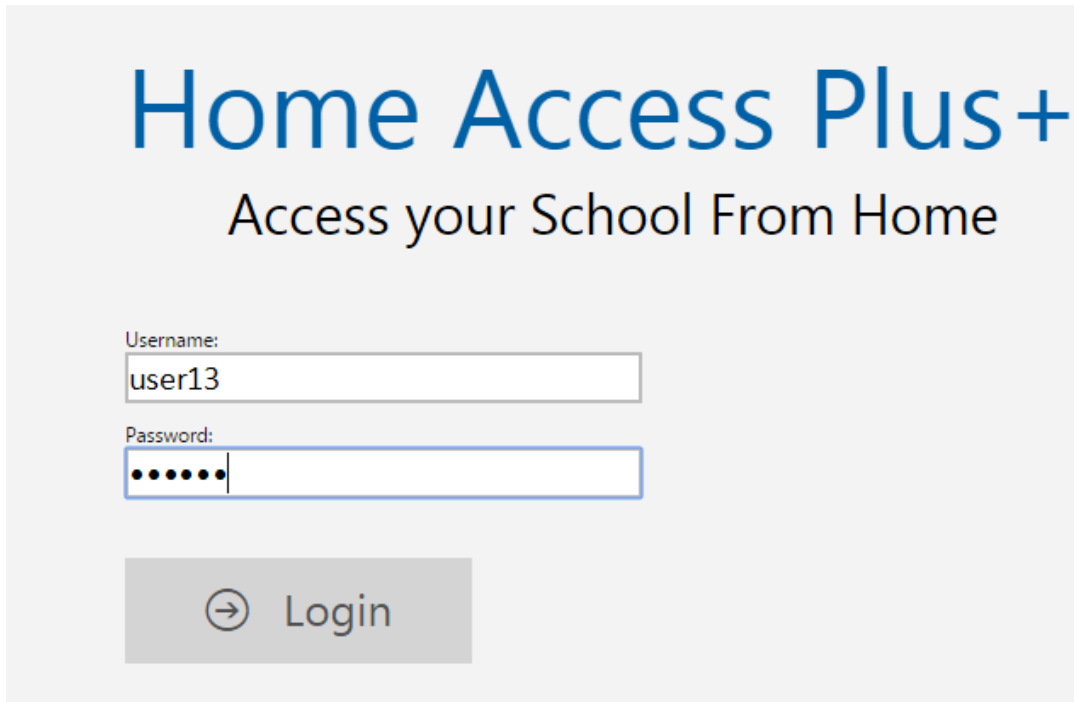


HAP – Home Access Plus

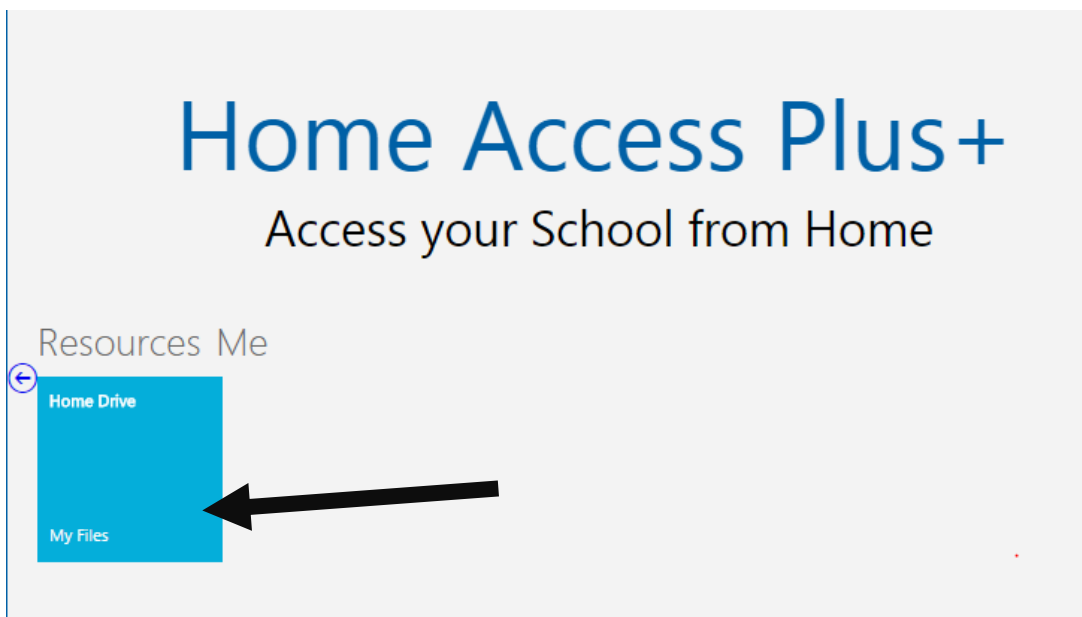
To access your school documents from home go to <https://hap.sirhenryfloyd.co.uk/hap>

