

Using DriveNet

QUICK START GUIDE

Introduction

This quick start guide will assist users in utilizing DriveNet in order to access their H: and S: drives.

Within this guide, users will

- sign into DriveNet.
- download a file from their H: drive to their local machine.
- update a file from their local machine to their H: drive.

Signing into DriveNet

There are two ways to sign into Drivenet.

Option 1: Via Staff Links

To sign into Drivenet using Staff Links,

1. navigate to the District website (www.epasd.org) and click **Staff Links**.
2. Click the **DriveNet** logo.
3. When prompted for a username, enter your EPASD email address. When prompted for a password, enter your Active Directory / Office 365 password.
4. Click **OK**.

Option 2: Via Direct Link

To sign into Drivenet directly,

1. navigate to <https://drivenet.epasd.org>.
2. When prompted for a username, enter your EPASD email address. When prompted for a password, enter your Active Directory / Office 365 password.
3. Click **OK**.

Working on a file

DriveNet allows you to download one or more files to your local computer. After the file(s) are downloaded, you can modify them. Following modification, you can upload these files (as well as others you may have created) back to your H: or S: drives. The instructions below assume you have a file saved to your H: drive you wish to modify on a home (or non-EPASD) computer and save back to your H: drive.

Downloading a file from your H: drive

1. Log into DriveNet.
2. Locate the desired file by using the file tree on the left-hand side. (**Staff Homes**, for example, is a staff member's home—or H:—drive. **Shares** is the S: drive.)
 - 1) Click the  to expand the folder next to it.
 - 2) Select folder that contains the desired file. The folder's content will appear on the right.
3. Select the desired file to be downloaded.
4. Click the **Download** button.



5. Save the file to a known location on your local computer such as your Desktop or Documents folder.
6. Locate the desired file at the location to which it was downloaded. Modify the file as desired.

Uploading a file to your H: drive

1. Log into DriveNet.
2. Locate the desired location to which the file will be uploaded by using the file tree on the left-hand side.
 - 1) Click the  to expand the folder next to it.
 - 2) Select folder that contains the desired file. The folder's content will appear on the right.
3. Click the **Upload** button.



4. Click **Browse**. A file window will appear.
5. Browse for the file desired to be uploaded on the local computer.
6. Once located and chosen, click **Upload**.

NOTE: If the file being uploaded has the same name as a file already located in the selected upload folder, a message will ask if you wish to overwrite the file already in the folder. If you wish to overwrite the file, click **Yes**. If you do not, click **No**, rename the file, and start the process again.
7. Once the file is uploaded, a green checkmark will appear next to the filename(s) that were uploaded.

	Name	Size	Progress	
	Classroom Plans.docx	43 KB	<div style="background-color: #4f81bd; color: white; padding: 2px 5px;">100%</div>	

Click the **Close** button  at the top right corner of the upload window.

The newly-uploaded file will appear on the right-hand window.

The full user manual can be found [here](#).