

# Keilor Downs College Remote Access

## Steps:

- Point your browser to the College website at <http://www.kdc.vic.edu.au>
- Once the site has loaded, choose the ‘**Staff**’ link on the left side of the page.
- Click on the ‘**Remote Access**’ link to access your homefolder or students homefolders.



### Keilor Downs College Remote Access Service

Username

- The login window will appear. Enter your network login details and click ‘**Login**’.
- You will be greeted with the page shown below. From here you can choose which option you wish to use.

Name ↑	Actions
Staff Departments	More ..
Staff Homefolders	More ..
Year 10 Homefolders	More ..
Year 11 Homefolders	More ..
Year 12 Homefolders	More ..
Year 7 Homefolders	More ..
Year 8 Homefolders	More ..
Year 9 Homefolders	More ..

## Your Homefolder

- A folder named ‘**Staff homefolders**’ should be displayed. Click on this folder to remotely access your homefolder.

A new window will pop up similar to below.



### Network Places

Browse through your file system to download, upload, move and delete your files.

Staff Homefolders /

Name ↑	Date Modified	Size	Actions
Stafftest/	3/10/08 09:59		

### Actions

- ▶ Create New Folder
- ▶ Copy selected.
- ▶ Paste clipboard contents.
- ▶ Zip selected.
- ▶ Home
- ▶ Upload files

- Open your homefolder by clicking on the folder displaying your username. Your homefolder contents will be displayed. You can now use your homefolder in a number of ways.

### *Download a file*

- To download a file from your homefolder, right click on the file and click **'Save Target As'**. (*Firefox users click **'Save link as'***)

### *Upload a file*

- To upload a file to your home folder, click on the **'Upload files'** on the right hand side.
- Select the file you want to upload by clicking on the **'Browse'** button. Navigate around your computer and select the file you wish to upload.
- Click the **'Upload'** button to start uploading the file to your homefolder.