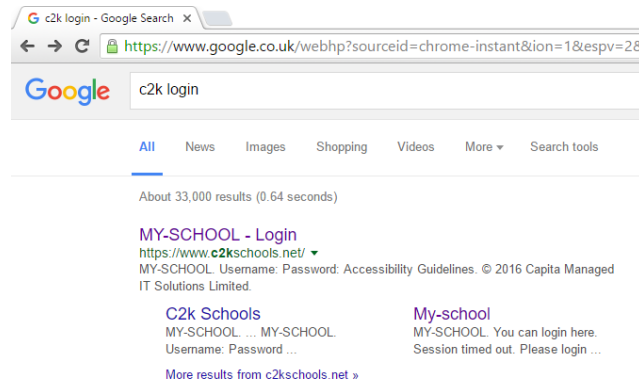
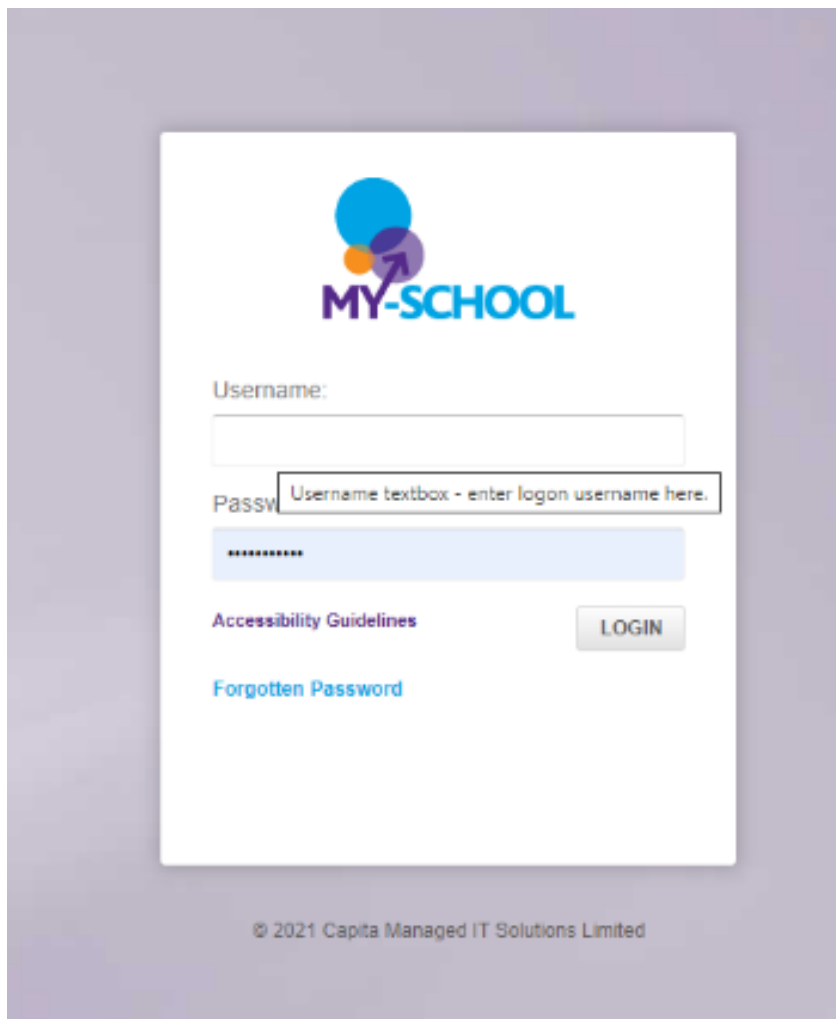


