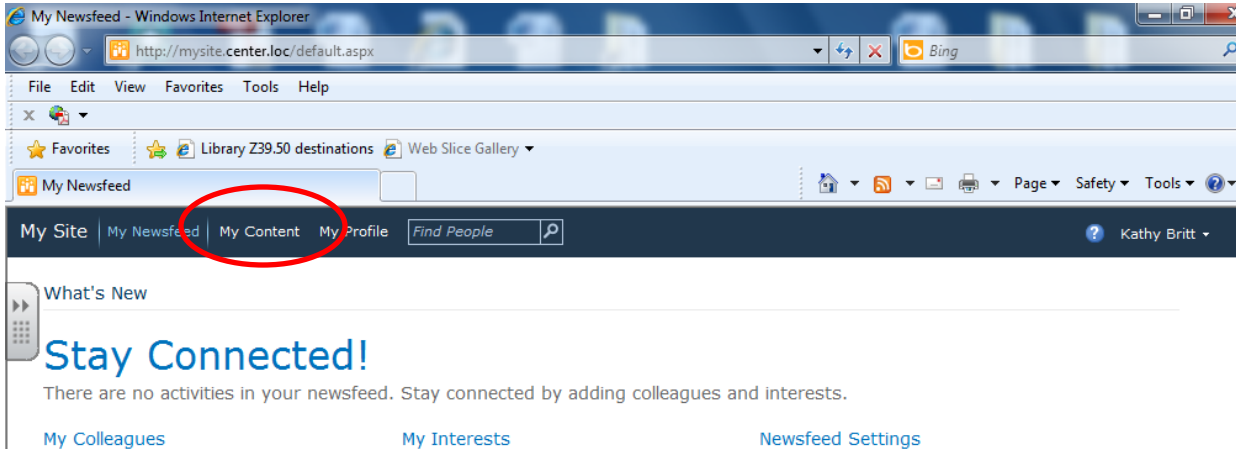
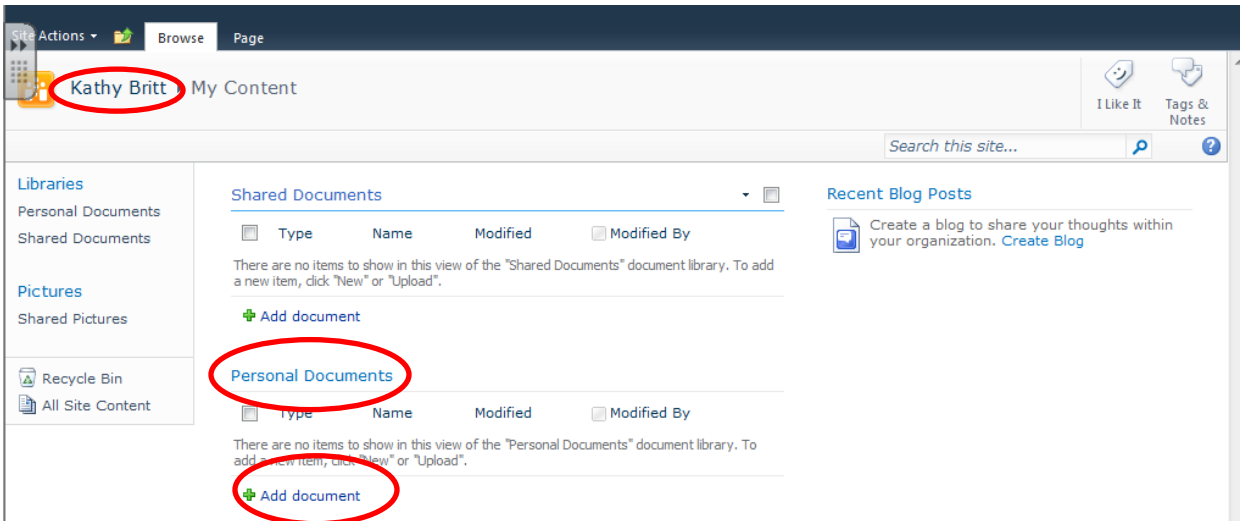


Student U-drive Instructions

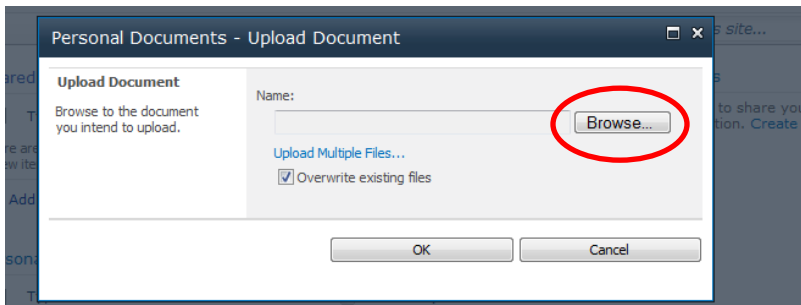
1. Log on to a computer at school
2. Go to <http://mysite.center.loc>
3. Click on My Content



4. You will see your name in the upper left corner.
5. Click on Add document under Personal Documents. (Shared Documents can be seen by anyone.)



6. Click Browse and Upload your document(s) from your U-drive that you want to access at home. Click OK.



7. At home go to: <http://mysite.center.k12.mo.us> to access your document. Use your school computer username and password. Click on My Content. When you are finished working on your documents upload (Add Document) to <http://mysite.center.k12.mo.us>. When you need the documents at school, go to <http://mysite.center.loc> and retrieve your document. When you open it, you can save your documents to your U- drive at school.