1. Login with your school username and password.

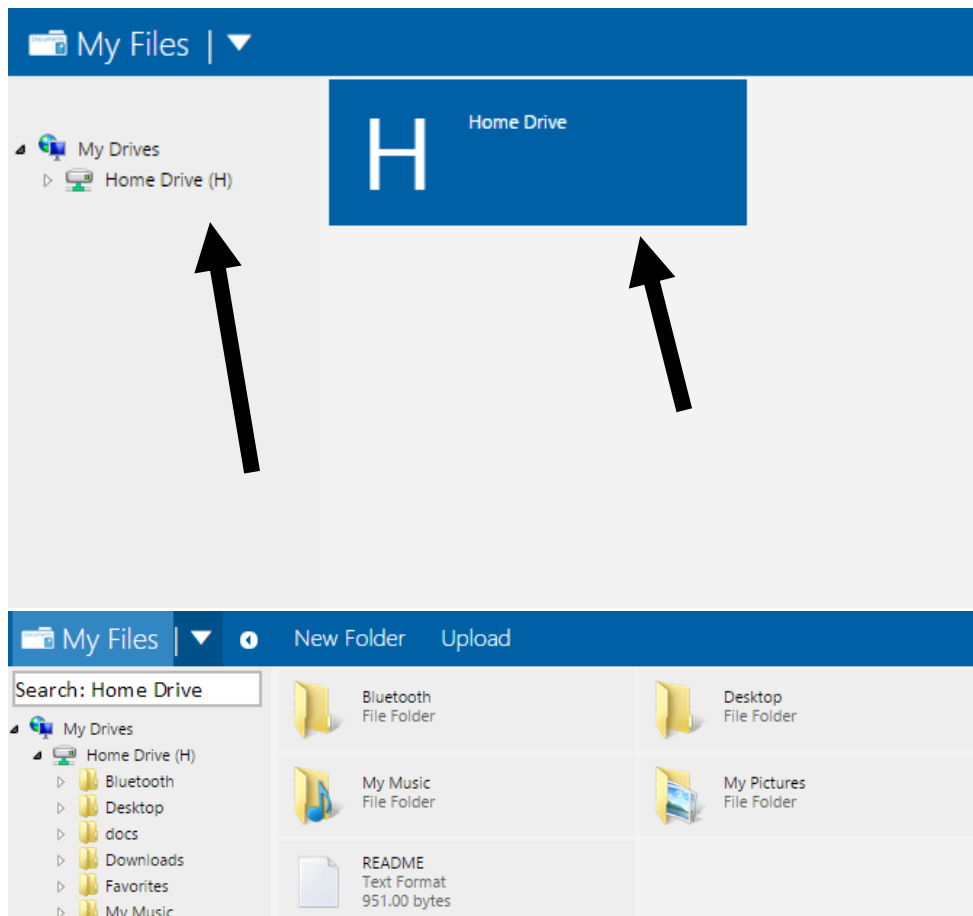


The screenshot shows the login interface for Home Access Plus+. At the top, the text reads "Home Access Plus+" in a large blue font, followed by "Access your School From Home" in a smaller black font. Below this, there are two input fields: "Username:" with the text "user13" entered, and "Password:" with five black dots representing a masked password. At the bottom of the form is a grey button with a right-pointing arrow icon and the text "Login".

