

# ICT Services

## Guide to accessing your documents from home.



### What does this do?

This will allow you to access your College PC My Documents folder and the Student Shared Drive from outside the College. You will be able view, save, edit and upload documents to your My Documents as well as **read only** access to the Student Shared Drive.

Please note that this is not access to your physical PC Machine, but access to your PC Network Home Folder. This function does not apply to Apple Mac Network Home Folders.

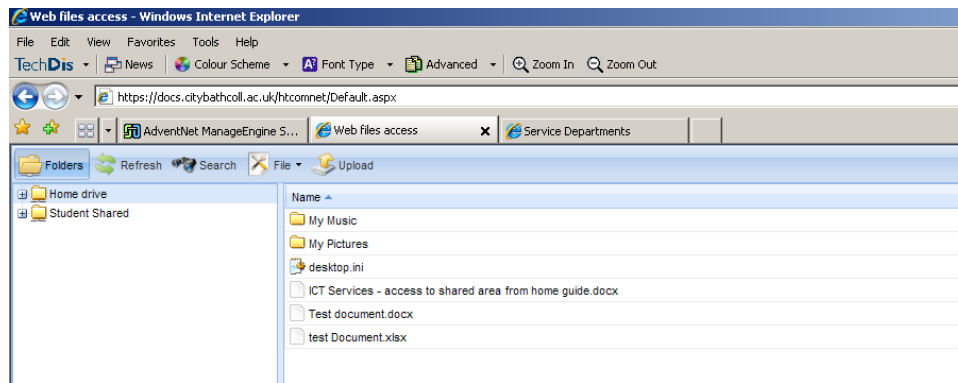
**All documents will be downloaded to your current Computer and must be uploaded back if you make any changes.**

### Accessing your documents from home

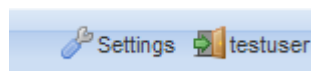
1. Type the following URL in to your web browser:  
<https://docs.citybathcoll.ac.uk/htcomnet>  
The system can also be accessed by following the link to 'My Documents' that can be found on the College Website by clicking on [Student, Staff and Governor links](#).
2. You will be asked to log in. This will be your student / staff id in the form: citybathcoll\[username], where [username] is what you sign into the College computers with, and your College network password.



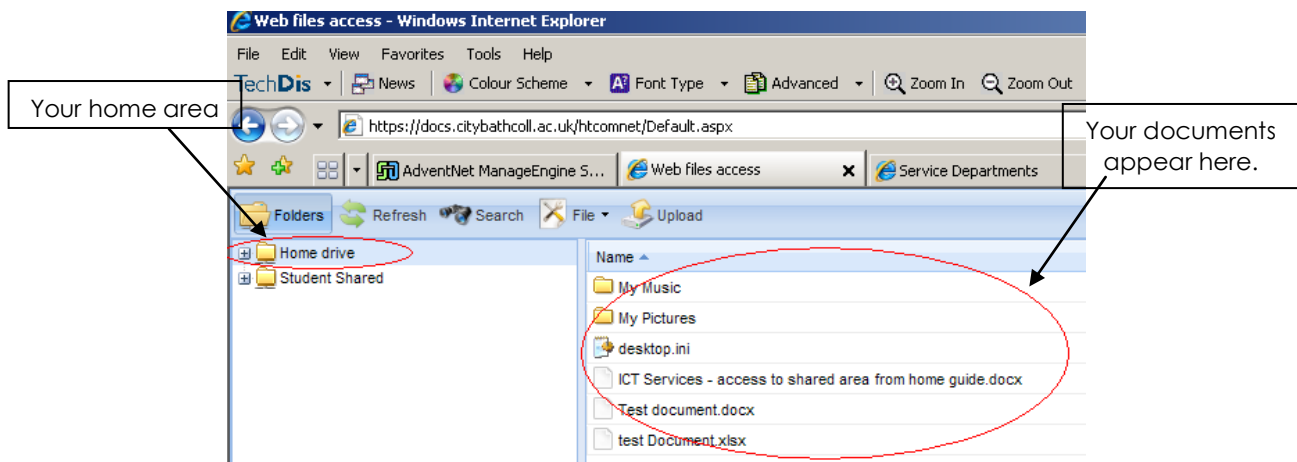
3. Once you have entered your username and password click **ok**.



4. Your user name will be displayed in the top right hand corner of the screen. To log out when you are finished click on your user name.

