

Accessing Your H Drive from Home

Rather than e-mailing documents back and forth or using unreliable removable media (flash drives, floppy disks, etc), students can use the VPN connection to connect to their H drives from home. High speed Internet access (cable modem or DSL) is highly recommended, however dial-up will work. Please note that with dial-up it could take a substantial amount of time to copy larger files back and forth and you must wait for the file to finish copying before disconnecting.

Accessing the VPN Connection

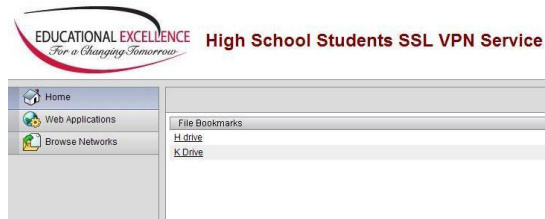
1. In your Internet browser, type the appropriate URL for your building:

| Building Type | URL |
|-------------------------------|--|
| High School Students | https://vpn.chipfalls.k12.wi.us/hsstudents |
| Middle School Students | https://vpn.chipfalls.k12.wi.us/msstudents |
| Elementary School Students | https://vpn.chipfalls.k12.wi.us/elstudents |
| Jim Falls Elementary Students | https://vpn.chipfalls.k12.wi.us/jfstudents |

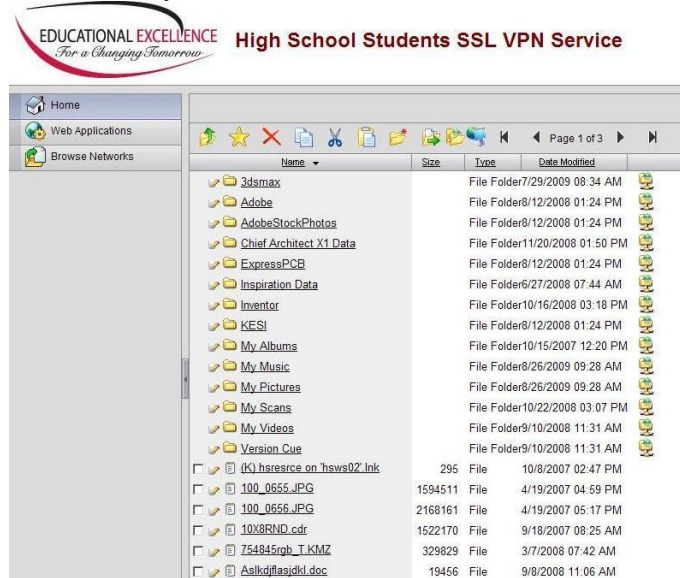
2. Log in to the VPN connection using your network user name and password




3. Upon successfully logging in, you will be presented with a web page that contains the drives that you have access to.

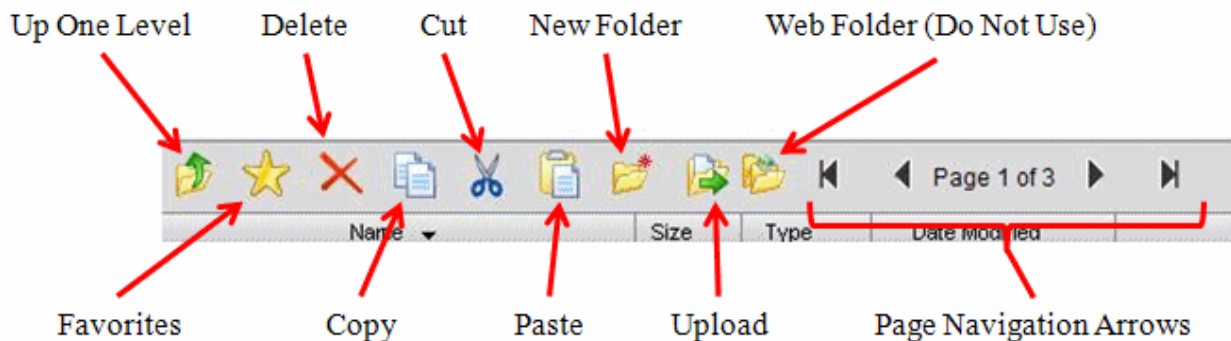


- After selecting the drive that you wish to use, you will be presented with a listing of the files and folders that you have access to.



Tips for using the VPN

Toolbar Buttons



Navigation

- Click the column headings to sort.
- Use the page arrows to scroll through the files. (Shows about 20 files per page.)

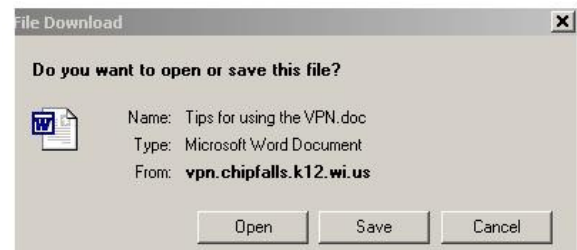
IMPORTANT Steps for editing files.

There are specific steps that must be followed to save your work when editing files. Do not use Open to edit files. You must copy the file to your home computer to edit it, if you open the file with the Open button, make changes and save the file, the program appears to save the file normally and no error message is given but the file is not saved!

You may use Open if you just want to quickly view the file.

To edit a file:

1. Click on the file you wish to work on. In the dialog box that appears, click Save
2. Save the file to your home computer.
3. Make changes to the file you just saved on your home computer.
4. Go back to the VPN window and click the Upload button. Use the browse button to select the file you just edited and choose OK.



Other Tips

- The VPN will not work when you are in the district on the CFSD network.
- You must have the appropriate applications on your home computer to edit the files. i.e. Power Point to edit a Power Point file.
- You may want to save all the files you plan to work on, log out and then log back in to upload them. The system will prompt to stay connected after a period of inactivity. If you do not acknowledge the prompt, it will log you off after a minute.
- If you cannot find a file, be sure to use the page navigation arrows to see all the files.
- If you have a new version of Office at home, be sure to save your files in Office 2000 format.
- If you do not have Office at home, you may download Open Office from the Internet.

Previous 'H' Drive Access

The old method of access your 'H' drive, via SFTP will no longer be available.