

# Accessing School Network from home

Every student at St Martin's is able to access certain drives on the school network from his/her own home.

The student can simply click the **PORTICO** link on the school website ([www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk)) and login in exactly the same way as when using a computer at school.

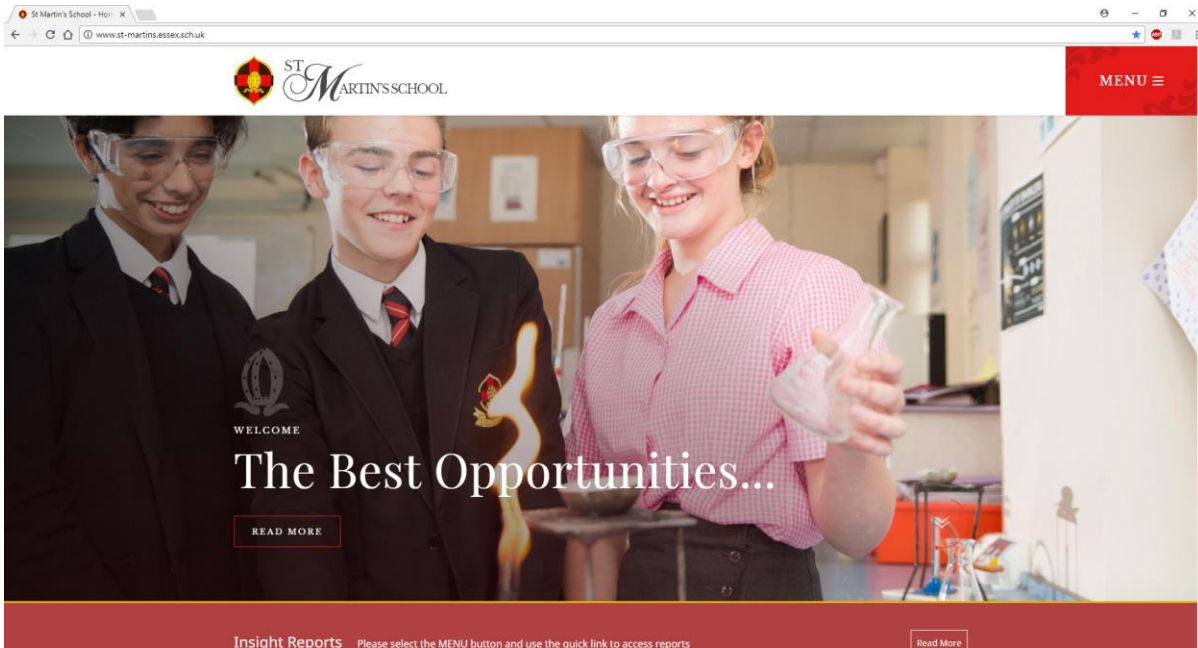
The main drives that will be helpful are:

N: This is the student's own section of the school network where he/she will store personal files

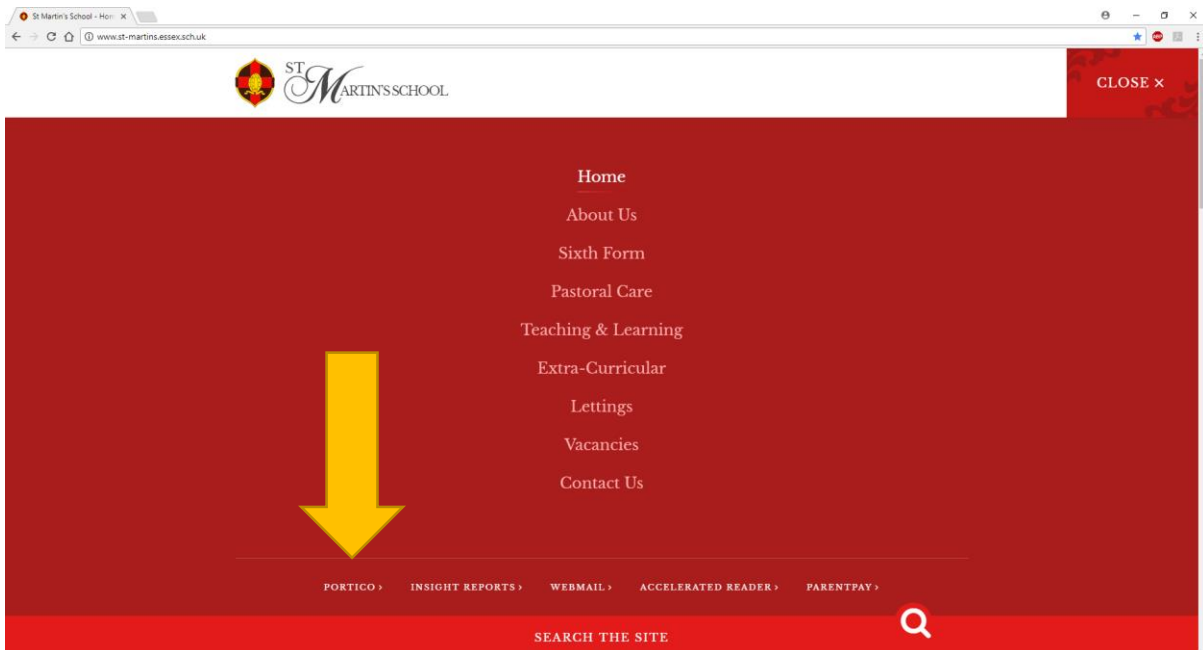
I: This is a drive that teachers use to provide work related documents that will be useful to learners. The top-level folders are named so there is one folder per department. Each subject will then have several folders within their own area which may contain general resources of documents that are specifically tailored to a year group or even a single class.