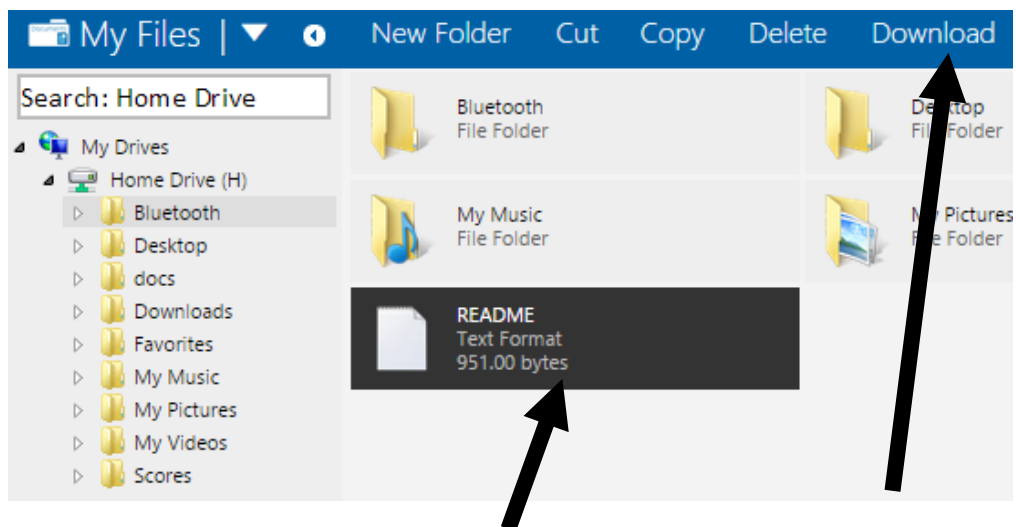
2. **Click** on the “**Home Drive**” box to access your documents area.



3. You can access your files by **clicking** either the side bar or the “Home Drive” box.



4. To work on a document you must first download the file on to your computer. You can do this by **selecting** the file you want to download and then **clicking** on “Download” button on the top menu bar.



- When you see the following message click **OK**.

Warning

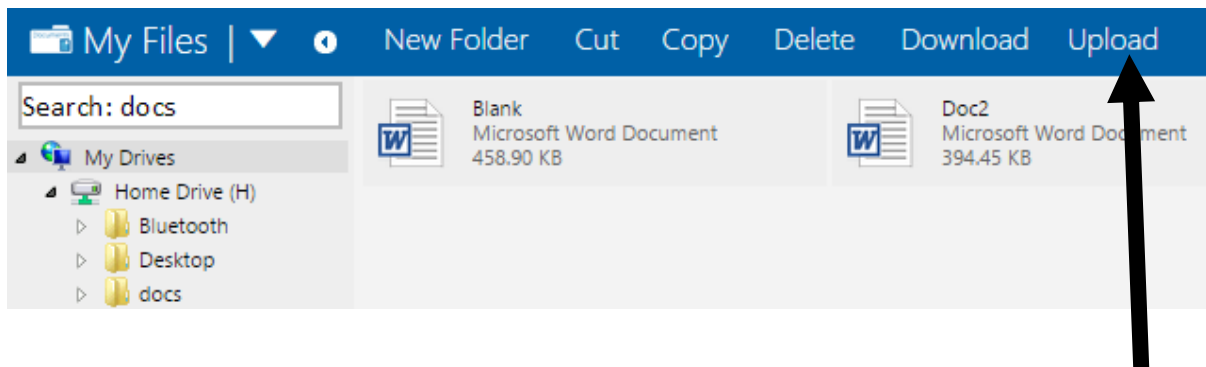
You are about to download this file. If you wish to edit this file, remember to save it to your computer and upload it back once you have finished!

Ok Cancel

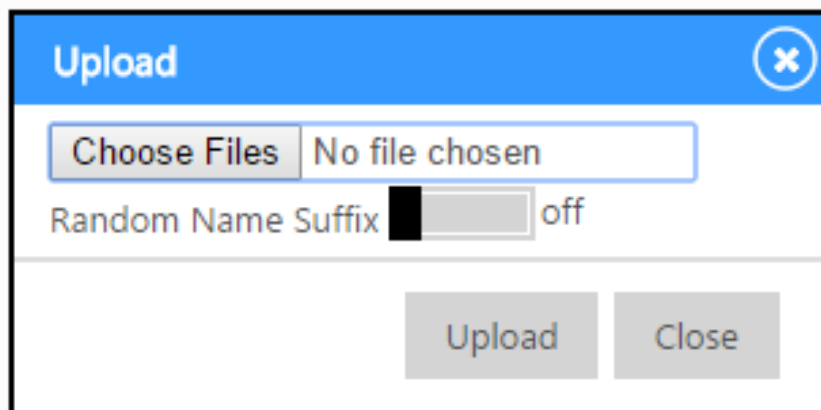
- After **clicking** the **OK** button the file should start downloading to your computer.

