WRDSB *MyFiles*

ANYWHERE, ANYTIME Access to your Files

*This tool makes it easy for staff and students to access the files on their Home Drive on the WRDSB network (whether Admin or School**Connect**) from any device with an Internet connection. For example, **MyFiles** allows the user to download files to their computer at home, work on the file and then upload the file back to their H: drive, ready for use the next day.*

Download a File from the Home Drive on the WRDSB Network to your personal device.

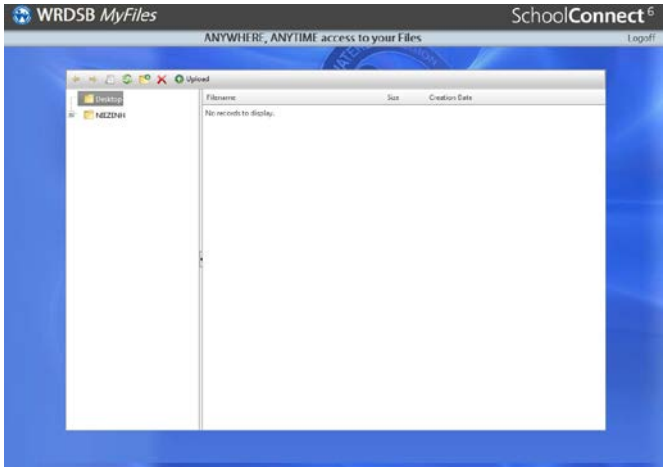
1. Type in the URL (**https://myfiles.wrdsb.ca**)
2. Sign in using your USER NAME (PAL/School**Connect** ID) and PASSWORD.
3. In the left window, you will be able to access your folders, including:
   - Desktop – with a listing of all Icons and Files on your Desktop at school
   - Home Drive (User ID) that includes Documents, Favourites, etc.

NOTE: Students and Teachers who are able to log into School**Connect** will also be able to access:

- Classes with their appropriate folders.

Teachers will also be able to access

- Teacher's Community folder



4. Double-click on the FILE that you want to work on
5. Click **SAVE** and choose a location on your home computer (e.g.: the Desktop)

Upload a File from your personal device to your Home Drive on your WRDSB Network computer.

1. Type in the URL https://myfiles.wrdsb.ca
2. Sign in using your USER NAME (PAL/SchoolConnect ID) and PASSWORD.
3. Click UPLOAD, then click SELECT and locate your file.
4. Click on the **FILE NAME**.

NOTE: You must either rename your file or click the "Overwrite if file exists" box.

5. Click OPEN. Click UPLOAD. The file is now on your desktop at school.
6. Click **Logoff** and close the window to exit ***MyFiles***.