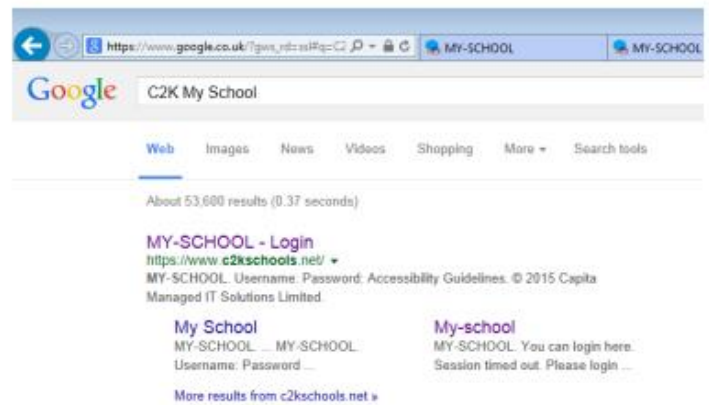


Accessing My School at home

You can access My School at home by doing the following.

1. Open your Internet browser.
2. Go to www.google.co.uk and search for C2K MY School. The following should appear as shown in the screenshot to the right.
3. Click on MY-SCHOOL – Login. You will then be presented with the following screen as shown in the screenshot below and you will have to enter a username and password.



Your username is the same as your school username e.g. nward512

Your password is the same as your school password.

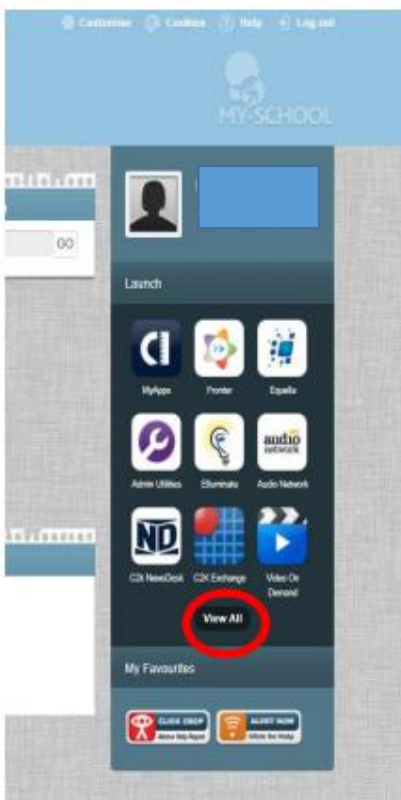
When you have successfully logged on, you will be able to access My School and access applications such as FRONTER, SCHOOL EMAIL, MY FILES etc.

4. Alternatively you can type in this address to your web browser and you will also get access to the login screen for My School <https://www.c2kschools.net>

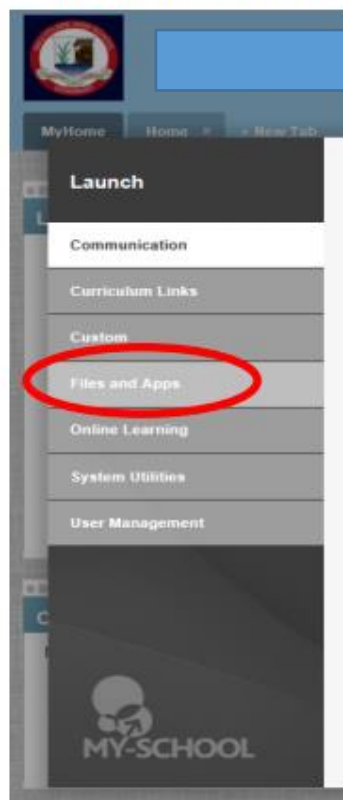
Accessing your files at home

All your school documents can also be opened from your home computer. As per the above steps you log on to your My School account. Once on the home page:

1. Click view all



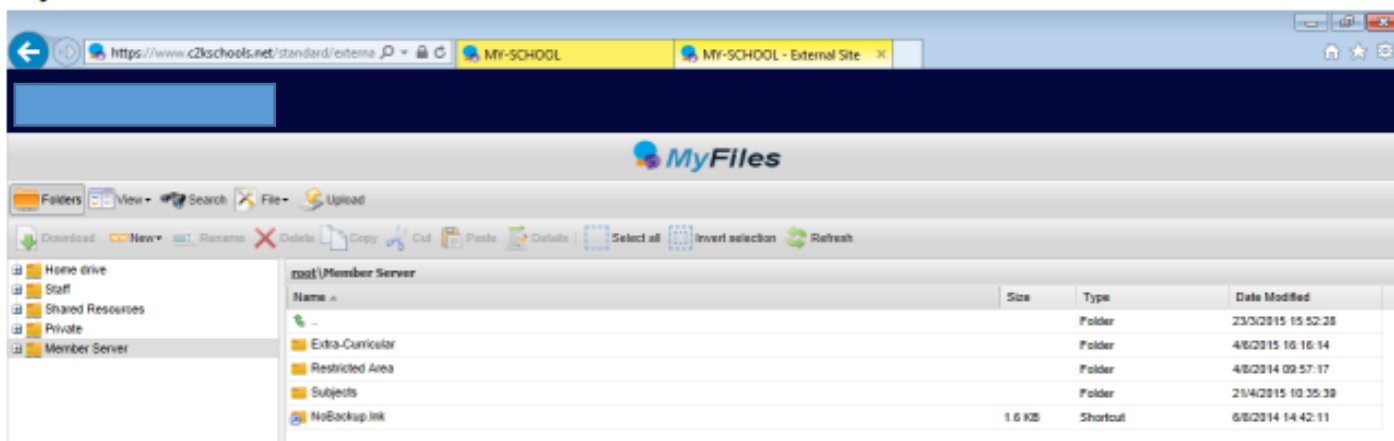
2. Select Files and Apps



3. Select Launch App



You can then access the documents as you would when on the school system. You can access your My Documents and also documents on the MemberShare area as shown on the screenshot below.



Remember to **download** a file to work on at home.

Save the document to your home folder.

Work on the document and when finished, **upload** it to My Files.