How to log on to your school files from home

1- Search for "c2k login" from a search engine



Web address is: - <https://www.c2kschools.net/standard/Index.aspx>



Enter your school username and number
eg. ASTUDENT123

Enter your school Password for the same account

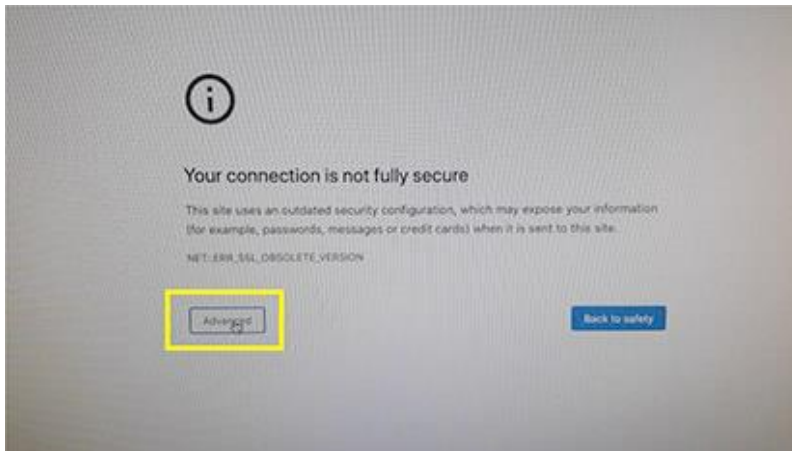
It should be taken to the Main Screen just like the one you see in school.

If not, some common errors are shown next.

Errors with some web browsers

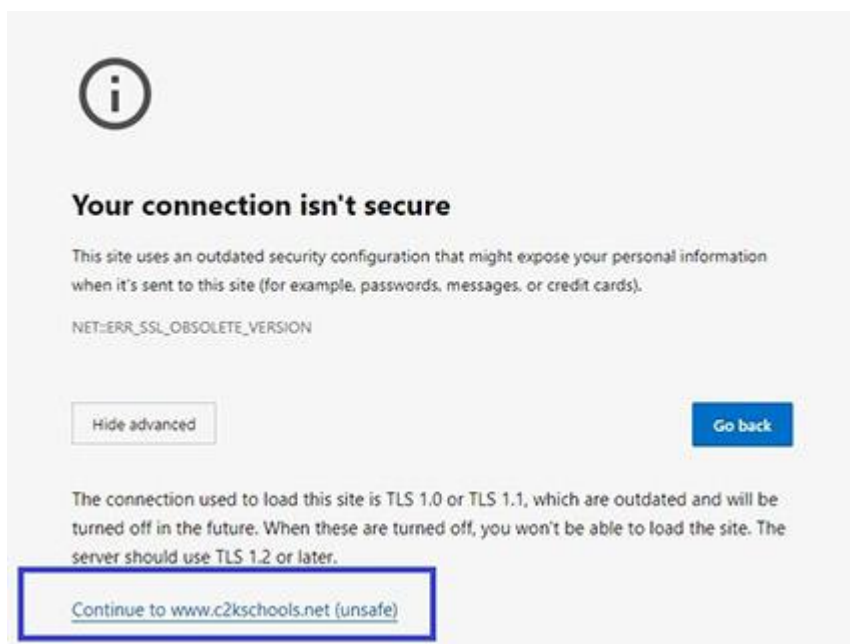
The C2K system is an old one and there are possible issues with it not working with some Web Browsers so if you get the following You will need to do a few extra steps

Some users were getting the following error (or similar depending on your browser)



C2K are aware of this and are having to modify the MySchool servers to rectify it. They hope to have them in operation very soon. In the meantime, **do not worry** the MySchool site is **completely safe**.

Therefore, if you are using an up-to-date browser and get the above message when trying to log in to MySchool the C2K advice is to click on the **Advanced** button and it will show the image below.



