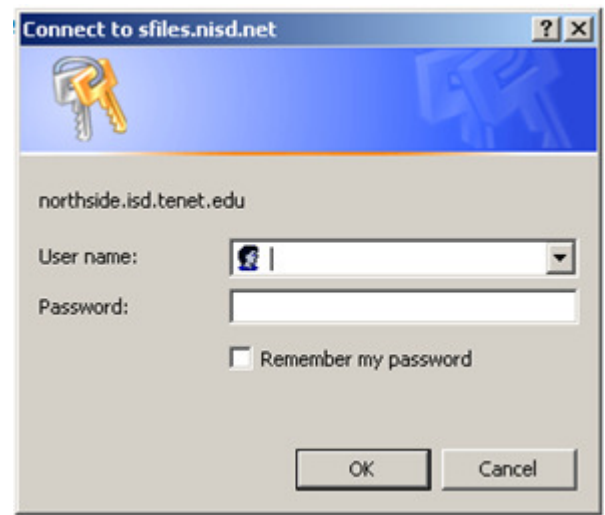


Logging into the Computer

Username: s+ your ID# (Ex. S123456)

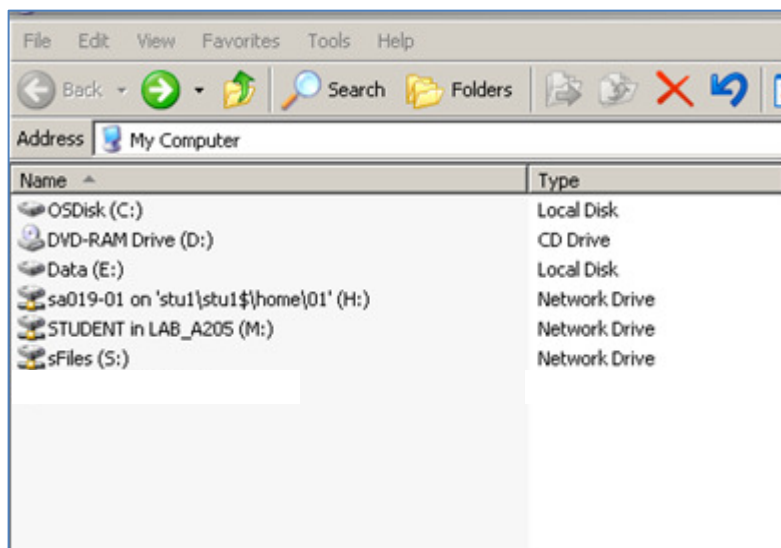
**Password: First four letters of your last name+
last four digits of your Soc Security #**

**(Ex. smit1234) if your last name is less than 4 letters, use
a 9 for a place holder (ex. lee9)**



This is what your desktop should look like. Each of these is a shortcut to a program you might use.

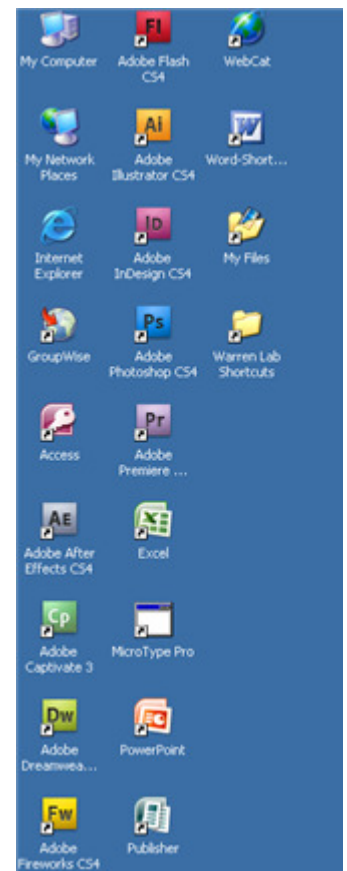
My Files is like My Documents and stores on this computer only. Do not save documents here.



This is what you see when you click **My Computer**. You will save files on your **H:drive**. This space is for you only, so it is the most secure place to store your work.