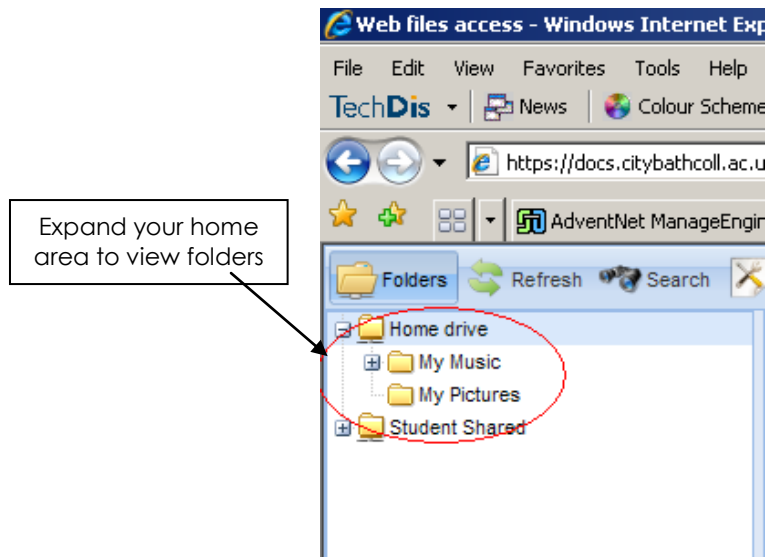


5. The left hand panel will show your home area. When this is selected the right hand panel will display your documents.

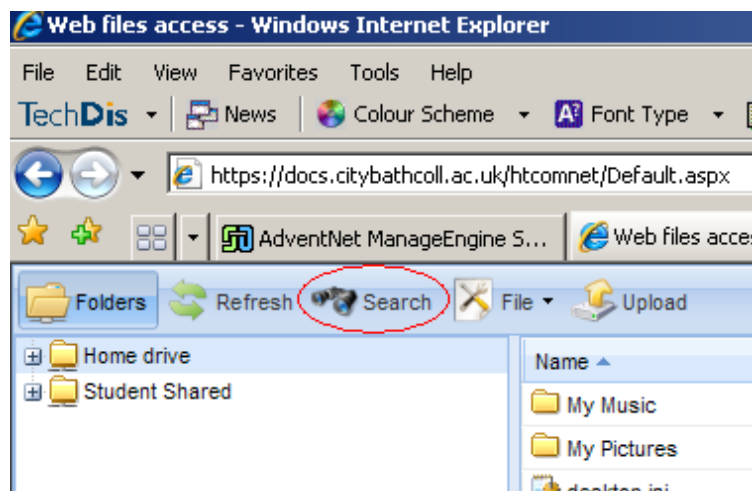


6. To **open** a document from the right hand side panel just **double click** on the document name and it will open.

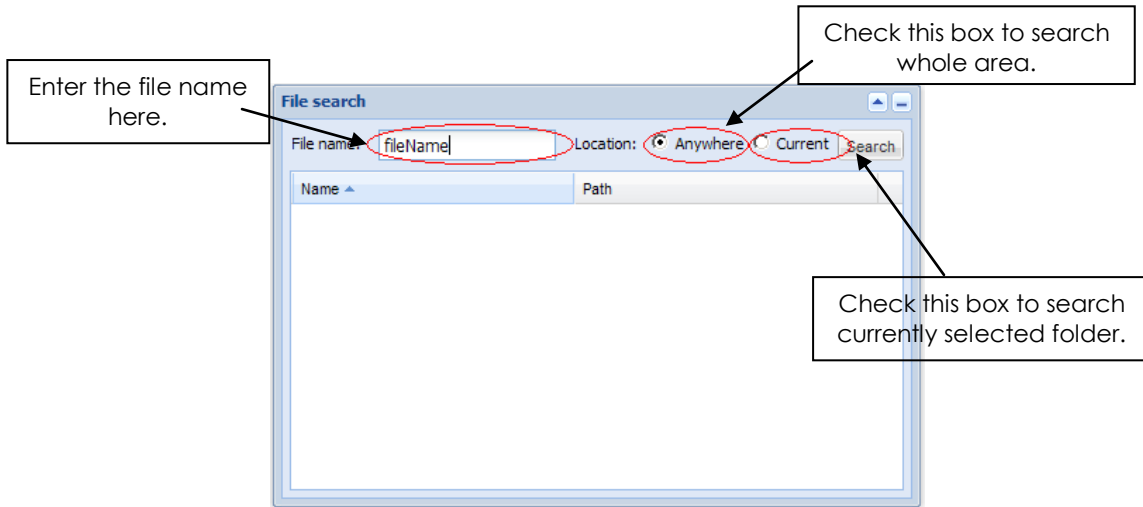
7. You can expand the view of your home area in the left hand panel and select the specific folder you want to explore. The documents from this folder will then be displayed in the right hand panel.



