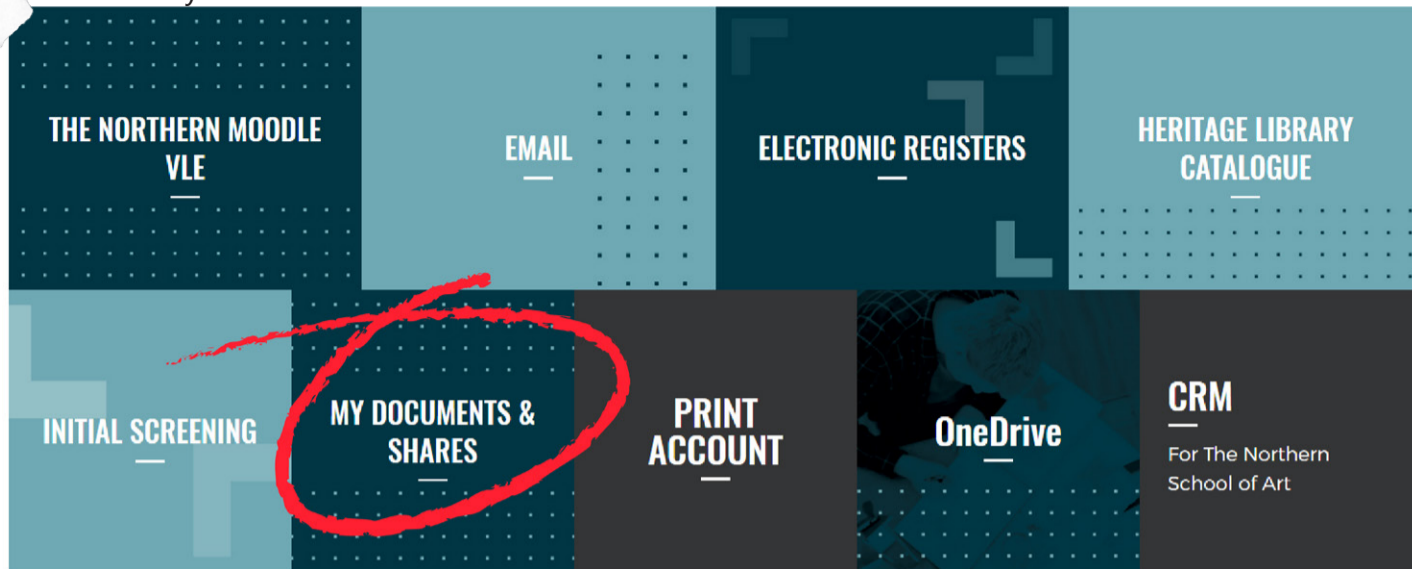


Accessing Work Documents from Home

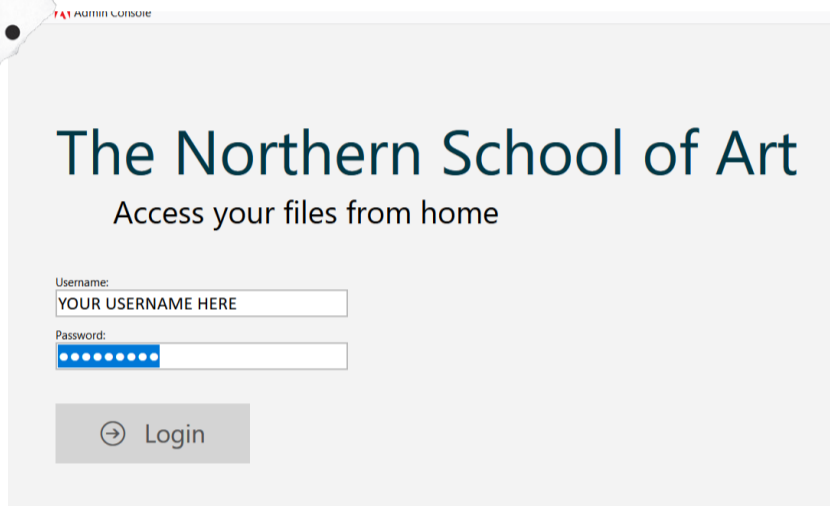
1.

