

## Accessing and Using My School from Home

### Logging In Outside School

You can access My School from home by doing the following:

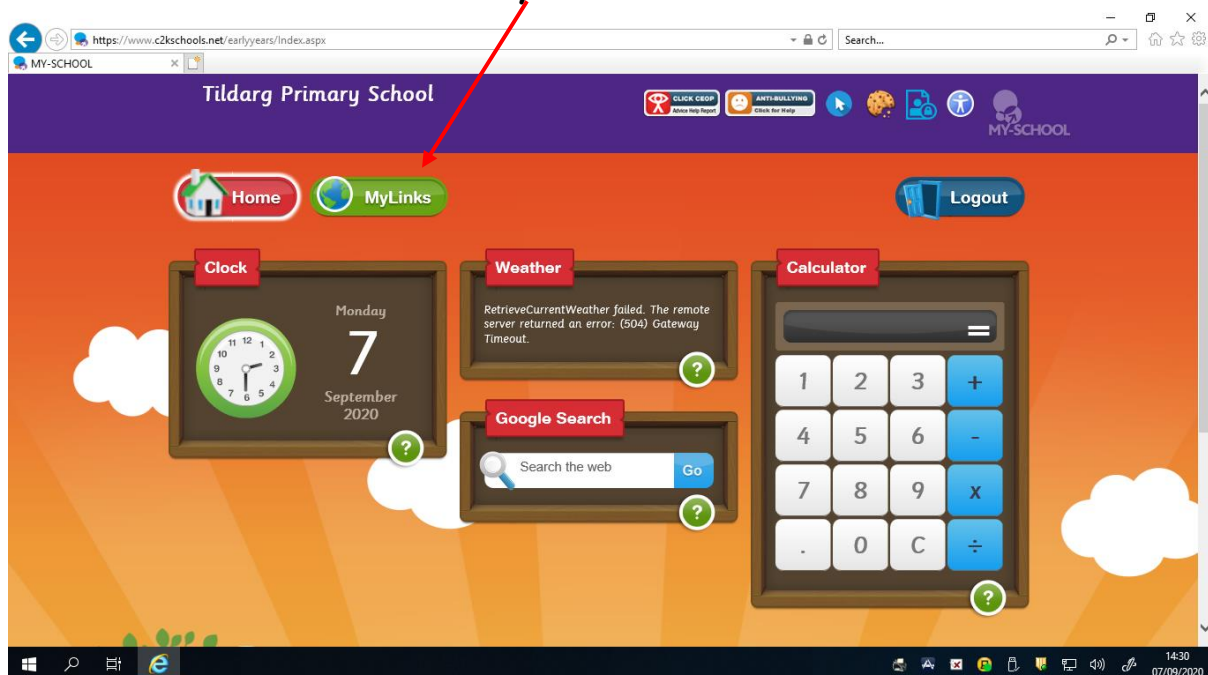
- Open your web browser and Search for C2K My School or alternatively use the address <https://www.c2kschools.net/>
- Log in to My School using your C2k username and password. Your username is the same as you use in school.



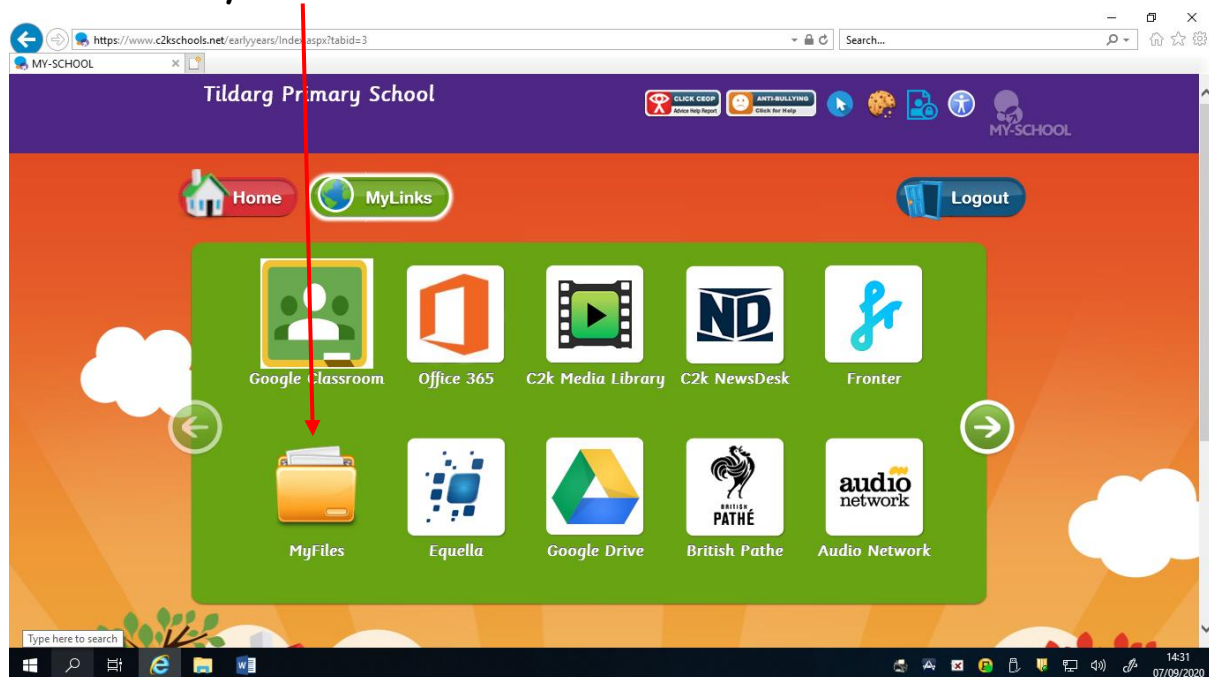
### Accessing Documents

To access your My Documents area:

- When on this screen select 'My Links'

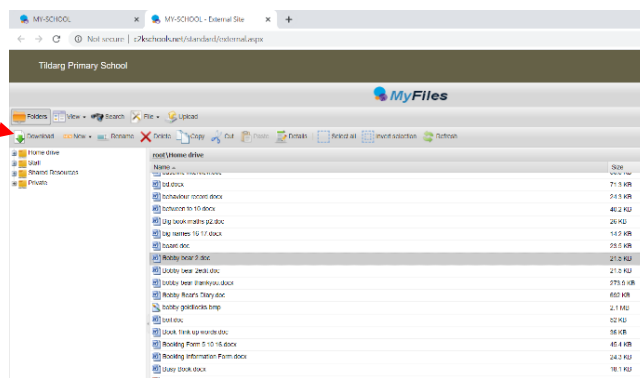


- Click on 'My Files'



- Click on your folders and choose the file you want to see by clicking it.
- Click the word 'Download' which can be found above where your files are all noted.

Download



- You will be asked to 'Open' or 'Save' - Please 'Save' this file - choose somewhere on your computer to save it that you can find it easily.
- Open this document now. You can choose either just to show someone at home your work - or you might be asked to finish this piece of work - If you do have to change something now that you have opened your document on your home computer, please ensure you save these changes.
- Go back to the screen (internet page) showing your My School Page, where you found this document. Beside the download button you should see an 'upload'

button. Click on this button - the screen that appears wants you to find (on your computer) the document you want to upload to your My School Page. Please find this document, click it and then click open. This will now have it saved into your My School area, which will then be accessible in school.

upload

