



## Home Access Plus+

St Augustines School

Username:

Password:

[Login](#)

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# St Augustine's

## Roman Catholic School

# Home Access Plus

From your web browser type in the following web address:

<https://hap.st-augustines.n-yorks.sch.uk/HAP>

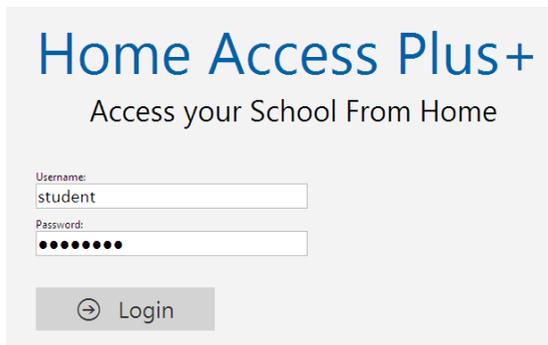
Or visit the school website. At the bottom of the site Student web links and click Home Access

At the login screen, the student needs to enter their:

Username: network logon username

Password: network logon password

Click the login button.



Home Access Plus+

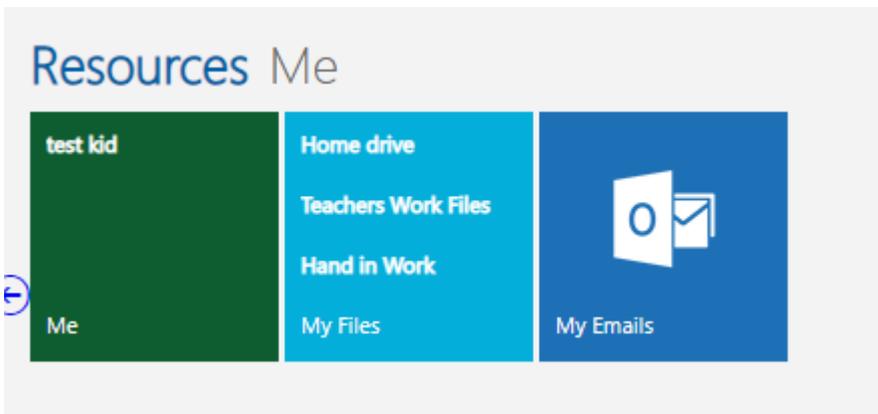
Access your School From Home

Username:  
student

Password:  
●●●●●●●

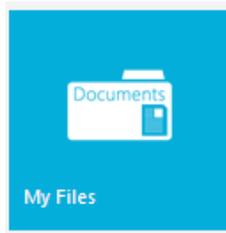
→ Login

It will now load the main Home Access Plus screen

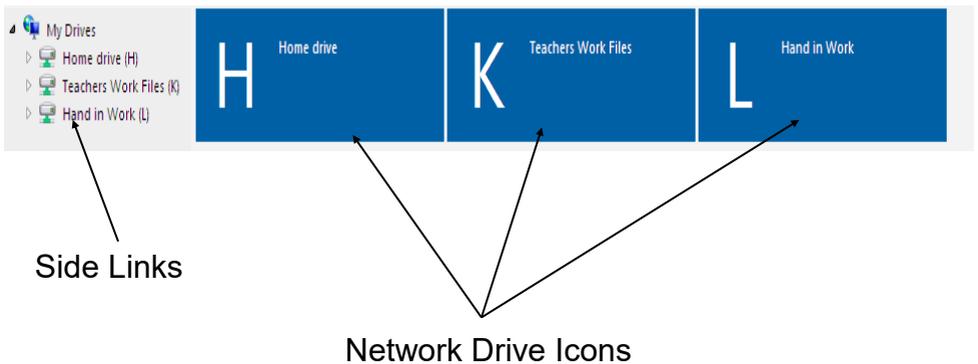


My Files — This is the main area where the students are able to access all of their school network drives.

Click on the My files Icon



You can either use the Network drives icons or the side links to access the relevant network drive.



- Teachers Work Files—Read only access
- Hand In Work—Students can save files to this area
- Home drive—Students can save files to this area

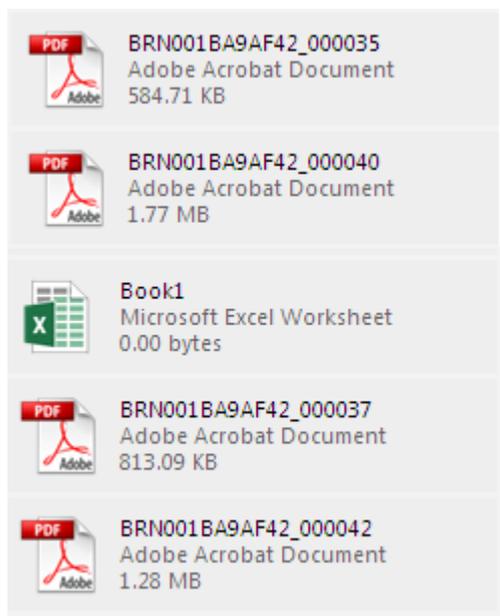


Using the side links are a great way to quickly navigate and access the various folders and files.