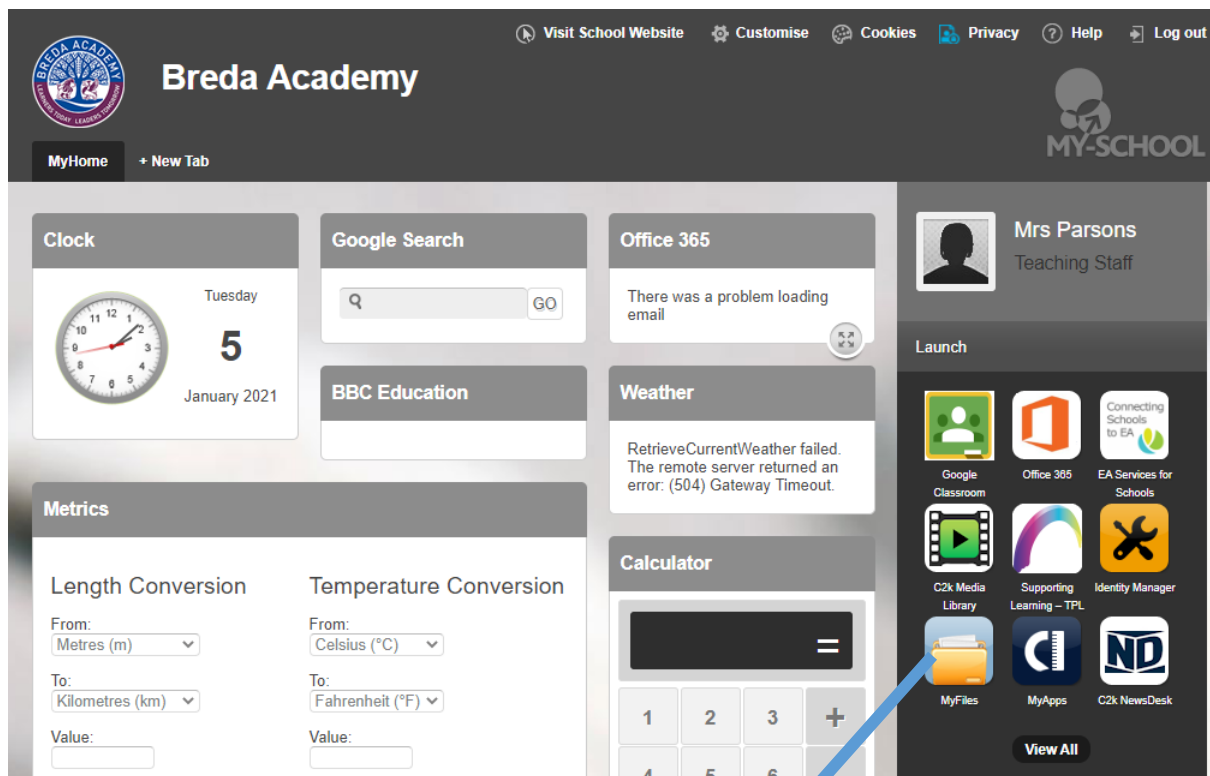
Click on the [Continue to www.c2kschools.net \(unsafe\)](#) - you may be prompted to do this more than once but eventually you will be presented with the log in screen.

It sounds as if it goes against everything you will be told NOT to do but **in this one instance only** it is safe to proceed.

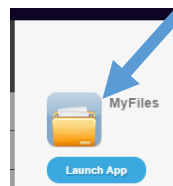
If you use a pop-up blocker you will need to pause this on this site.

You may also have to refresh the browser window - using F5 key

The Main screen once you have access to the School

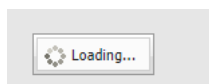


To access your documents in school

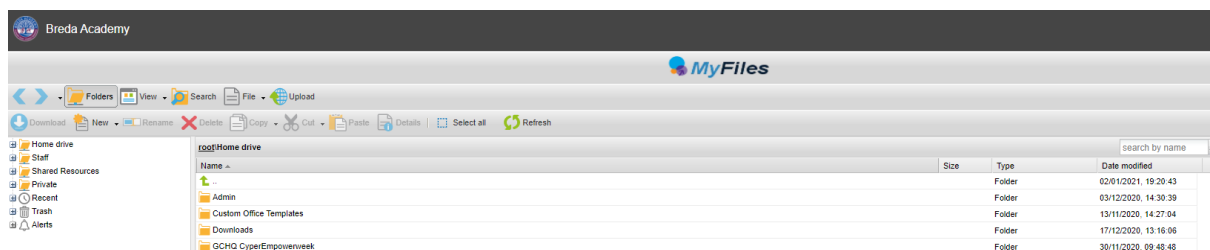


Click on My Files

The next screen may take a little time to be displayed but you should see a rotating timer.

