

ITS HELP GUIDES

The Share Drive

How to access the 'S' Drive off campus

Please read this first!

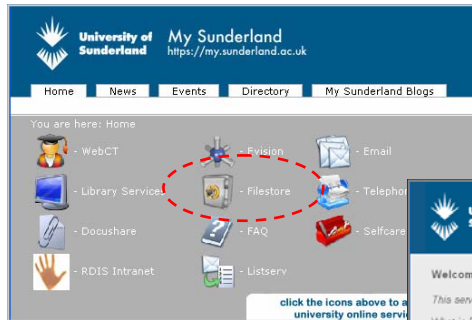
The University Share Drive is (also referred to as 'S' Drive) is available on and off campus. This guide shows you how to access it off campus via a web page on the internet.

This guide shows you how to get started by using the My Sunderland web service. The web page address for My Sunderland is shown below this information.

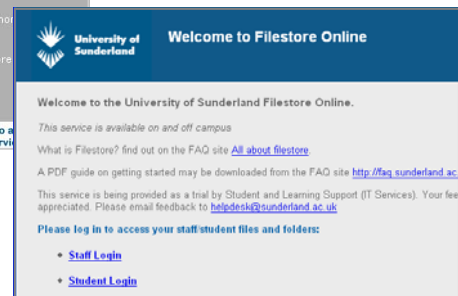
My Sunderland
<https://my.sunderland.ac.uk>
 2006/07

1. Log in

Click on the **Filestore** link in **My Sunderland** to log in.

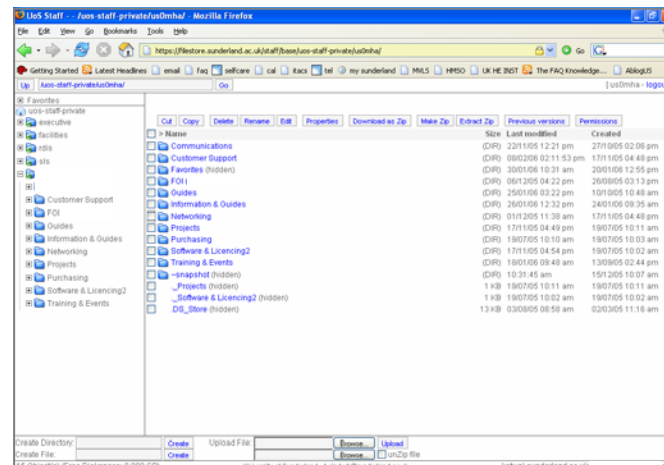


Use your University ID and password information to log in (it's the same as your email ID info).



2 Using the Share Drive on the web

When you log in to file store you should see a screen open that looks like this:



The pane on the right hand side shows the contents of folders listed on the left. If you've already used the Share / S Drive you will see your files and folders here.

There are more user guides available within FAQ that will show you how to organise and manage your Share drive files and folders.

If you've never used the share drive before you may need to activate it. You do this by changing your university password (email password). Change your password in **Selfcare**. You'll see the **Selfcare** icon at **My Sunderland**.