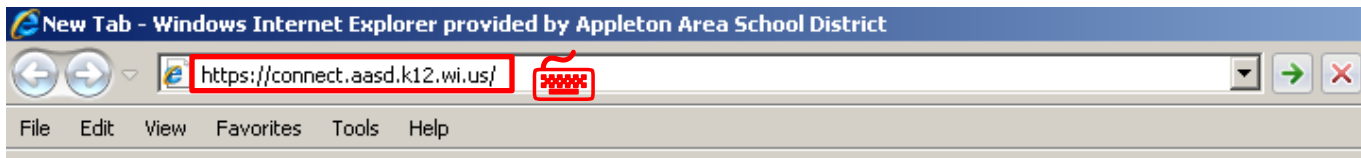


Accessing Shared Drives From ANY Internet Connection

Overview: If you need to access your network drives (H/J/K) from home or while using the “**aasdlogon**” wireless network, you can do so by accessing a special web application setup for this purpose!

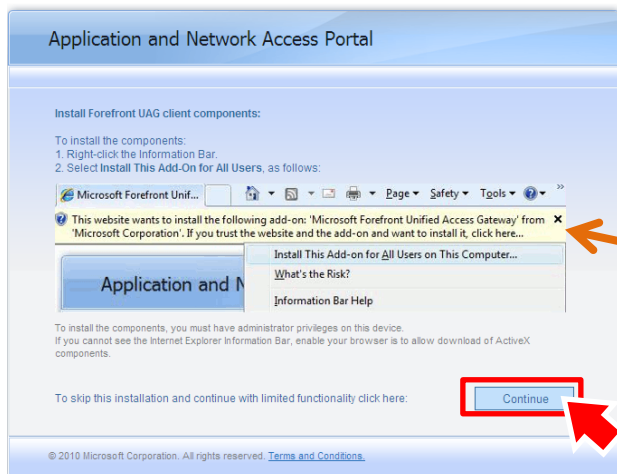
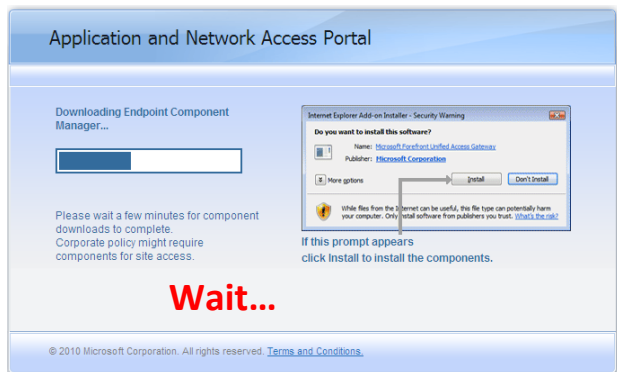
1). Open **https://connect.aasd.k12.wi.us** in a web browser



2). Wait until the application tries to install, and then click **Continue**.

If you see this screen, wait until the loading bar fills up and gives you the display below. Then click **Continue**.