The I: drive is often very useful to students who have missed lessons for one reason or another, so they can see what they have missed.

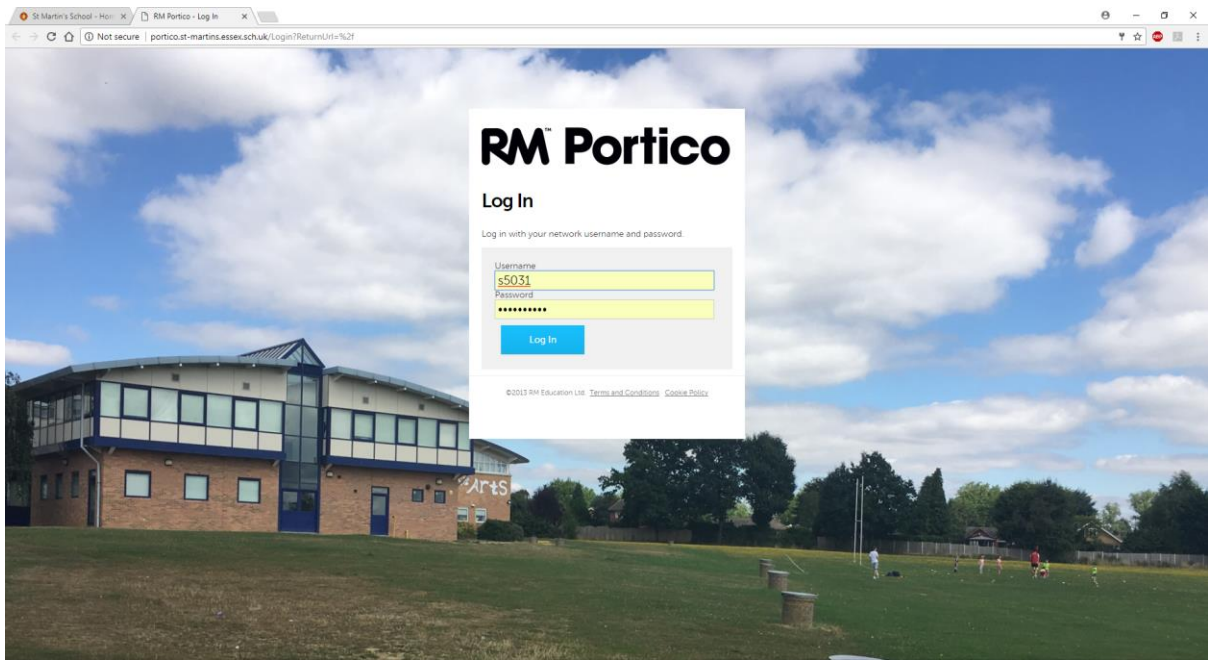
Go to: [www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk)