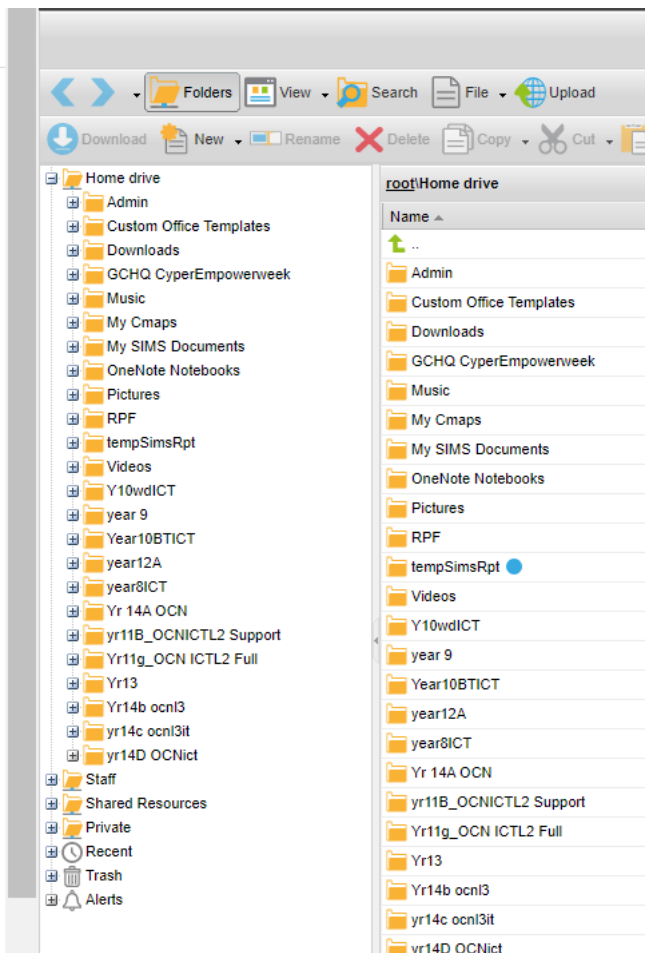
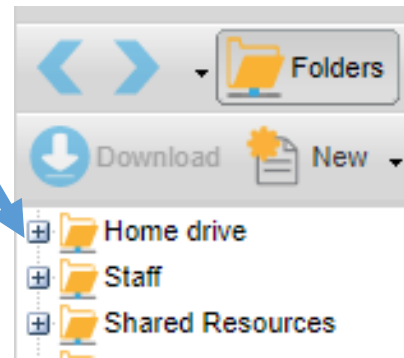


Then the following window appears



You can access your documents by clicking on the + for HOME DRIVE

On the Left hand side you can open and close folders and the contents will be displayed on the right hand side



How to Download a file?

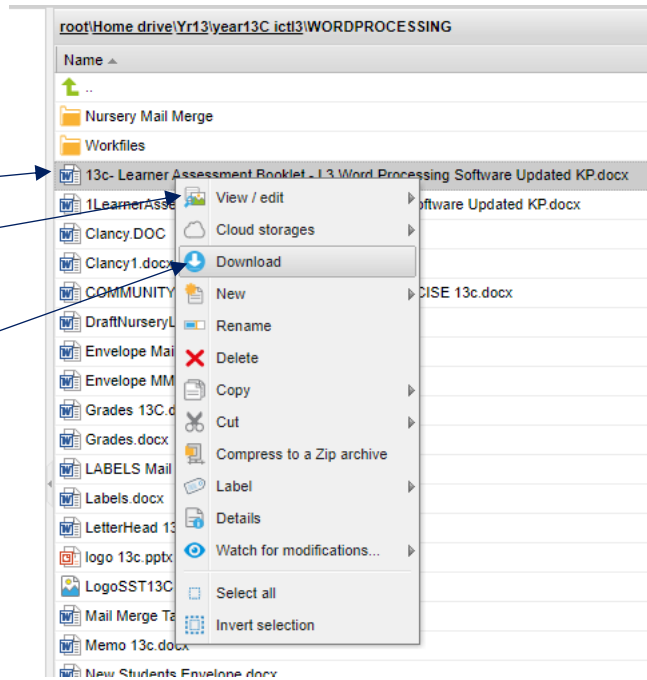
Once you have found the file you need

Select the file

RIGHT mouse click and the menu will appear....