8. You can **search** for a specific file. Press the search button located on the top left corner:

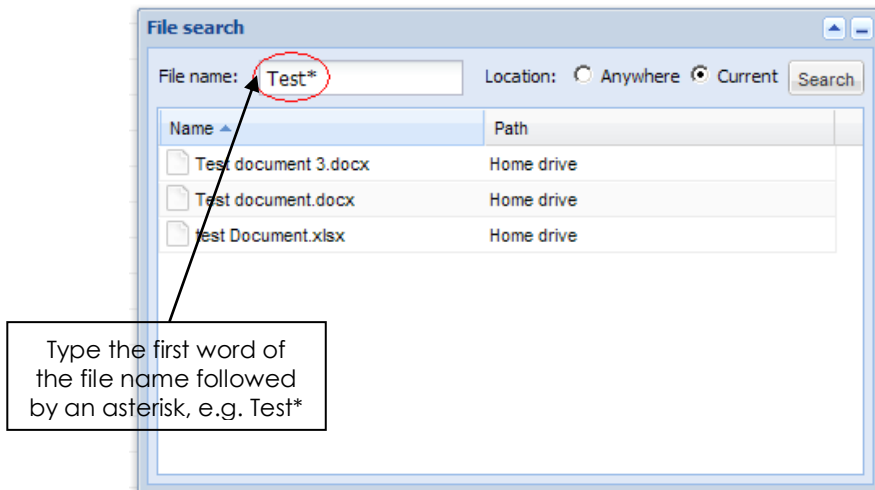


9. A search box will appear: Select Current if you want to search the folder currently selected. Or select anywhere if you want to search the whole area.

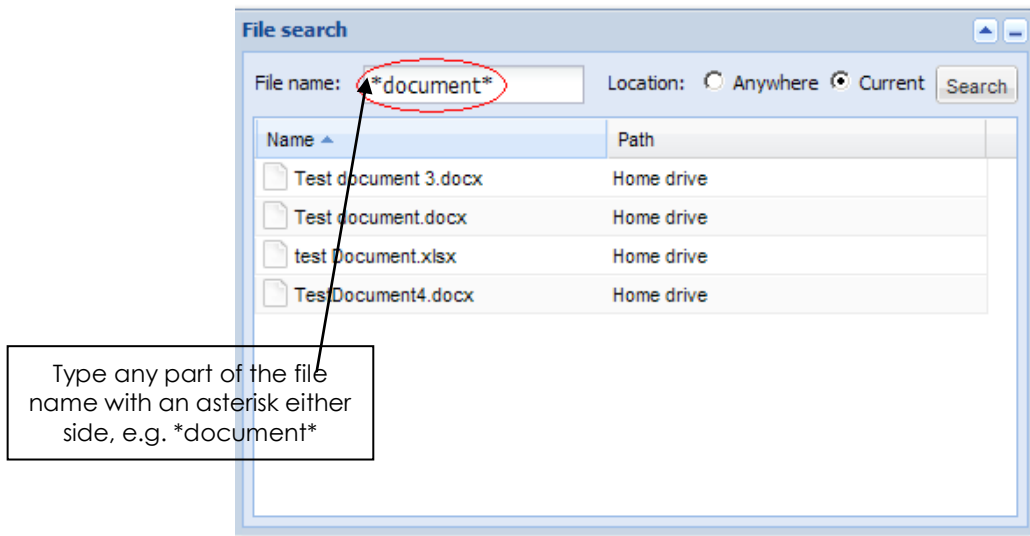


10. There are two ways to search for a file:

- To find a file by the first word in the file name type in the first word followed by an asterisk with no space in-between:

