

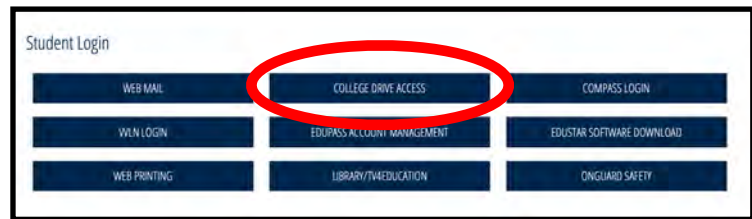
College Drive Access Guide



1. On the STUDENT LOGIN page of the College website:

www.yarrawonga.vic.edu.au

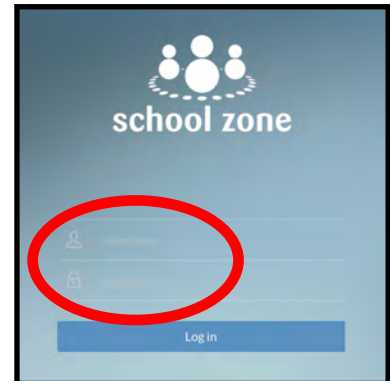
click on: COLLEGE DRIVE ACCESS



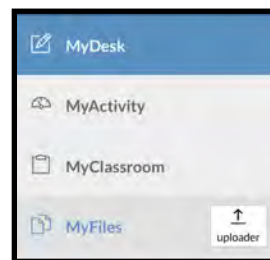
2. On the SCHOOL ZONE login page, enter your College Login credentials.

This is your CASES code as listed on your IT Services Sheet, and your College password, and used for WebMail and Compass.

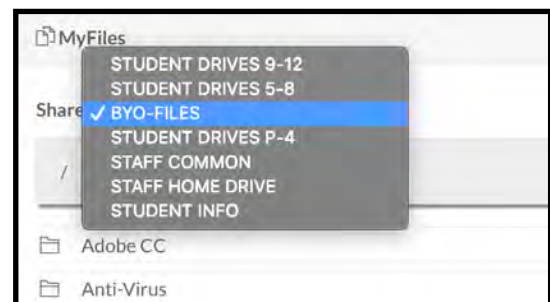
It's difficult to see on this page, but it's there.



3. Click on MyFiles in the left hand menu.



4. You can then select the drive you wish to access from the drop down menus. These will differ, depending on which drives you have access to.



5. **IMPORTANT** - Clicking on a file will allow you to download it to your computer.

Be aware that this is not an active file on the school network once downloaded. Any changes you make will need to be saved locally (on your computer), and then the file needs to be re-uploaded to the College Drive to replace the old one.

This can be done by clicking on the UPLOAD ICON.

