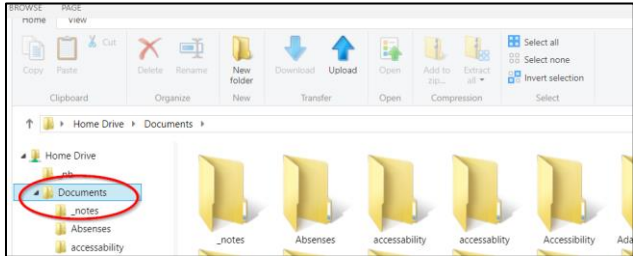# How to Access Your L Drive Using My Site Home Drive

You can access all your files on your L Drive at school from home using the Scholantis Home Drive. It is important to note that you need to download the files from the school computer before you work on them and if you would like to keep the new ones in your L drive you need to upload them afterwards.

Finding Your HomeDrive

1	Open your web browser and navigate to the school district website (www.comoxvalleyschools.ca).	
2	Click on **Utility Links** in the top right corner and then click on **Portal.**	
3	Use the same username and password that you use to log into the school computers. When you are at school you will go in automatically.	
4	Click on **HomeDrive** at the top right.	
5	You will be asked to enter your password again, this the same password that you use on the school computers.	
6	Click on Documents on your left to find your L Drive contents. I found that I had to use the arrow keys on my keyboard to navigate through the folders.	
7	When you find a file that you would like to work on: 1. Click on the file 2. Press the **Download arrow**. This will download a copy of your work onto your home computer	
8	When you are working on your file, make sure that you do **Save As** to save it and choose where you would like it saved or it will be saved in your download folder.	

| 9 | If you would like to keep your files current on your school L drive, when you are finished working you should **Upload** it:
1. Go back to the Scholantis **Home Drive**
2. Go to the folder where the file belongs
3. Press on the **Upload** arrow
4. Navigate to the file on your home computer and drag it into the box
5. Press **Upload** | |