# STUDENT NETWORK ACCESS FROM HOME

## TO GET TO YOUR FOLDER:

- Open this address in your Internet browser:
    **http://student.camas.wednet.edu**
- Click on **Student Folder Access**
- On the "Connect to student.camas.wednet.edu" screen, fill in your **User name** and **password** then click **OK**
- Select "CHS" folder
- Select your "Graduation year" folder

## TO WORK WITH DOCUMENTS IN YOUR FOLDER:

- Click once on the document

- Click SAVE – Save the document to your home computer (locally)

    o  Be SURE you know the location where you saved it

    o  Keep the CHS student web site open

- On the "Download Complete" window, click CLOSE

- Edit or add to your document – save often

- When you are finished working with your document locally, go back to the CHS student web site.

- On the web site above your documents, click on the down arrow next to your graduation folder and drag to "New file (upload)"

- Click "Browse"

- Locate your document locally. Click OPEN

- Back at the web site, click OK next to "Browse"

- When finished, click on the down arrow next to your graduation folder and drag to "Logout" and click OK

- At the log in screen, click Cancel

- Close the web site