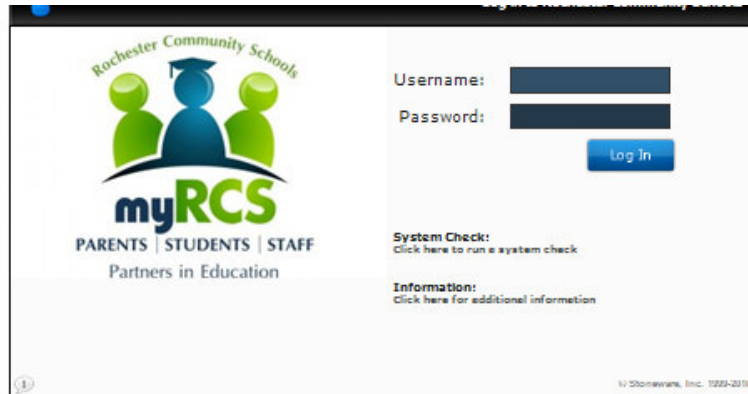


Accessing Your Student H:\ Drive from Home

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



**** It is important to run the “System Check” on your first visit to the myRCS website. ****
If you encounter any difficulties, further information is located at www.rochester.k12.mi.us/myrcs

Username & Password is the same as the student’s login at school

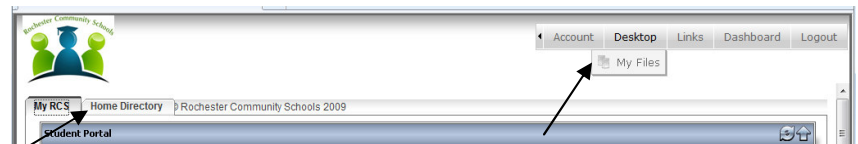
ACCESSING YOUR FILES

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

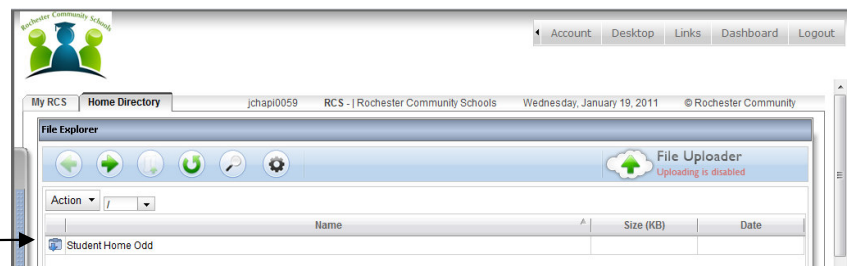
A) By clicking the “Home Directory” tab

or B) by choosing “My Files” from the Desktop dropdown

(For demonstration purposes, we have used Step A in all of the following steps/photos)



2. Double click on “Student Home Odd/Even” (The folder name will say “Odd” or “Even”, depending on the student’s year of graduation). You should then see all of your folders and files.



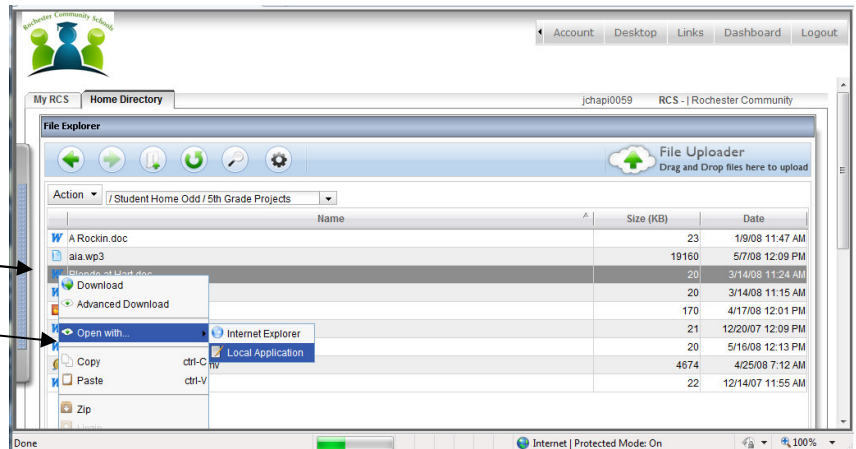
OPENING AND EDITING FILES

3. Right click on the file you wish to open. You can open the file by clicking

A) "Download", then "Open"; or

B) "Open with", then "Local Application"

The file will open and you can begin editing.