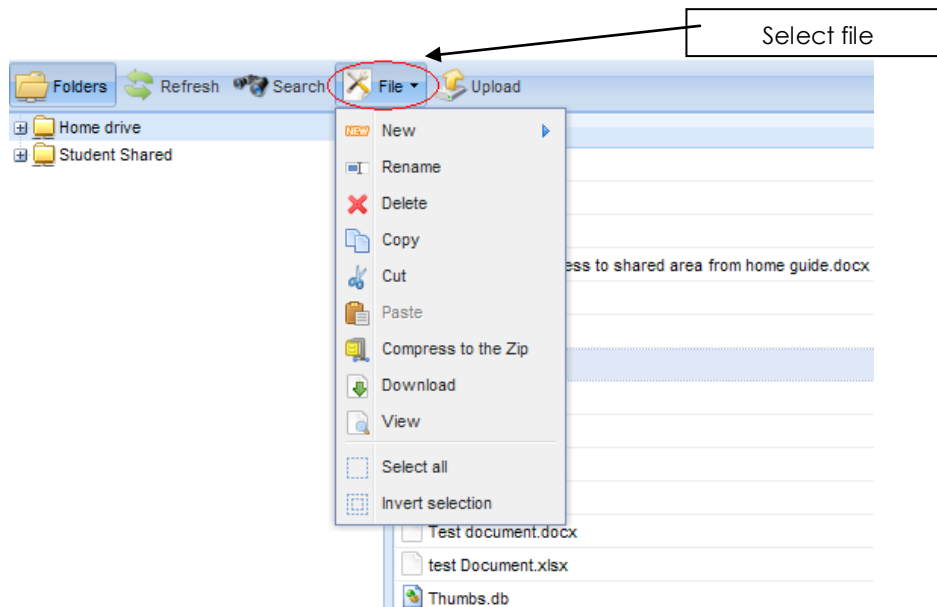


- To search for a file using any word in the file name type the file name with an asterisk either side with no space in-between:

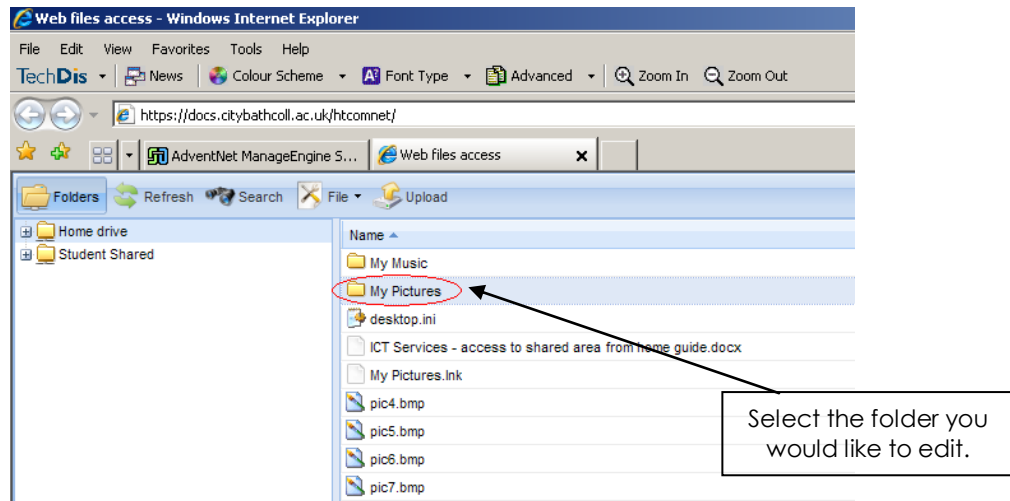


Once you have located the file double click on the file name to access the file.

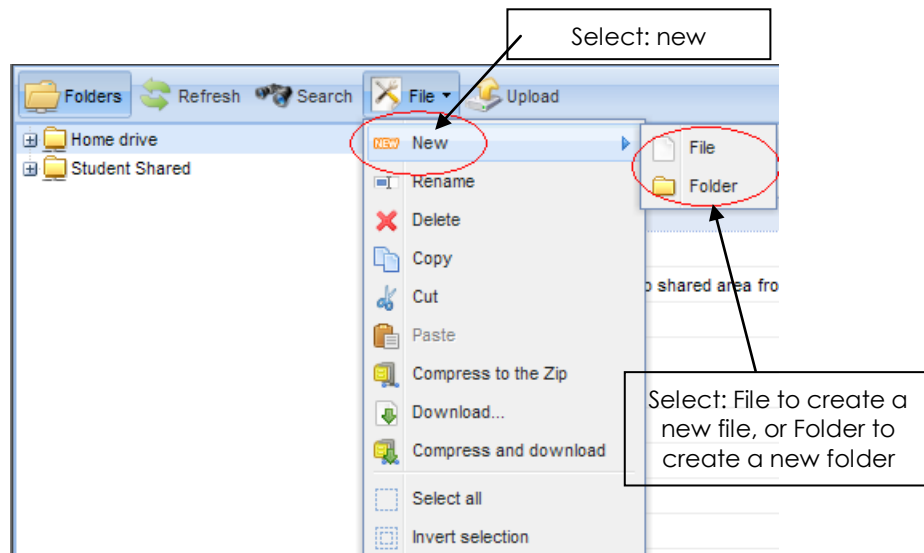
11. You can also **create, rename, download** or **view** your documents. In the top left hand corner select file. A **drop down menu** will appear.