When you've finished working on the file you will have to **upload** the file back to your **documents** folder.

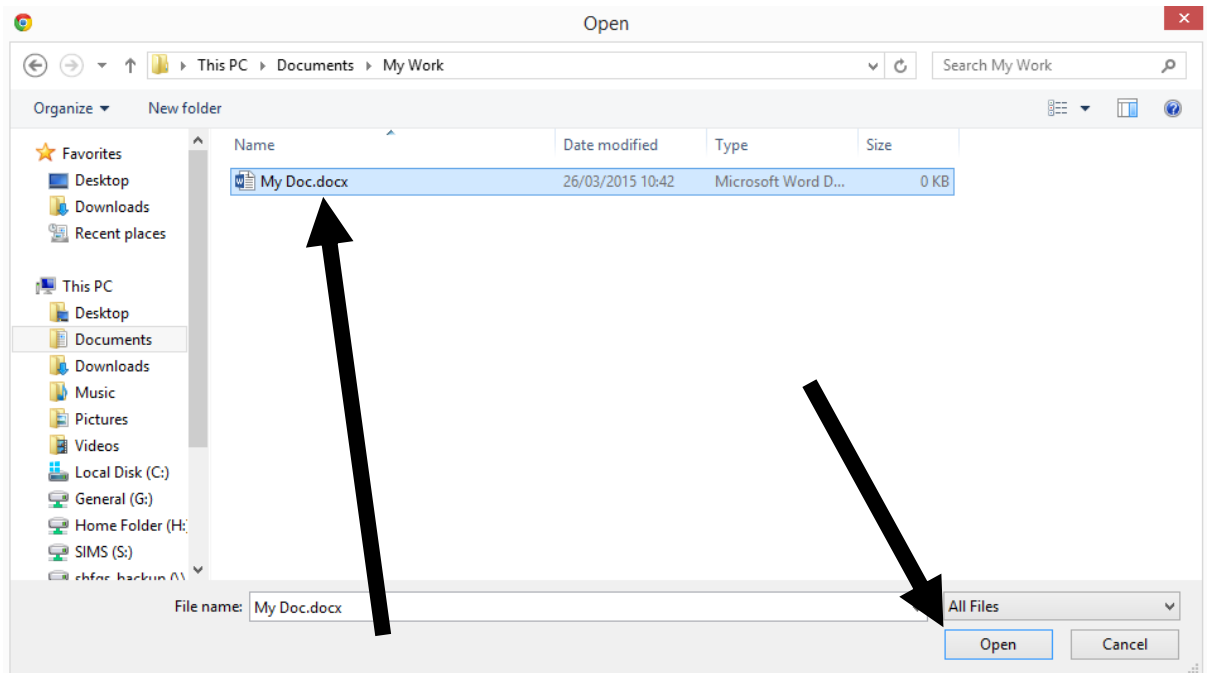
- To **upload** your file go to the folder you want to upload the file to and click on the **Upload** button.



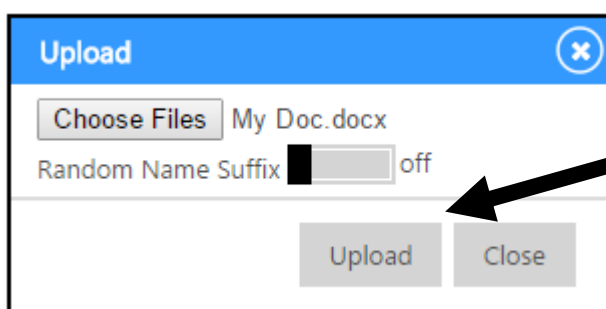
- When you see the following dialog box click on **“Choose Files”** button.



9. From the following dialog box select the file that you want to upload and **click** “Open”.



10. After selecting the file **click** on the “Upload” button.



To logout **click** on your **“Username”** and then **click “Logout”**.