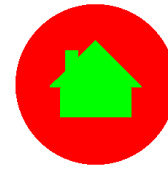
Data (E): will show you My Files and is saved only on the computer you are currently working on. **Do not save files here!**

Go to **sFiles (S:)** to get templates your teachers may have left for you or to turn in your work to your teachers.





At Home



You can get to your work at home if:

- You have Internet Access
- You have saved your work in your H:drive

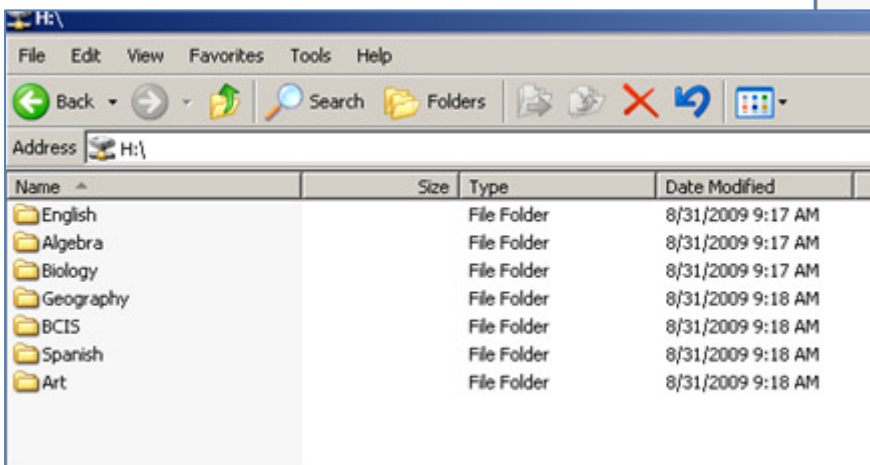
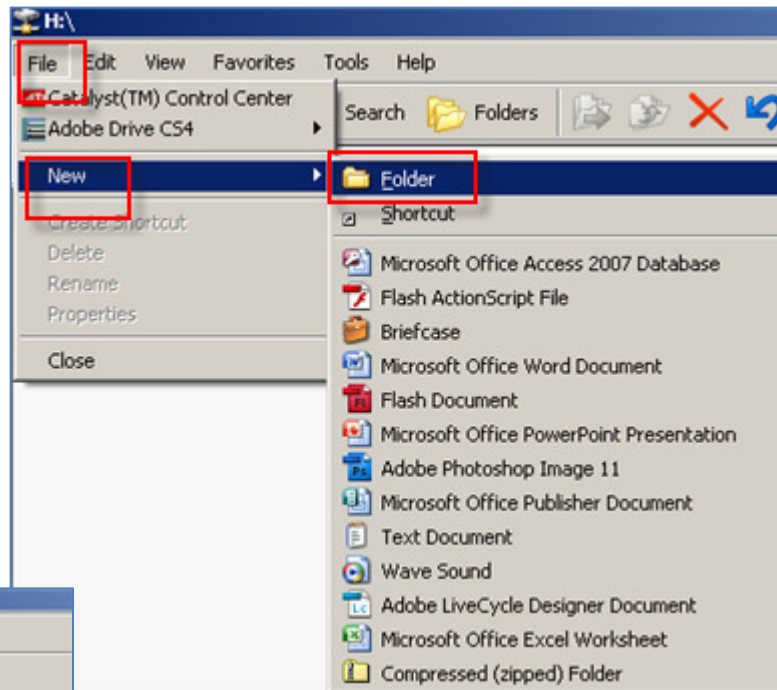
1. Go to sfiles.nisd.net
2. Enter your username and password (same as at school).
3. Your work is accessible from your H:drive.

4. THE ONLY DIFFERENCE IS WHEN YOU SAVE WORK AT HOME; YOU MUST UPLOAD TO H: DRIVE TO GET TO IT AGAIN AT SCHOOL!!!!!!!

Organizing your H:drive

Create Folders for each of your classes in your H: drive.

File>New>Folder



This is what it should look like when you have a folder for each of your classes.