

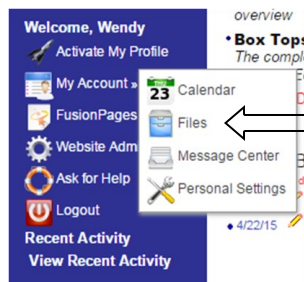
HOW TO ACCESS YOUR FILES FROM HOME (OR ANY COMPUTER THAT HAS INTERNET ACCESS)

Once you have saved your file on our school fusion website, it is easy to retrieve and work on at home.

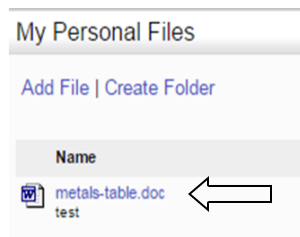
1. Go to Cope website (cope.redlandsusd.net) and log in with your username and password.



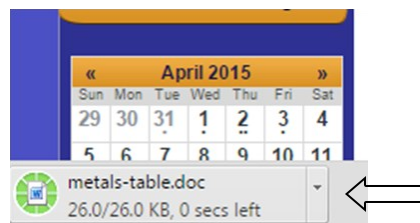
2. On the left side of the screen, scroll down under your name and click on "My Account" and then select "Files".



3. In the "My Personal Files" area, you should see the files you have saved.
4. Click on the file you want to access to download the file.



4. Open your downloaded file and begin working.



5. When you are finished working be sure to save your document.

(NOTE: YOU CANNOT SAVE DIRECTLY TO THE SCHOOL FUSION WEBSITE. You must save to the computer first and then upload the document in a separate step!)

6. To upload your revised document, follow the procedure for saving your work to our website.

If you do not upload your document to the school fusion website, you will not have the changes you made, when you return to school.