

**\*IMPORTANT REMINDER: Remember to logout of NetStorage by clicking on the door icon at the top of the screen to logout.**

## NetStorage

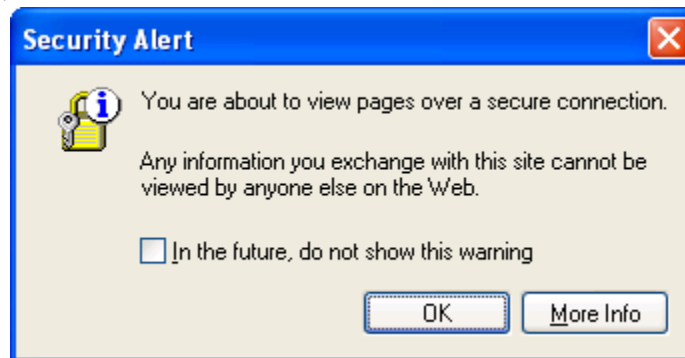
### How Do I Access NetStorage?

1. Enter one of the following in your Internet browser:

<https://netstorage.bangorsd.org/NetStorage>

**NOTE: The “N” and the “S” must be capital letters in the second “NetStorage” in the URL above.**

2. You will see a security alert message since the connection is secure and encrypted.



Click on the “OK” button to proceed.

3. You may see another Security Alert screen. Click on the “Yes” button to proceed.



## Internet Explorer 7

**NOTE:** If you are using the **Internet Explorer 7** browser you may see a warning similar to the following:

“There is a problem with this website’s security certificate.”

If this occurs select the option “**Continue to this website.**”

## FireFox

**NOTE:** If you are using the **FireFox** browser you may see a Security Error appear like the following:

“Website Certificate by an unknown authority:  
Unable to verify the identity of CLFILE as a trusted site”

If this occurs select either:

“**Accept this certificate temporarily for this session** “

**OR**

“**Accept this certificate permanently**”

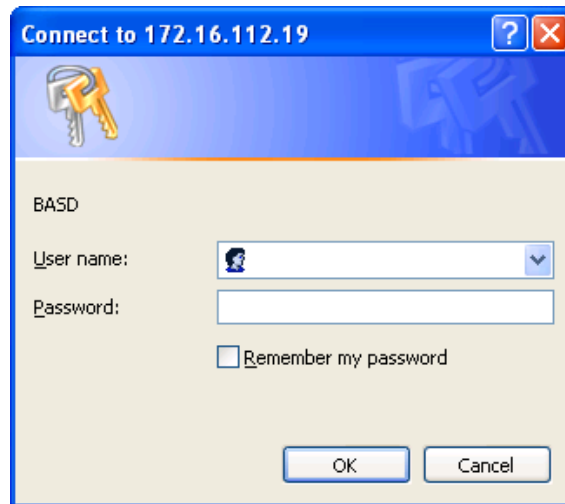
And then respond “**OK**”

Another window may appear with the following error:

