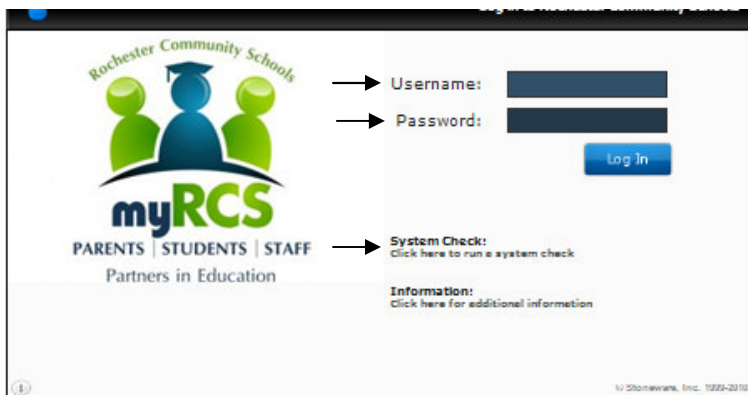


## Accessing Your Student H: Drive from Home

<https://myrcs.rochester.k12.mi.us>



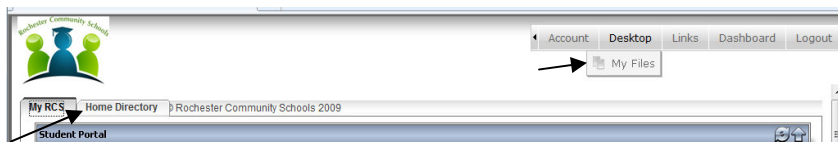
1. Enter your login information into the **Username:** and **Password:** fields. Your username and password is the same as your student login at school.
2. Click on **Log In**.

**Note:** It is important to run the System Check on your first visit to the myRCS site.

If you encounter any difficulties, further information is located at [www.rochester.k12.mi.us/myrcs](http://www.rochester.k12.mi.us/myrcs)

## Accessing Your Files

After logging in, your files can be accessed in two different ways from the main screen.

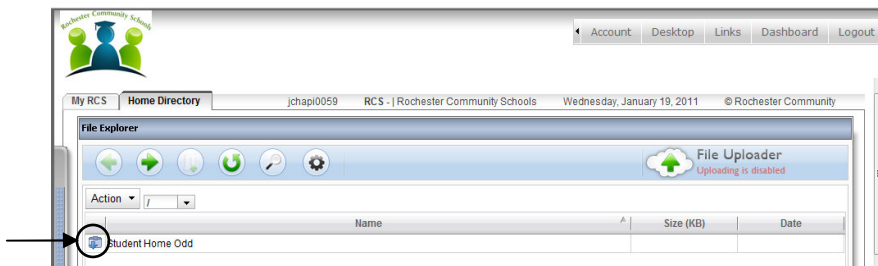


- A) By clicking the **Home Directory** tab or,
- B) by choosing **My Files** from the Desktop dropdown menu.

**Note:** For demonstration purposes, the Home Directory tab was selected for the following steps/photos.

3. Double click on **Student Home Odd/Even** folder.

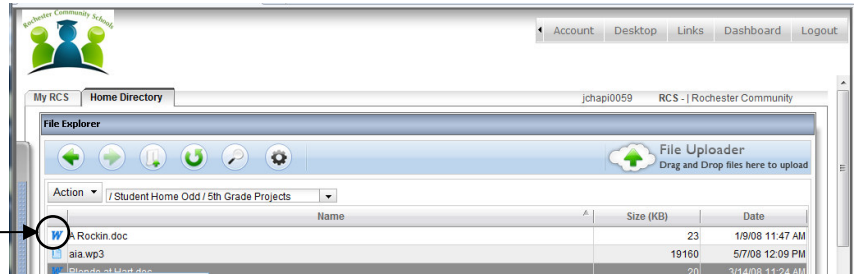
**Note:** The folder name will say Odd or Even, depending on the year of graduation.



## Opening and Editing Files

- Click on the icon associated with the file you wish to open.

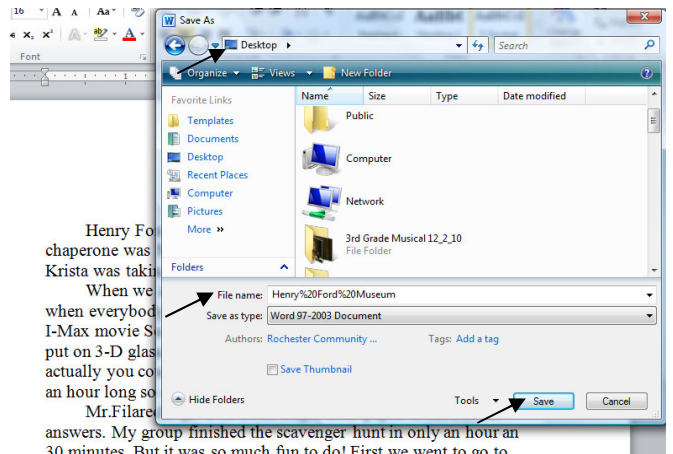
**Note:** The file will open and you can begin editing it.



**Note:** When you edit your document, you **MUST SAVE** it to your home computer before uploading it back to the myRCS site. Saving it to your desktop allows you to easily find it when uploading.

- From your document's **File** menu choose **Save As**.
- Choose your **Desktop** as the saving location.
- Adjust your **File name**, if necessary.

**Note:** Adjusting the name of your file prevents you from accidentally overwriting the original file.

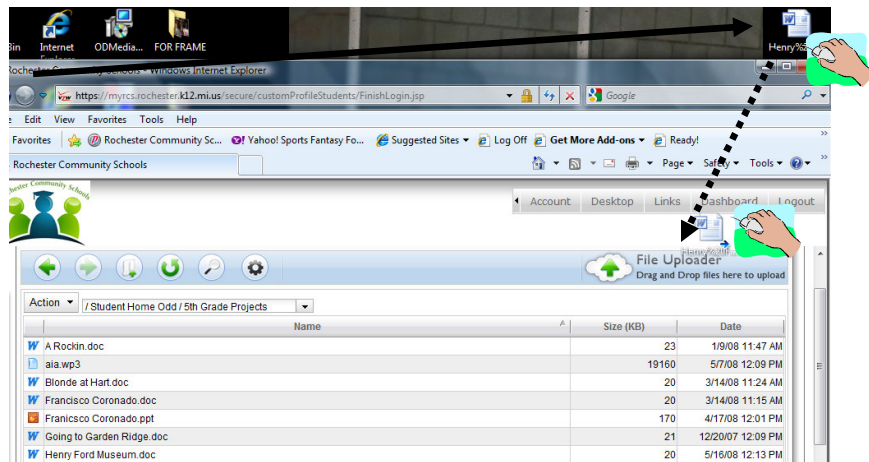


- Click on **Save**.

## Saving Your Edited Files Back To Your H: Drive

- Once your file is edited and saved to your desktop, or wherever you choose to save it, click and drag the file from its location to the **File Uploader** area on the myRCS site.

**Note:** While you are dragging the file, it will appear with the associated icon. Once your file is on top of the **File Uploader**, it will look like a plus sign. Release the mouse button. Your file will upload to your H: drive.



- After you finish uploading, return to the previous folder by clicking the green back arrow. You may then reenter the folder to see your recently uploaded file.