Go to the college website portal from main page or click this link - <https://northernart.ac.uk/portal/>
Click the My Documents and shares tab



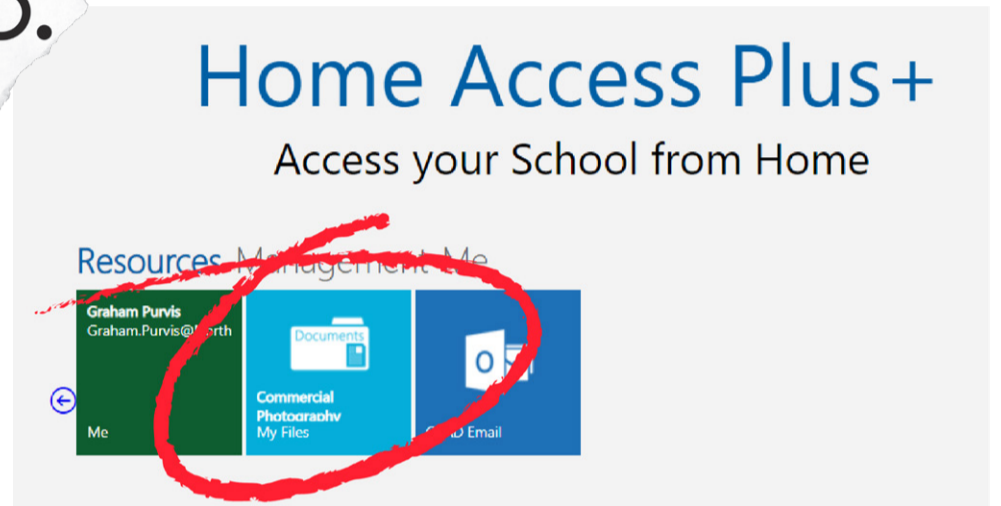
2.

Log in using your college account credentials -



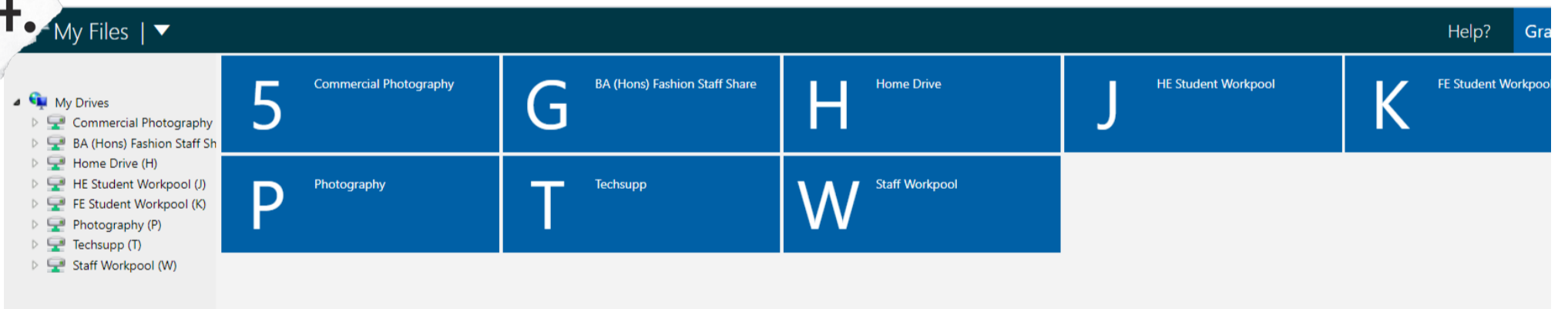
3.

Click on My Files -



4.

You now have access to all your shared drives



5.

Clicking on a drive will show all your files and folders.

Keep in mind when selecting and downloading multiple files that will appear as a ZIP file on your computer.