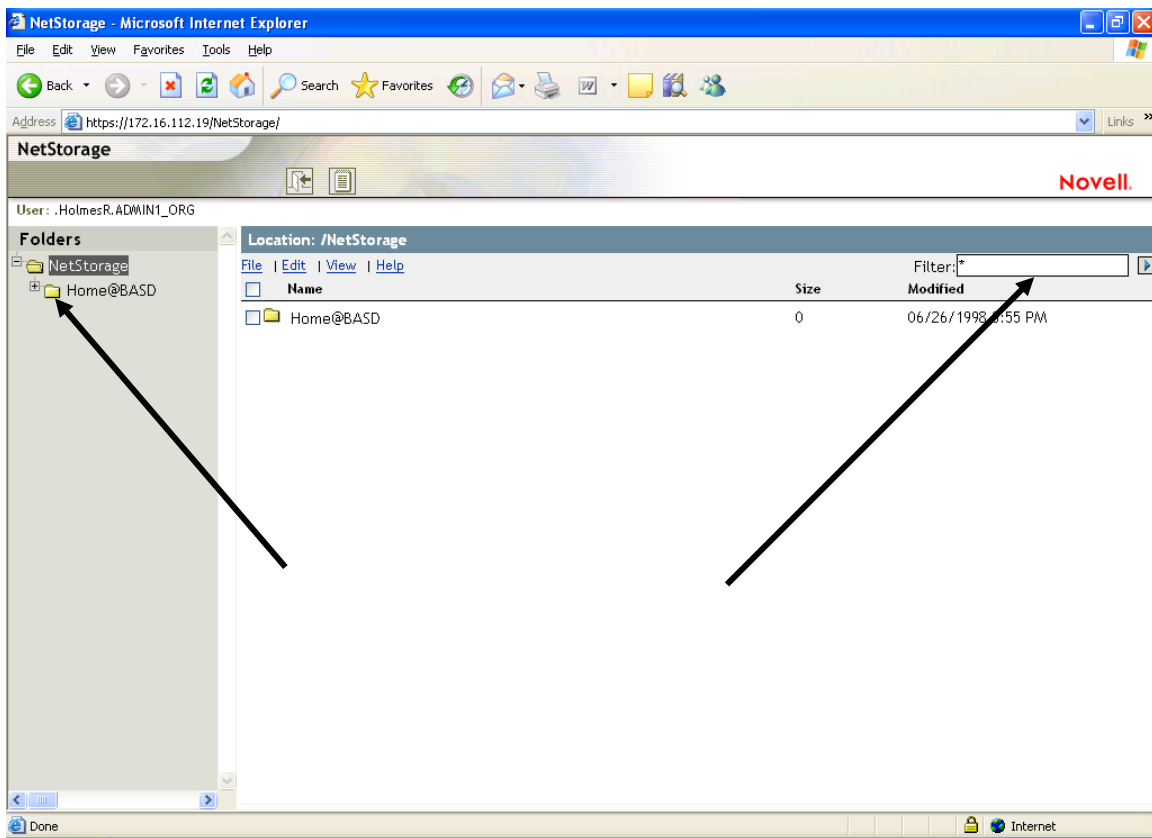
“Domain name mismatch.”

If this occurs select the “**OK**” response.

4. You will now be prompted to enter your login username and password you normally use on the District's network. After entering this information click "OK".

