

## **Instructions for Accessing Your Digital Locker:**

1. Type in your **Username** and **Password** to access your locker.
2. Once you are logged into your account, you can upload or download documents.
3. **IMPORTANT: *Be sure to log out of your digital locker when you are finished, (click on the “Log out” word next to your name in the upper left-hand corner of the webpage,) particularly when you are at school, just exiting the locker is NOT logging out, the next time someone accesses the digital locker site, your locker will be open and they will have access to your files.***

### **Uploading a document:**

1. In order to upload a document, be sure you have *saved* your document and that you have noted *where* it is saved. (For example: My Documents, or the desktop)
2. Click on the “**Upload**” icon from list at the top of the webpage.
3. Browse for the document by clicking on the “**Browse**” button. (Look for your document from the drive where it is saved.)
4. If you are uploading a newer version of your document, you can click the box, “**Overwrite File**”. This will save any changes you have made.
5. Click “**Okay**” to upload file.
6. *Note:* there is a “pull down” tab underneath the **OK** button. You can select the number of files you would like to upload at a time. You will need to browse for each one.
7. If you were successful, you should see the document(s) on your list of folders and files in the digital locker.
8. When you are finished with your digital locker, ***be sure to log out*** (click on the “Log out” word next to your name in the upper left-hand corner of the webpage,) or another student will be able to access your locker as this site keeps the locker open unless you log off.

### **Downloading your document:**

1. Download the file by right clicking on the document that you want to work on, and select “save target as” option. **Important!!! If you just click on the document, you will see the document, but it is only a preview. This is very unstable and you can lose all your work.** Do NOT work this way, always *SAVE TARGET AS* by right clicking on the document and save to the computer, either on the desktop or in the appropriate folder on the computer. (Minimize the digital locker for now.)
2. Now open the document you saved onto the computer. Make your additions or changes. If you want, you can upload the changes following the directions above.
3. When you are finished with your digital locker, ***be sure to log out*** (click on the “Log out” word next to your name in the upper left-hand corner of the webpage,) or another student will be able to access your locker as this site keeps the locker open unless you log off.

Once you get the hang of using the lockers, you can create folders for specific documents, copy files, and rename files.

### **Deleting Files**

1. If you want to delete a file, simply check the box next to the file and click on the “**X**” at the end of the row or the “**X**” at the end of the list at the top of the webpage.
2. If you decide later that you really didn’t want to delete that file, you can click on the “**Trash**” folder and move the file to another folder, or you can save it to your computer.
3. Don’t forget to empty your trash folder occasionally by clicking on the “**Empty Trash**” option under the blue *Utilities* bar in the left-hand menu.
4. When you are finished with your digital locker, ***be sure to log out*** (click on the “Log out” word next to your name in the upper left-hand corner of the webpage,) or another student will be able to access your locker as this site keeps the locker open unless you log off.