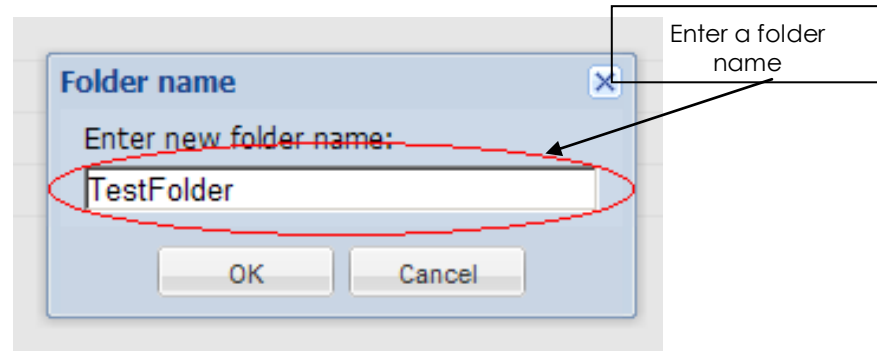
12. To **edit** a specific folder first you must select the folder in the right hand side panel. Then choose an option from the File drop down menu.



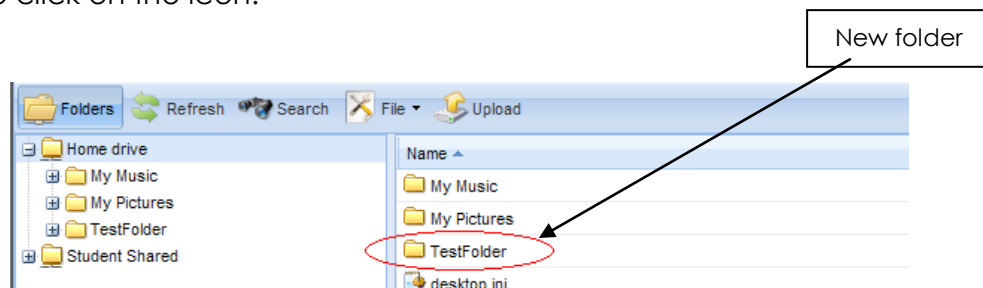
13. To **create** a new **folder** select the file drop down menu above:



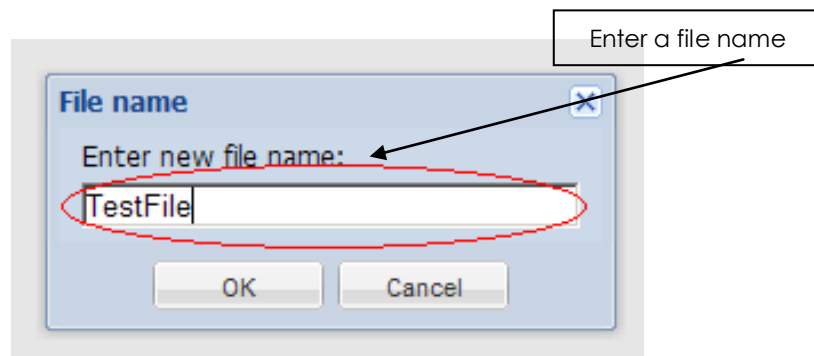
14. Enter a name for the folder and select **OK**.