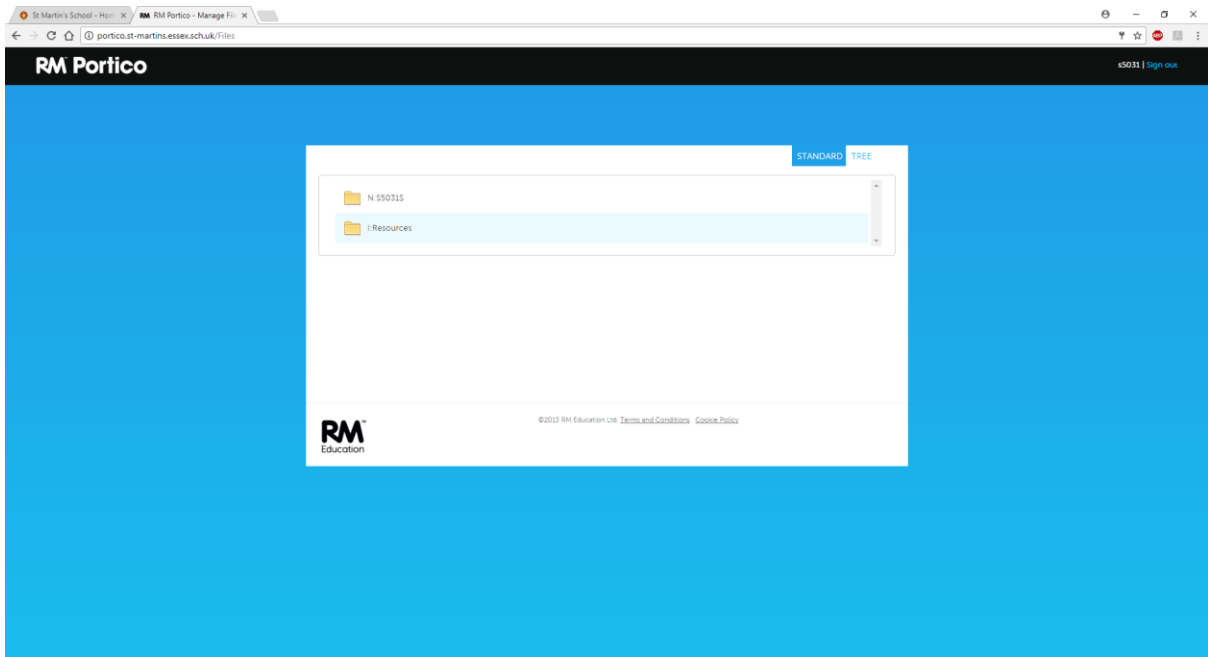
## Select Menu



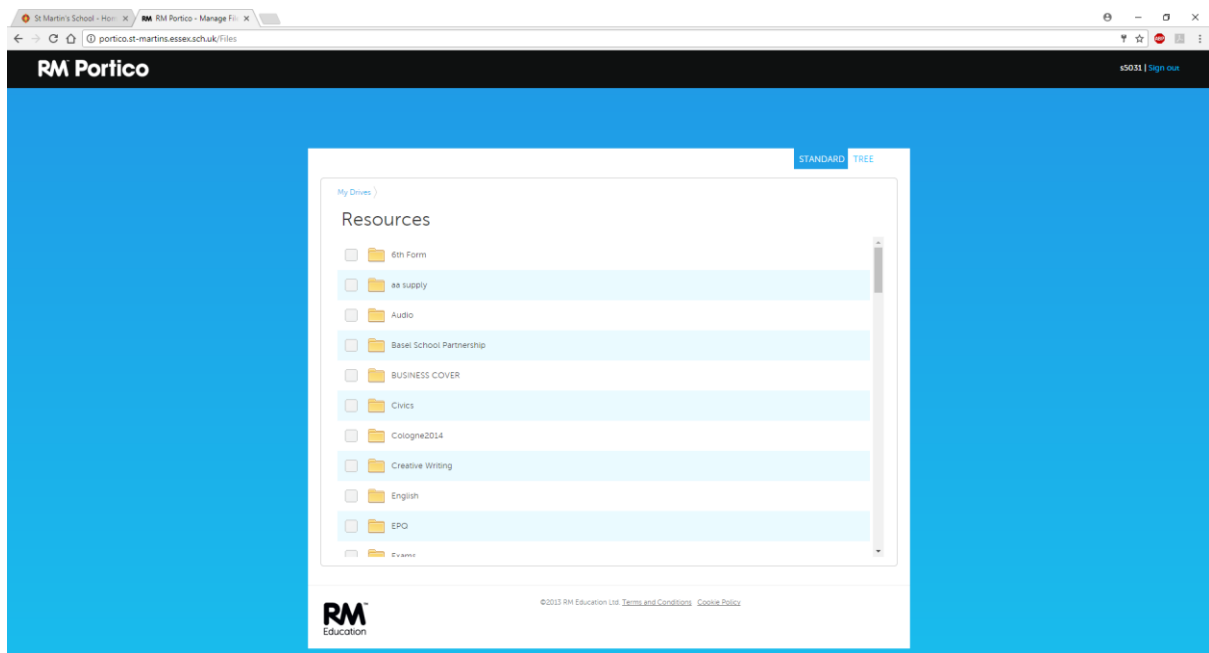
Select **Portico** from the quick links at the bottom of the page



Enter your **user ID** and **password** exactly as you would if you were logging into a school computer,



Select the drive you wish to access



From there you can navigate to the document you want. To download a document to your computer, just click on it