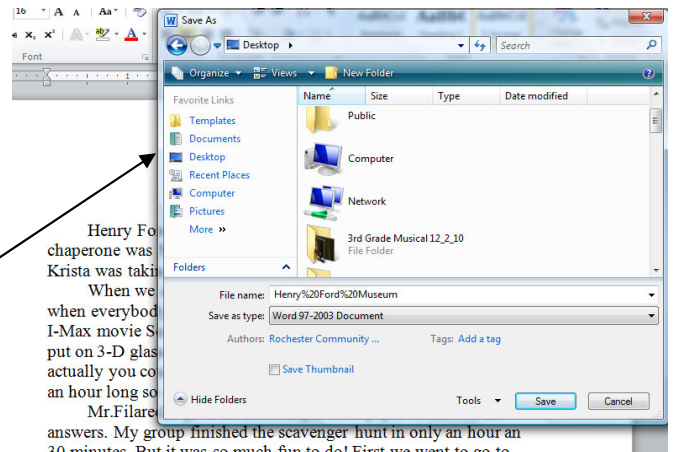


4. When you edit your document, you MUST SAVE it to your home computer before uploading it back to the myrcs portal.

*Saving it to your desktop allows you to easily find it when uploading.

Choose File> Save As> (choose your desktop as the saving location) and adjust your file name if necessary.

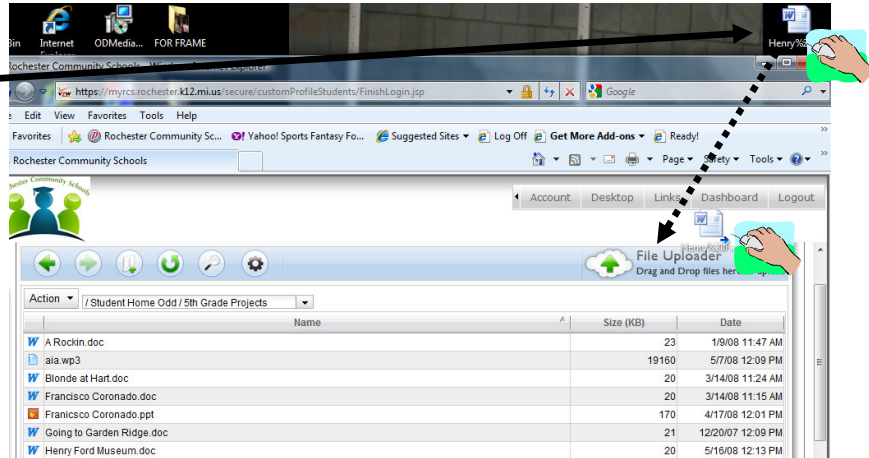
Choosing a file name slightly different is save so as not to accidentally overwrite an existing file.



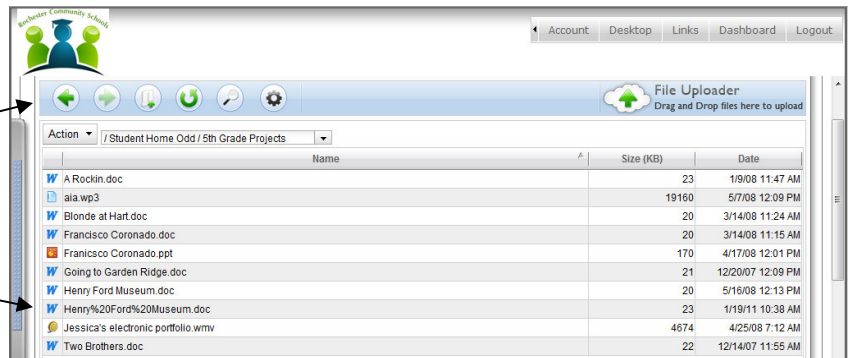
SAVING YOUR EDITED FILES BACK TO YOUR “H DRIVE”

5. Once your file is edited and saved to your desktop (or wherever you choose to save it), Click and Drag the file from your desktop to the “File Uploader” area on the myrcs webpage.

While you are dragging the file, it will appear as a word icon, once your file is on top of the green arrow it will look like a “plus sign”. Release the mouse button and your file will upload.



6. After you finish uploading, return to the previous folder by clicking the “back green arrow”. You may then re-enter the folder to see your recently uploaded file. (note our file name is slightly different)



Please note that all of the steps (downloading, uploading, etc) can also be achieved by clicking on the appropriate choices in the “Action” dropdown menu on the left side of the screen under the green arrow. We have chosen to show you one method to hopefully eliminate confusion and save paper.