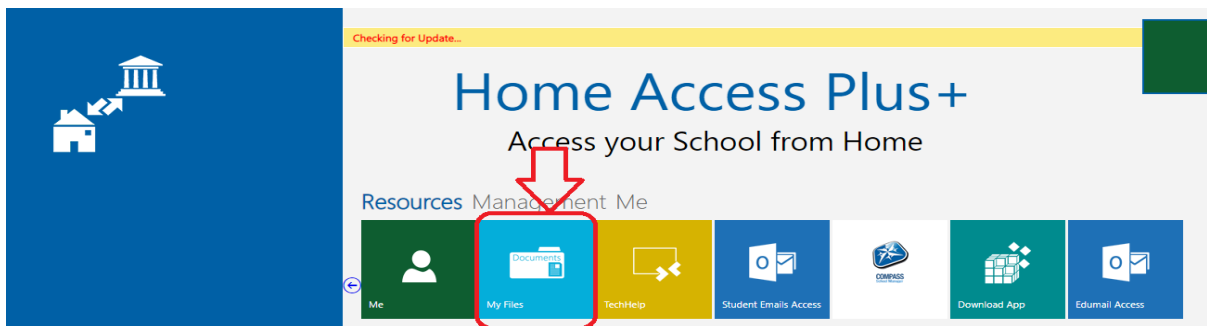
Interface Basics



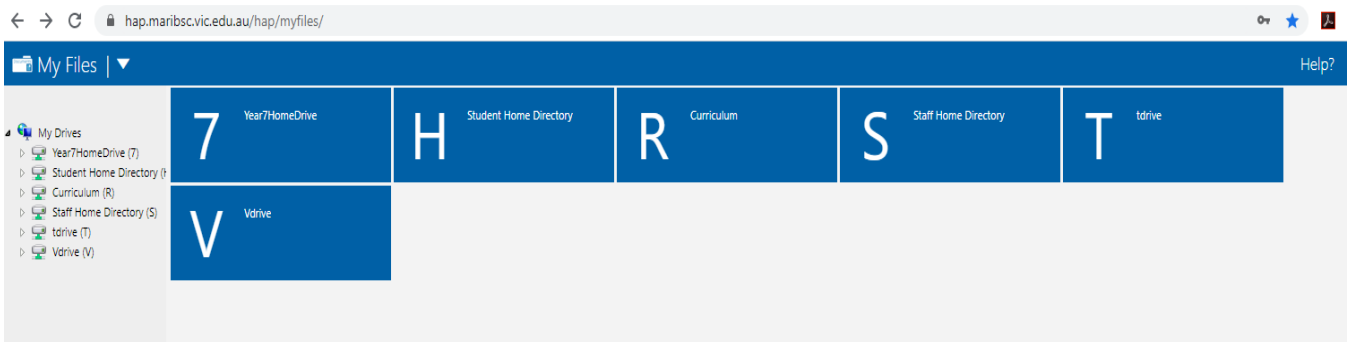
The My Files interface contains 3 distinct areas:

1. **Toolbar**
Shows up when you move past the drive selection page, allows you to Create a New Folder, Upload a file from your local machine, filter the current view for

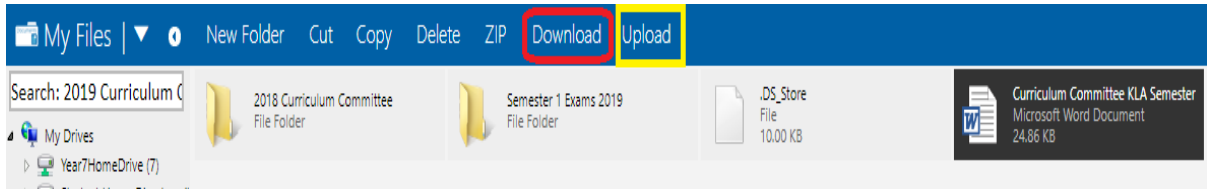
- If you are on home page, click on My Files from the list of menu available to you



- In the My Files section you should see a navigation bar on the left of the screen showing all the shared drives available. You only able to browse to the drivers that you have access to, Click on driver you wish to see your files.

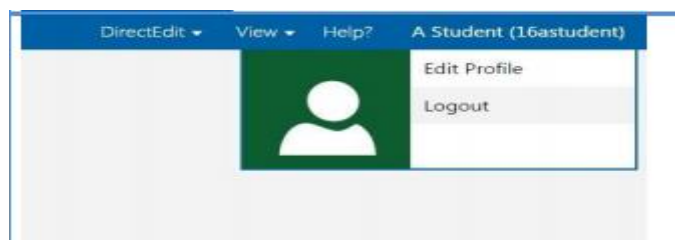


- To copy a file to your computer at home, select it fine and then click on Download from the top menu. The file should then download to the default downloads folder on your computer. If you make changes to the file and want to copy it back to your school Documents folder, use the Upload function. This option become available when you select you drive



The My Files interface contains 3 distinct areas:

- 1. Toolbar**
Shows up when you move past the drive selection page, allows you to Create a New Folder, Upload a file from your local machine, filter the current view for something, or change the View Style
For more information on the Toolbar [click here](#)
 - 2. Drive Tree**
Allows you to quickly navigate to a folder in a tree layout, similar to Window Explorer's Tree. You can drag files/folders from the list to the tree to move them (holding CTRL will copy them instead), or by Dragging a file from Windows Explorer, Upload a file to that specific Folder.
For more information on the Tree [click here](#)
 - 3. Item List**
The list (tiled/iconed/detailed) displays a list of drives/files/folders in a Windows Explorer styled interface. You can drag files/folders around to move them (holding CTRL will copy them), [right click](#) to [rename](#), [delete](#), and [more](#). The List also allows you to [drag](#) files from Windows Explorer to Upload them.
For more information on the list [click here](#)
- On the Home Access Plus home screen, we also provide you links to some other services, including accessing your [school emails for student](#), [techHelp](#) and [compass](#).
 - When you have finished using Home Access Plus, remember to log out using the Logout button.



More Details: Contents

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