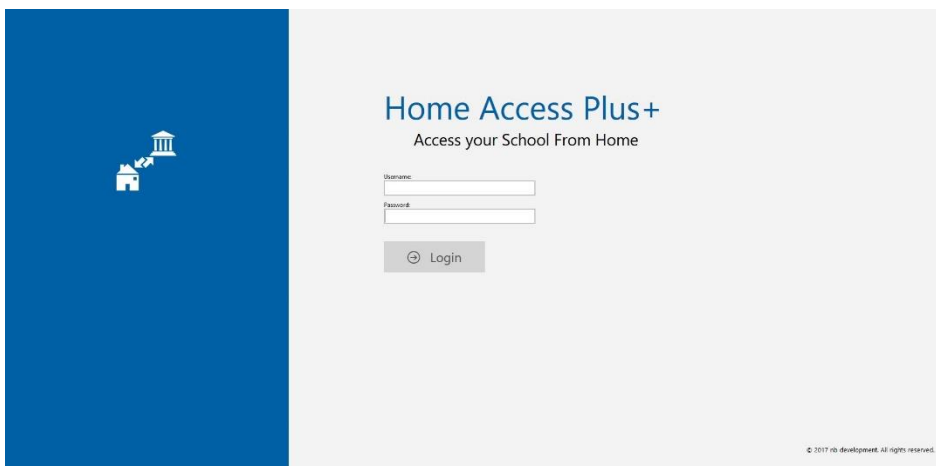


Home Access Plus+ User Guide

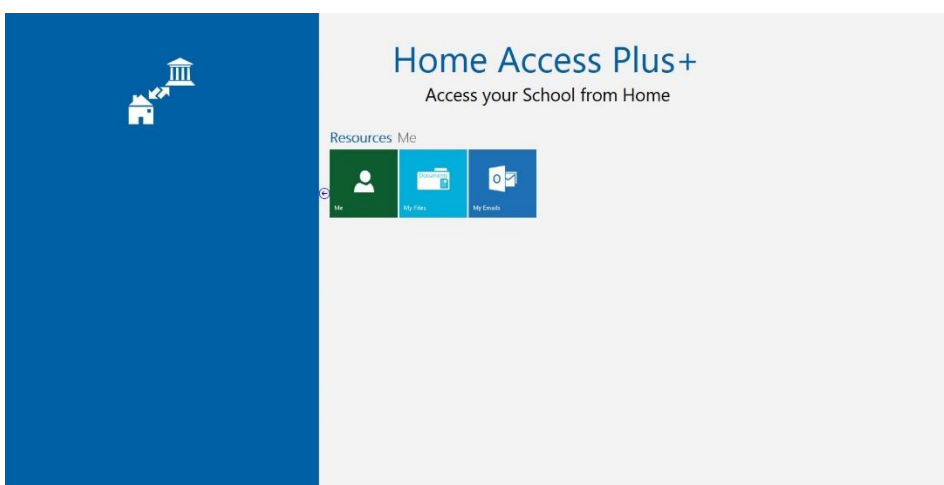
Home Access Plus+ is a web based tool that allows you to access your personal files and shared areas, allowing users to work wherever and whenever they choose. All you need is a device with Internet access and use one of the major web browsers e.g. Internet Explorer, Firefox, Safari and Google Chrome.

To access Home Access Plus+ follow these instructions:

1. Open your web browser and enter the following address into the URL field:
<https://hap.latimer.org.uk/HAP/>
2. You will now see the following login screen.

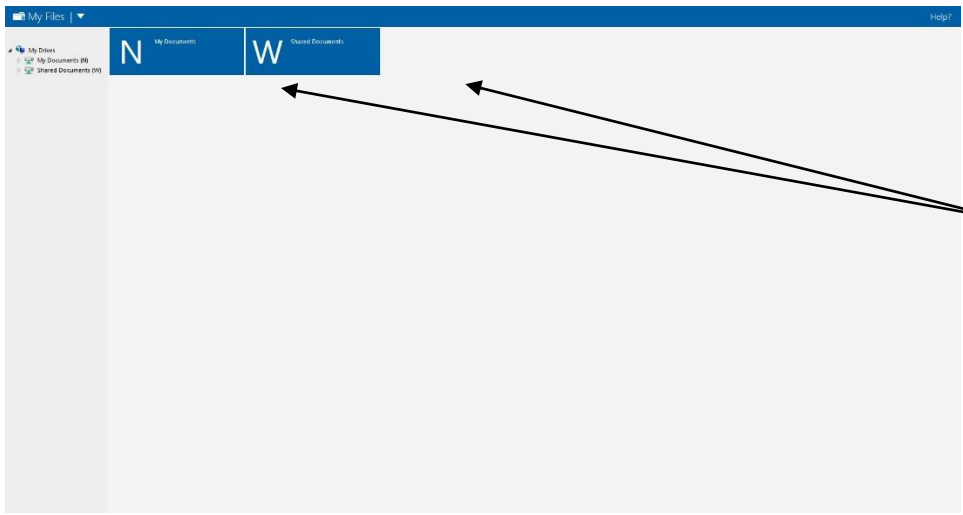


3. Enter your IT number (IT1234) and password (010699) and press the login button.
4. You should now be logged in and see a screen like the one below.



5. Once you are into home Access Plus you can access your files that are both within your area and that are in the student public area and emails.

6. If you click on the “My Files” tile you are redirected to a page that looks like the following.



Once you have pressed on my files are taken to this screen, from here you can access the “N drive” and the “W drive”.

Within the “N drive” you will be able to download the work in your area and upload work into your area.

In the “W drive” you are able to download resources and save them to your computer to work on.