Portal Files – How to Access H and S Drives

District home and share drives (H and S) for all AISD staff and students can be accessed through the AISD Portal. A Virtual Private Network (VPN) connection to AISD networks is not required.

1. Login to the Portal (https://portal.austinisd.org)
2. From the Portal Menu, click the down arrow located to the between “Dashboard” and Global Search

![Dashboard Arrow Menu](image1.png)

3. From the drop-down menu, select “Files”

![Dashboard Files Menu](image2.png)

4. From the Files Window, select either Home Directory or Department/Campus share (H and S drives).

![Files Window](image3.png)