Left click once on the small arrow node next to the drive letter or left click once on the drive letter name to display the list of folders within this drive.

Continue to do this for each folder you wish to open

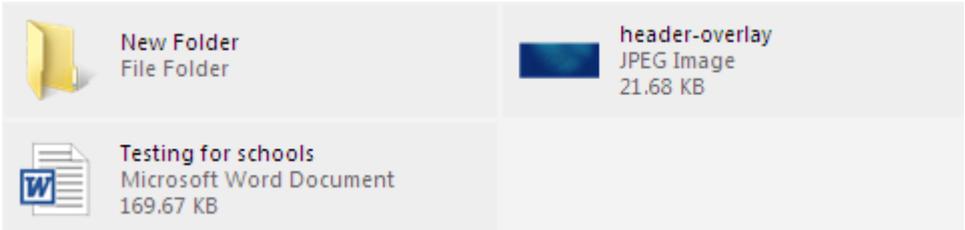
On the right hand side of the screen you will be able to see all of the files you can access



Another way to browse is by left double clicking the drive letter

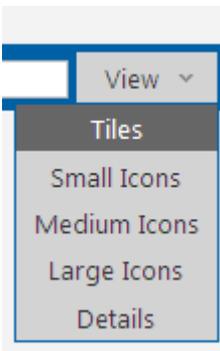


Then left double clicking through each folder until you reach the file location you wish to download / upload to.



When accessing the folders you also have a search feature.

Enter part of the name of the file you are wanting to access. The screen will only display files or folders which match your search criteria.



You can also change the view of how your files and folders are displayed. For example by choosing Details it will display what type of file it is, text file, JPEG Image and the actual size of the file.

## Downloading Files

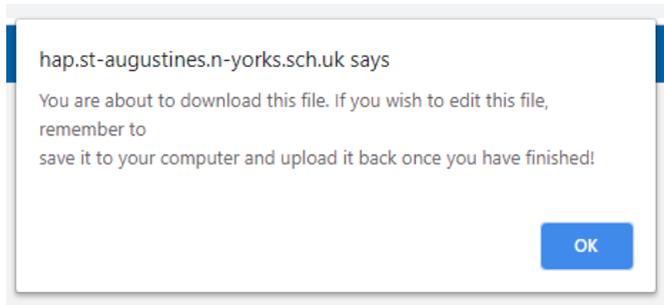
You are unable to work “Live on the file” and so the file must be downloaded locally to your machine, worked on and uploaded back to the system.

To download a file use the Download icon on the menu bar

OR

If the student double clicks the file (as if they were opening the file)

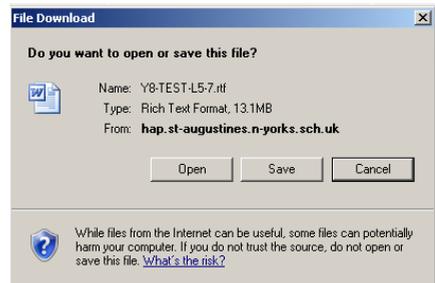
A message will appear saying



Click OK to this message

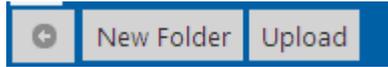
If you are using Internet Explorer A dialogue screen will now appear asking you to Save the file locally to your computer

Google Chrome—the file Automatically saves to your downloads



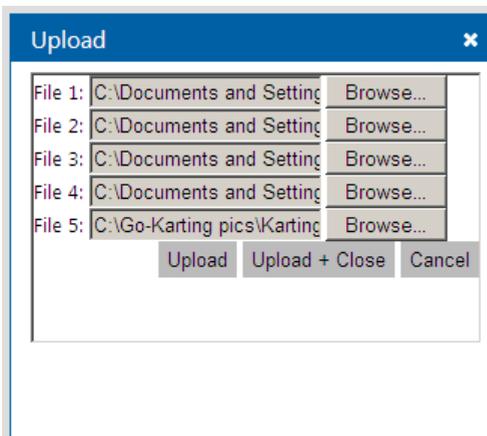
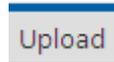
## Uploading Files

Depending on the drive you are accessing, you may have limited options available. For example if you are browsing “Teachers work files” or “Hand in Work” the upload option may not be available.



To upload files back to the school system browse your “Home Drive area and find the location you wish to upload the file to”

Click the Upload icon from the menu

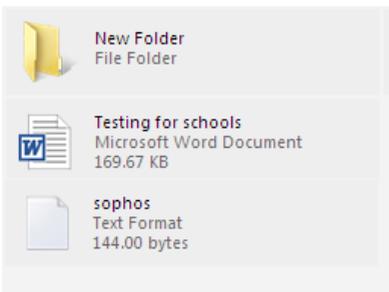


On the upload dialogue screen

click Browse

Search for the file/s you have modified and want to upload back to the school system

Click the Upload and Close icon



Depending on the size of the files and your internet connection it may take a while to upload. Once complete the uploaded files will display on screen.

To Log out of the system click the Logout icon in the top left of the screen

Logged in as student | [Logout](#)

