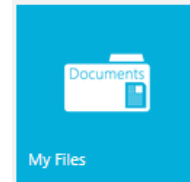


Home Access Plus Guide

Home Access Plus can be accessed via the following link: <https://hap.laurusheadleholme.org.uk/>

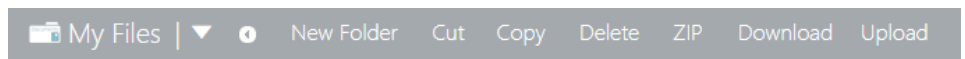
To login to Home Access Plus you will need to use your normal school PC username and password. For example: Joe Bloggs would be y19.bloggsjo.

Once you have logged in then you will see the My Files option. Click on this to access your Home Directory as well as the Student Shared Area.



When you have selected either Home Directory or the Student Shared Area then you will see the files and folders in these areas. To open a file you simply need to double click the file, this will start a download of the file. Once it has finished downloading you will then be able to open the file.

If you want to save the file back into your Home Directory after you have



made some changes to it then you will need to click upload on the top bar and then click Choose Files and browse to the file you have edited. Once you have selected the file click upload to add your file to your Home Directory.

