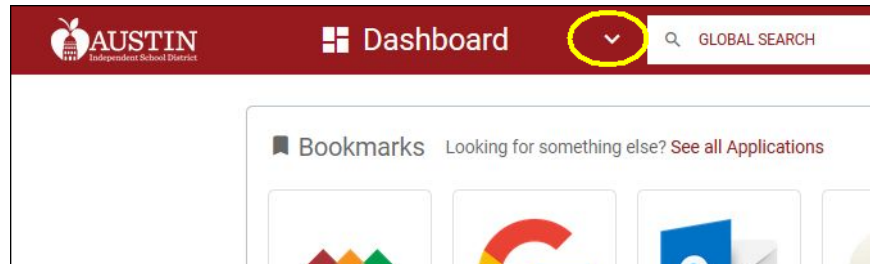


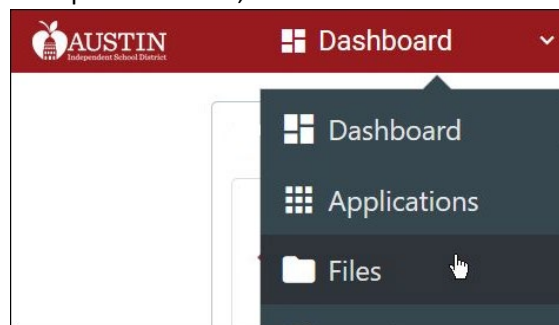
Portal Files – How to Access H and S Drives

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



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



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