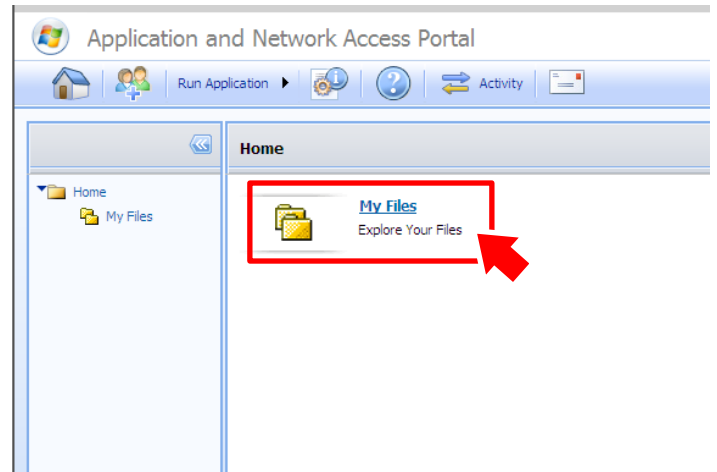
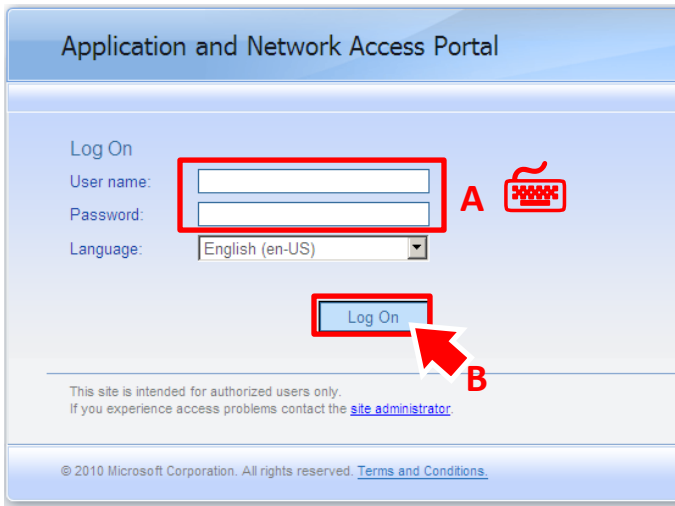
If you see this screen, click **Continue** right away.



Advanced Note: If you would like to install the add-on you may (it will speed up login in the future). Follow the directions on the screen if you would like to.

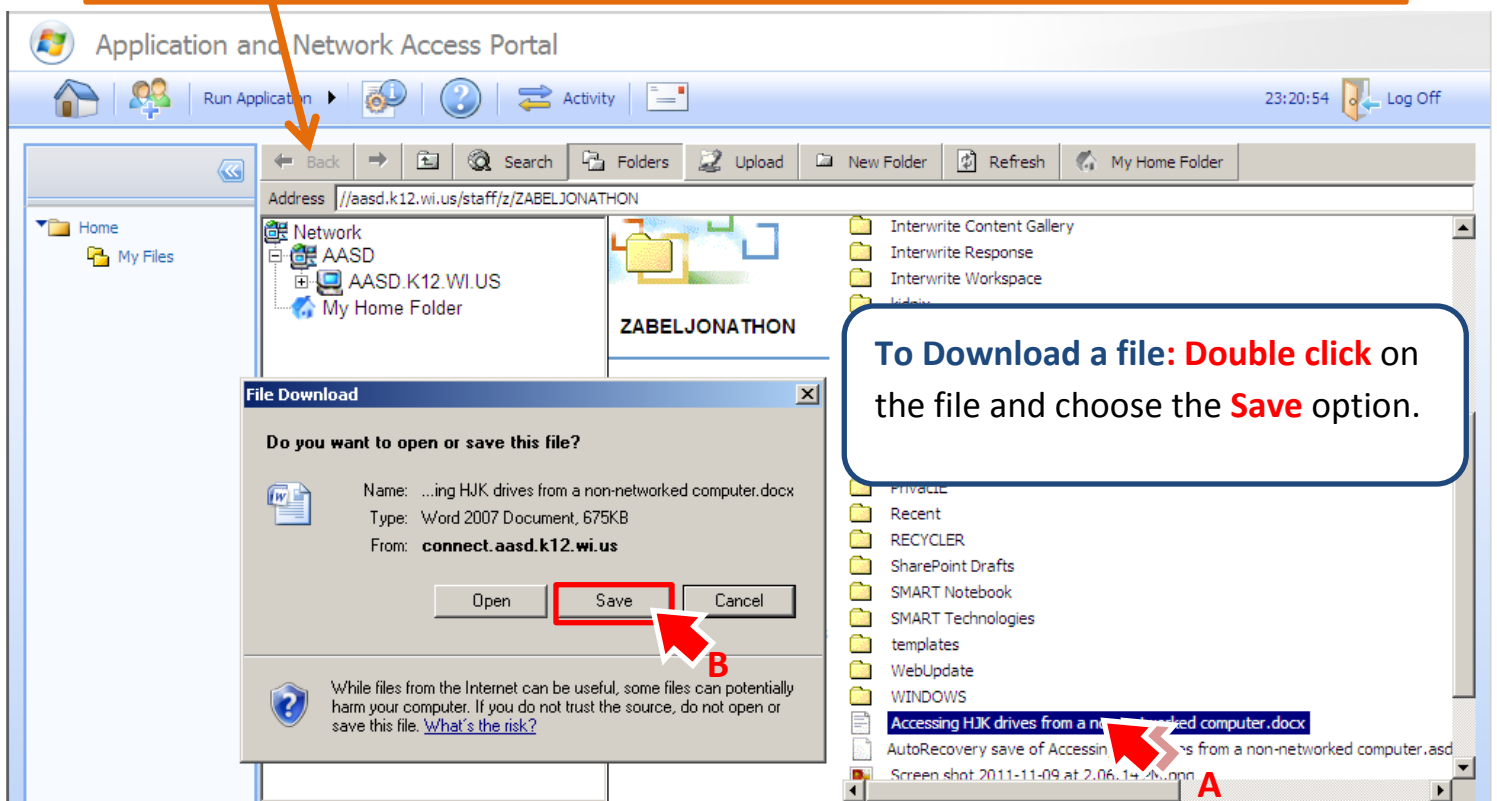
3). Type in your **regular school username / password** and click **Log On**.