Select Download

The file will then be downloaded onto your own computer in the Downloads folder

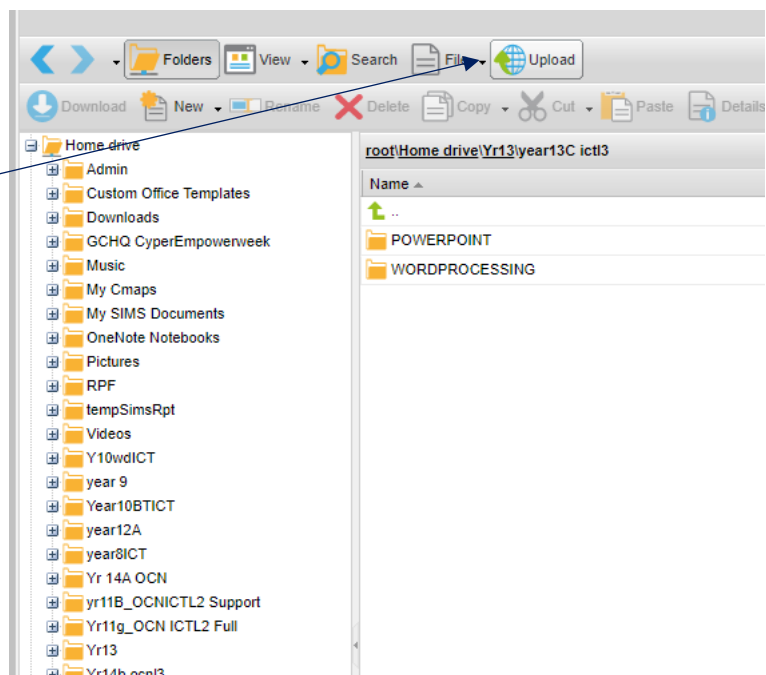


How to upload files back to the school Server?

Make sure you have copies of your Files in school and at home so use numbers at the end when you update them. For example, MyfileV1 (V1 for Version 1) from school and when you copy it back call it MyFileV2. Then when you work on it again at home upload the file back to school and call it MyFileV3.

Follow all the steps to **get to the folder on your documents in school where you want to copy the file to.**

Click on upload



The "Uploading of Multiple files" screen will appear

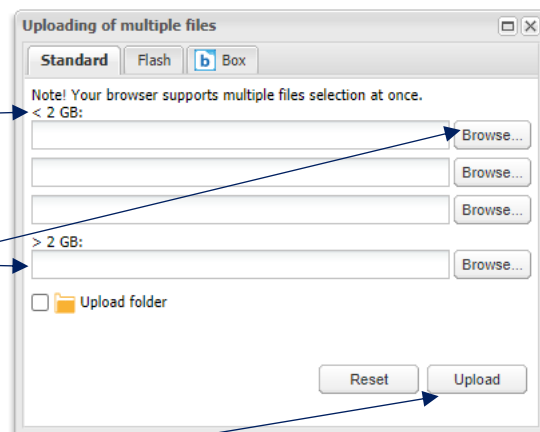
To upload a series of single files you will see there is a <2gb (smaller than 2gb) - here you can upload 3 at a time

Files >2gb (files bigger than 2gb) - here you can upload 1 at a time

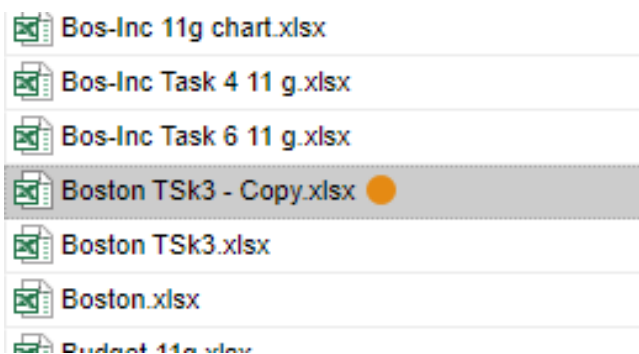
Click Browse

Then you find the file you want to upload. When the name appears in the box

Click Upload



The file will then appear on the MYfiles Screen in the folder you have open and it will have a different Coloured Dot beside it to show it has been changed.



Remember to use a number at the end of the file so you can see which is your latest work

