

## Logging into your files from home

1. Go to the Spring Grove web page [www.sgasd.org](http://www.sgasd.org)
2. Go to **For Students** → **Remote Access**



3. Change the group to Student
4. Enter in your school network username and password (same as logging in on a computer at school)
5. Click **Login**
6. Click **Continue**

A screenshot of a login form titled "Login". The form prompts the user to "Please enter your username and password." It includes a "GROUP:" dropdown menu with "Student" selected, a "USERNAME:" text input field, and a "PASSWORD:" text input field. A "Login" button is located at the bottom of the form. A black arrow points from the "Student" option in the dropdown menu towards the next step in the instructions.A screenshot of a dialog box titled "Property of Spring Grove Area School District". It contains an "ATTENTION:" notice stating that the computer system is the property of the district and that unauthorized usage is strictly prohibited. It provides a URL for further information: <http://www.sgasd.org/policies>. At the bottom of the dialog box are "Cancel" and "Continue" buttons. A black arrow points from the "Continue" button towards the next step in the instructions.

7. Click on the Directory for your Grade Level

**Spring Grove Area School D**  
Shaping the Future... One Student at a Time!

Secure Virtual Private Network Service

Home  
Web Applications  
Browse Networks

Web Bookmarks  
Library Catalog  
Destiny

File Bookmarks  
Home Directory - Class of 2013  
Class of 2013 Home Drives (12th Grade)  
Home Directory - Class of 2014  
Class of 2014 Home Drives (11th Grade)  
Home Directory - Class of 2015  
Class of 2015 Home Drives (10th Grade)  
Home Directory - Class of 2016  
Class of 2016 Home Drives (9th Grade)  
Home Directory - Class of 2017  
Class of 2017 Home Drives (8th Grade)  
Home Directory - Class of 2018  
Class of 2018 Home Drives (7th Grade)  
Home Directory - Class of 2019  
Class of 2019 Home Drives (6th Grade)  
Home Directory - Class of 2020  
Class of 2020 Home Drives (5th Grade)

Click on the directory for your grade level

8. You should now be able to view your folders and files (they may be on more than one page).

Upload a file to save to your student network drive ( be sure to do this to save changes you make to a file )

Click on a file to download it to your home computer. When asked **open or save?**, you need to **save** if you want to work with it.

Click to go to the next page of files

Name	Size	Type	Date Modified
\$RECYCLE.BIN		File Folder	10/31/2011 01:51 PM
CAD		File Folder	5/17/2012 11:42 AM
Engineering		File Folder	11/14/2012 03:40 PM
My Music		File Folder	11/15/2012 07:43 AM
My Pictures		File Folder	11/15/2012 07:43 AM
My Received Files		File Folder	11/4/2011 01:42 PM
My Shapes		File Folder	9/30/2011 09:09 AM
My Videos		File Folder	11/14/2012 08:36 AM
Pictures		File Folder	9/12/2012 09:49 AM
RECYCLER		File Folder	12/2/2011 09:23 AM
Scratch Projects		File Folder	11/7/2011 09:09 AM
Word Docs		File Folder	9/26/2012 08:53 AM
Apatureia.pptx	145086	File	9/21/2012 09:37 AM
APERTURIA.jpg	121945	File	9/12/2012 09:51 AM
APERTURIA.psd	504225	File	9/12/2012 09:30 AM
BEAUTIFULBEAST.jpg	9143	File	9/20/2012 08:16 AM
Canidate Biography.docx	14127	File	11/13/2012 09:44 AM

### Important



If you work on something at home, you need to **upload** the file back to your student account or else you will only have the new file at home .



You must have the correct program at home to work with a file. For example, you can not open a Publisher or Photo Shop document unless you have those programs on your computer !