

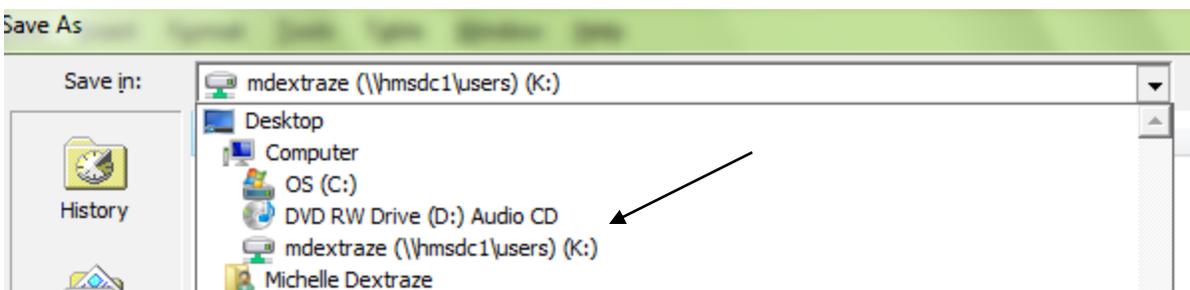
## Your K drive

Your K drive is a place on the district's server *just for your work*. If you know the correct steps you can **save** your work onto it from school, **access** your work on your k-drive at any computer that has an internet connection, and **upload** the work you have done on non-school computers to the k-drive.

### SAVE

To **save** onto your K drive *from a school computer*:

1. From FILE choose SAVE AS
2. Name your file and find the K-drive (with your name in front of it) from the top bar of the drop-down menu of the file window.



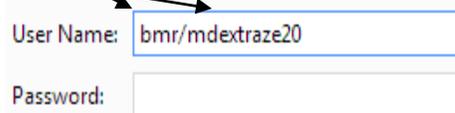
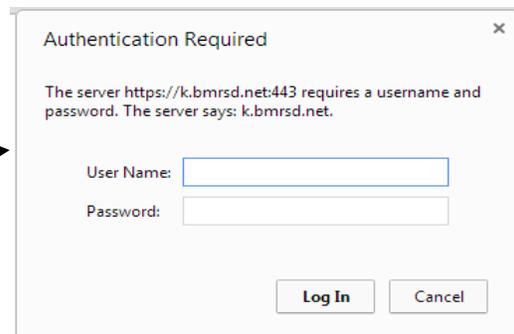
3. Click on SAVE on bottom right.

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### ACCESS

To **ACCESS** your K-drive from a non-school computer

1. Go to fwhms.com (**school website**)
2. Click on students drop-down menu
3. click on K-Drive
4. You will see a box like this:
5. for your User name type in '**bmr/**' and with no space
6. type in your **school username** to get on school computers. <first initial><lastname><yr of graduation>
7. put in your school password
8. click on the Log In box



You will be brought to your K drive contents.

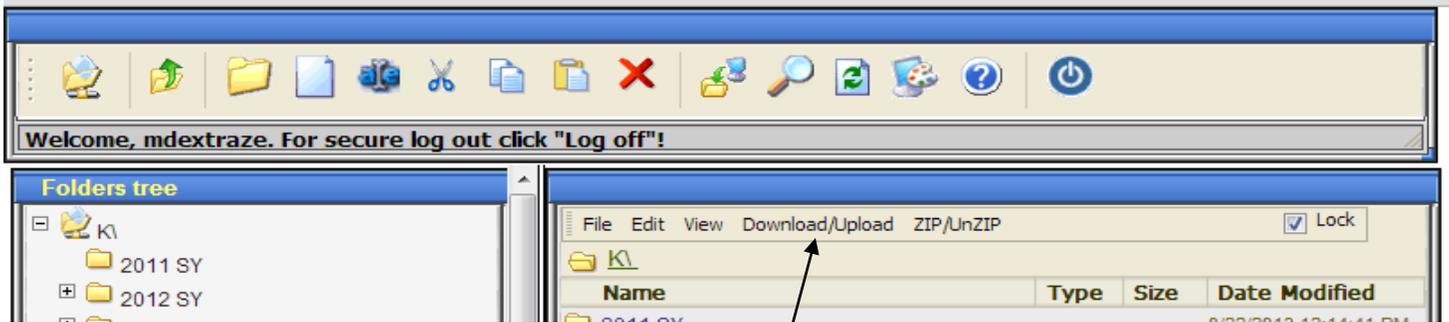
To access a file choose "**Get**" on the right of the name of the file.

It will download or open on your computer if you have a comparable program.

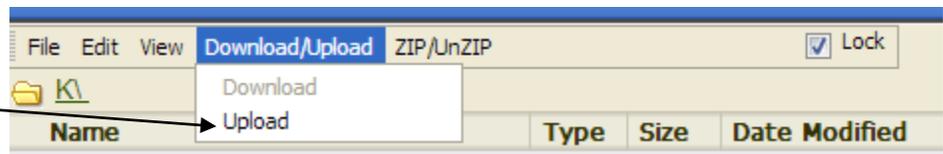
# UPLOAD

If you want to **UPLOAD** a file (to save it on your **K-Drive** so you can use it at school)

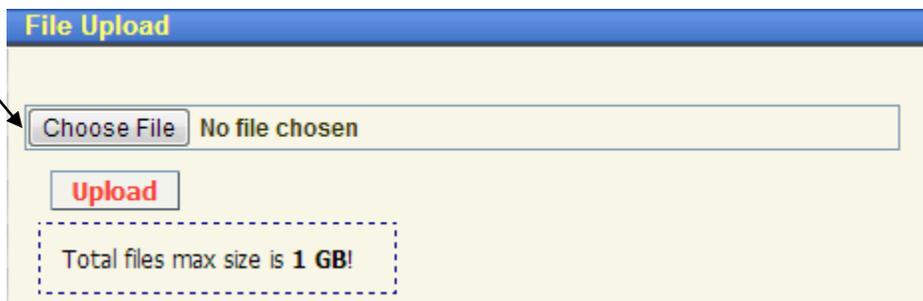
1. First save your file onto your computer and remember what it is called and where you saved it.
2. Then you must **ACCESS** your k-drive (previous step) This is what you will see:



3. Choose download/upload drop down menu (see where arrow is pointing above) and click on **Upload**



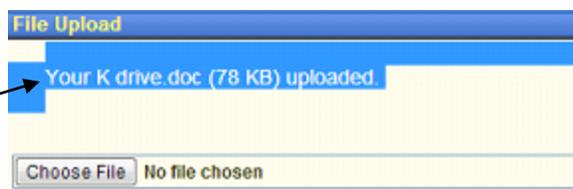
4. click on upload
5. click on choose a file



6. find the file you want to send to the K drive and click on it
7. The name of your file should show in the window: (mine is: "Your K drive.doc")



8. Then click on Upload and your window will show what file was uploaded to your k-drive:



Congratulations! You did it....