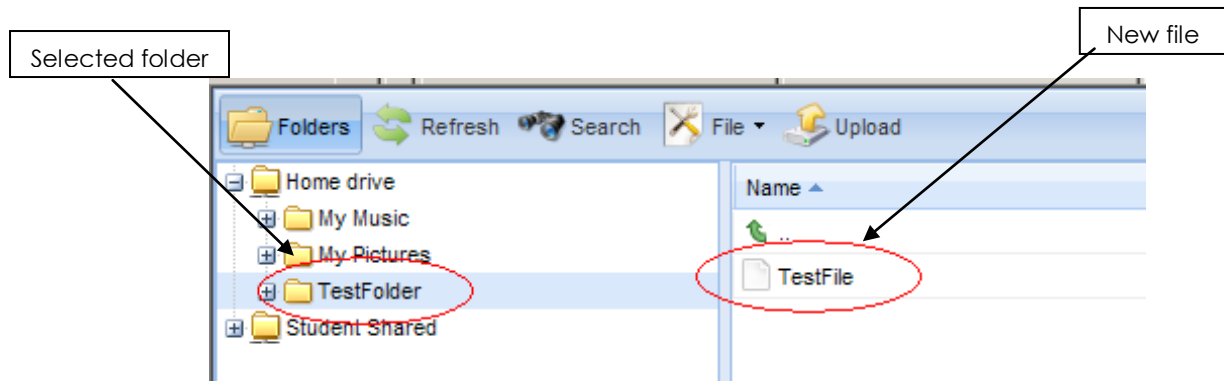
15. The new folder can then be viewed in the right hand side panel. To open the folder, double click on the icon.



16. To create a new file first open up the folder in which you would like to store it. Then select File from the menu above; select New, then New file.



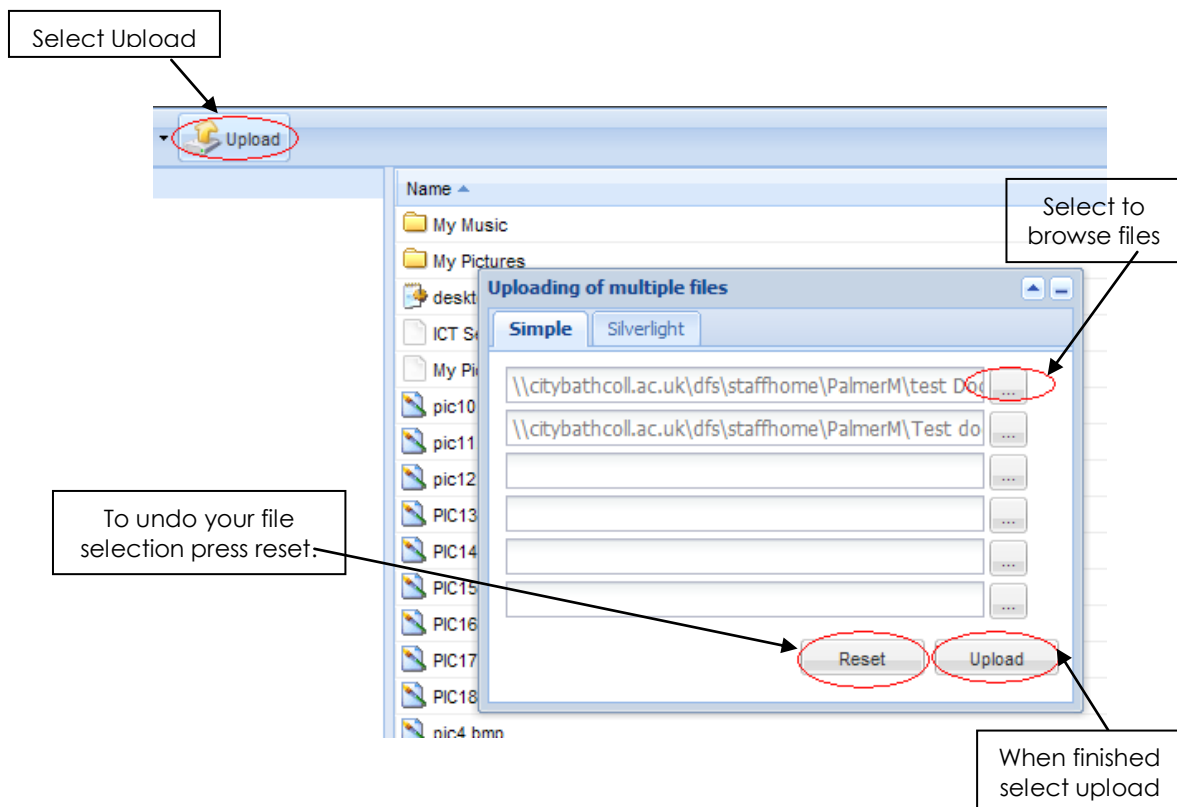
17. The file will then appear in the selected folder.



18. To upload a file or folder, select **Upload** from the menu bar. A pop-up box will appear. You can upload multiple items at the same time.

19. Press the browse buttons on the right hand side of the pop-up box to browse your files. If you select the wrong files you can undo this by selecting reset.

20. Once you have finished selecting the files press the Upload button.



21. The files will then be visible in the right hand panel.