

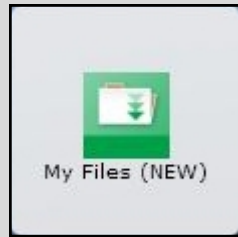
1

Log in to the Columbia Public Schools Portal



2

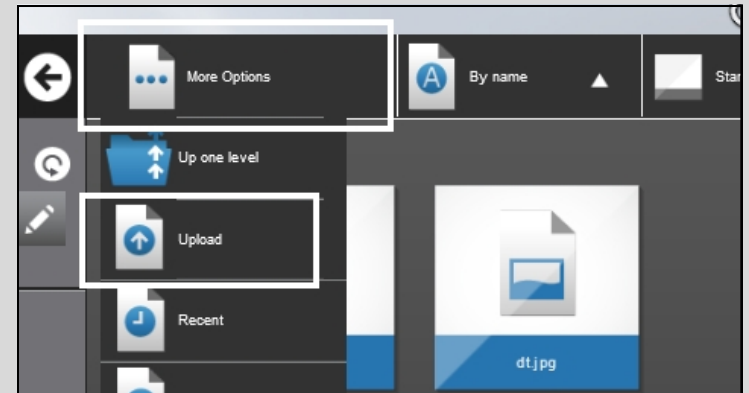
Select the **My Files** icon.



UPLOAD

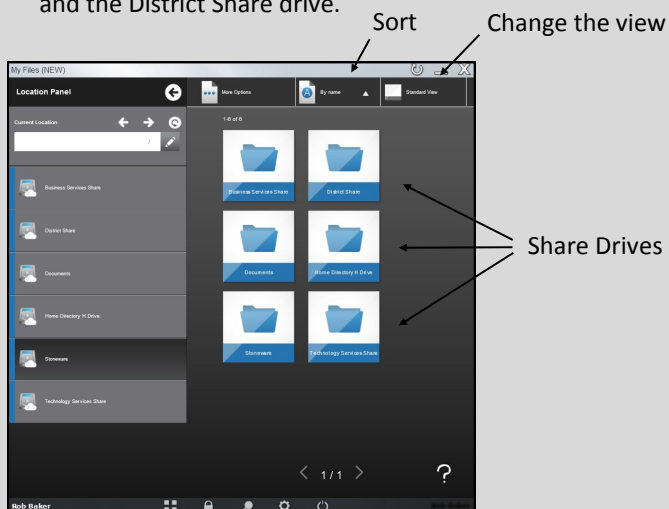
Click **More Options** on the top toolbar and choose **Upload** from the dropdown menu.

You will get a box prompting you to choose the location of the file you want to upload. Navigate to that file and click the **Upload** button.



The Upload and Download features will not work in Internet Explorer ver. 10+ or Chrome

My Files makes available all of your shared drives from work, including your H Drive, departmental share drives and the District Share drive.



DOWNLOAD

Right-click the file you want to download. Select **Download** from the dropdown menu.

After downloading, you can edit and re-upload. The newly edited version will be available to you when you access it at school.