4). Click on **My Files**



You are now able to access your H: drive files and can download/save them to your computer to work on, or upload them back to your H: drive.

Hint: Use the "Back" button in this toolbar if you go into a folder and want to get back out.



By downloading the file, you are able to edit it on your computer!

Application and Network Access Portal

23:05:56 Log Off

Back Forward Search Folders Upload New Folder Refresh My Home Folder

Local file: C:\Documents and Settings\zabeljonath... Browse...

Upload to: //aasd.k12.wi.us/staff/z/ZABELJONATHON

File name: Doc1.docx

Overwrite if the file exists Upload Now

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To Upload a file:

- 1). Click on the Upload button
- 2). Browse for the file (you will need to find the file in the new window and double click on it).
- 3). Check the Overwrite if the file exists box (if you want to replace the old version with your new one).
- 4). Click Upload Now

To access files on the J: and K: drives, you use the AASD.K12.WI.US list

Application and Network Access Portal

23:59:22 Log Off

Home My Files

Address //aasd.k12.wi.us/staff/z/ZABELJONATHON

Network AASD K12 WI US My Home Folder

To Open Shared Folders:

- 1). **Click** on **AASD.K12.WI.US**
- 2). **Click** on **Share**
- 3). **Double click** on the **folder** you want to access.

Application and Network Access Portal

23:59:22 Log Off

Home My Files

Address AASD/AASD.K12.WI.US/SHARE

Network AASD K12 WI US SHARE My Home Folder

Name	Size	Type	Modified
Alternative		File Folder	7/27/2010 12:52:25 PM
Badger		File Folder	7/27/2010 12:57:29 PM
Berry		File Folder	7/27/2010 12:59:07 PM
Columbus		File Folder	7/27/2010 1:00:00 PM
East		File Folder	7/27/2010 1:00:13 PM
Edison		File Folder	7/27/2010 1:00:26 PM
Einstein		File Folder	7/27/2010 1:00:43 PM
Ferber		File Folder	7/27/2010 1:00:56 PM
Foster		File Folder	7/27/2010 1:01:10 PM
Franklin		File Folder	7/27/2010 1:01:31 PM
GlobalShare		File Folder	7/27/2010 1:06:44 PM
Highlands		File Folder	7/27/2010 1:01:45 PM
Horizons		File Folder	7/27/2010 1:01:59 PM
Houdini		File Folder	7/27/2010 1:02:37 PM
Huntley		File Folder	7/27/2010 1:02:55 PM
Jefferson		File Folder	7/27/2010 1:03:08 PM
Johnston		File Folder	7/27/2010 1:03:27 PM
LargeDataStorage		File Folder	10/20/2010 9:35:18 PM
Lincoln		File Folder	7/27/2010 1:03:43 PM
Madison		File Folder	7/27/2010 1:03:54 PM
Mail		File Folder	7/27/2010 1:04:05 PM

IMPORTANT:

Each folder opens that school's J: drive.

The GlobalShare folder is the K: drive.