Launch your desktop app.

Click on the manila folder located on the desktop dock.

Scroll down to find the **NETWORK** icon and tap and hold until you get a little black square. Release once the black square appears.

Choose the **MAP NETWORK DRIVE** option on the menu.
Scroll down and choose the letter “H:” for the DRIVE.

For the FOLDER, type in the following:
\\adm-nas\home\username

For example:
\\adm-nas\home\dmoral14

Click on the FINISH button.

You will be prompted to enter your network credentials. Type in the following:
ADM\username password
After entering your credentials, you will see all of the contents of your H: drive.

To locate your H: drive, launch your desktop app, click on the manila folder located on the desktop dock.

Click on **THIS PC** and you will see your mapped drive indicated by your district username.
Launch your desktop app.

Click on the manila folder located on the desktop dock.

Scroll down to find the **NETWORK** icon and tap and hold until you get a little black square. Release once the black square appears.

Choose the **MAP NETWORK DRIVE** option on the menu.
Scroll down and choose the letter “J:” for the DRIVE.

For the FOLDER, type in your school’s shared drive network address. For example, to connect to Americas HS, type in the following:

```
\\AMH-TCH-51-51\SHARED
```

Click on the FINISH button.

(Your school’s address is indicated on a separate file named J Drive Addresses.)

You will be prompted to enter your network credentials. Type in the following:

**ADM\username**

**Password**

Once you enter your credentials, you will see the contents of the school’s shared folder.

You will only have access to the school you are currently working for. If you do not have access to the shared drive at your school, contact the SISD Help Desk at helpdesk@sisd.net or 937-1111.
To locate the school's J: Drive, launch your desktop app, click on the manila folder located on the desktop dock.

Click on **THIS PC** and you will see your mapped drive indicated by the school's shared drive address.