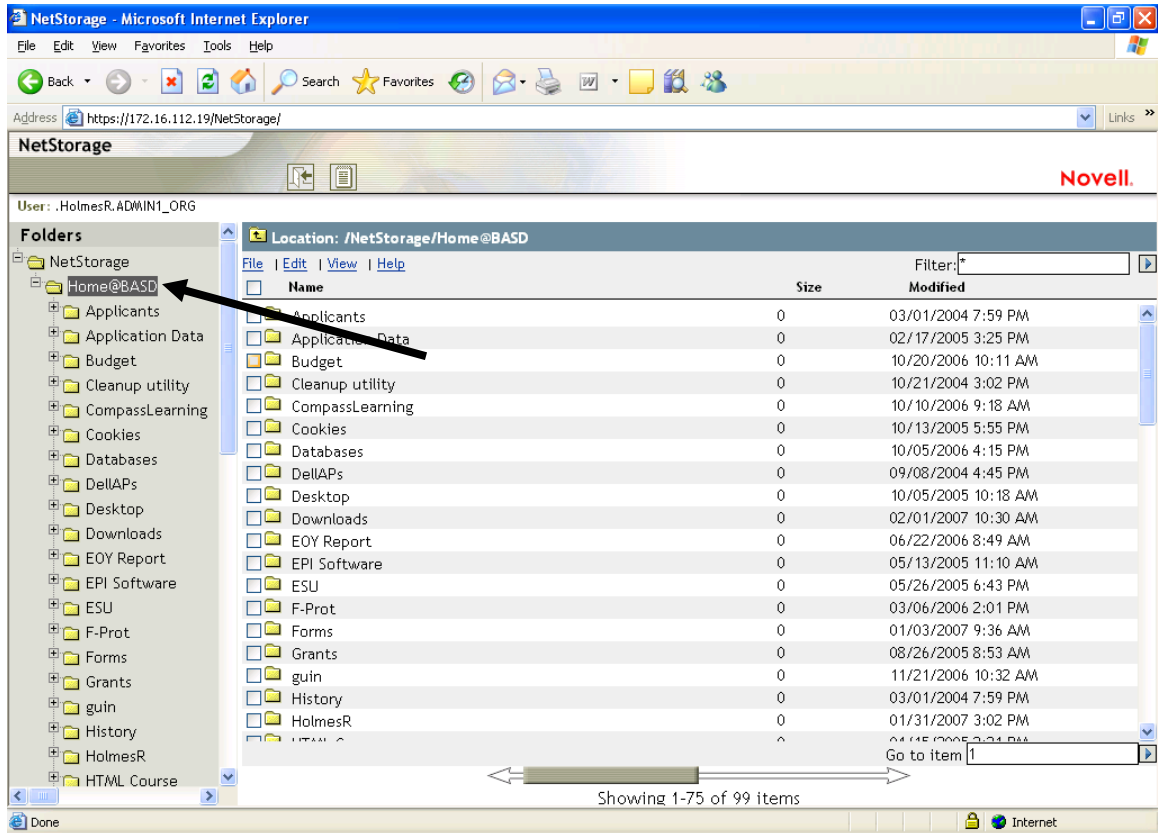


5. You are now logged in and have access to your network drive.



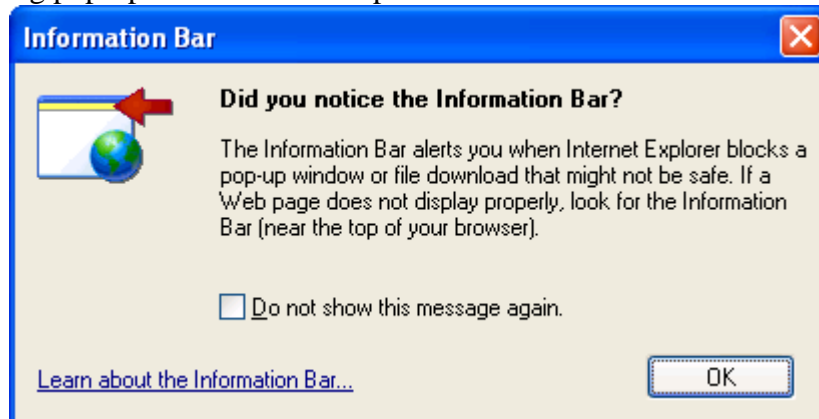
6. If you click on the “**Home @ BASD**” folder in the left panel, it will expand to reveal the contents of your network drive. You will see your folders, files, file sizes and the date and time of the last revision.

You can also do a search using the “Filter” text box at the upper right of the screen.

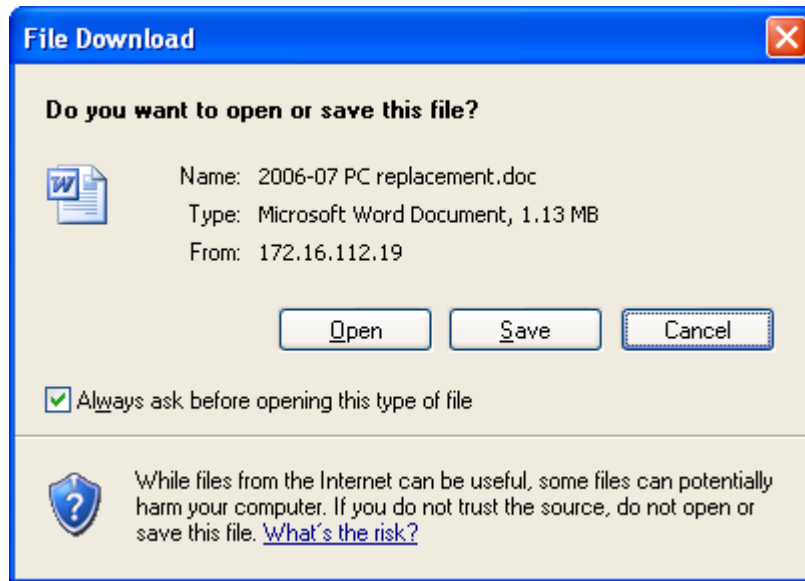


## How Do I Download Files?

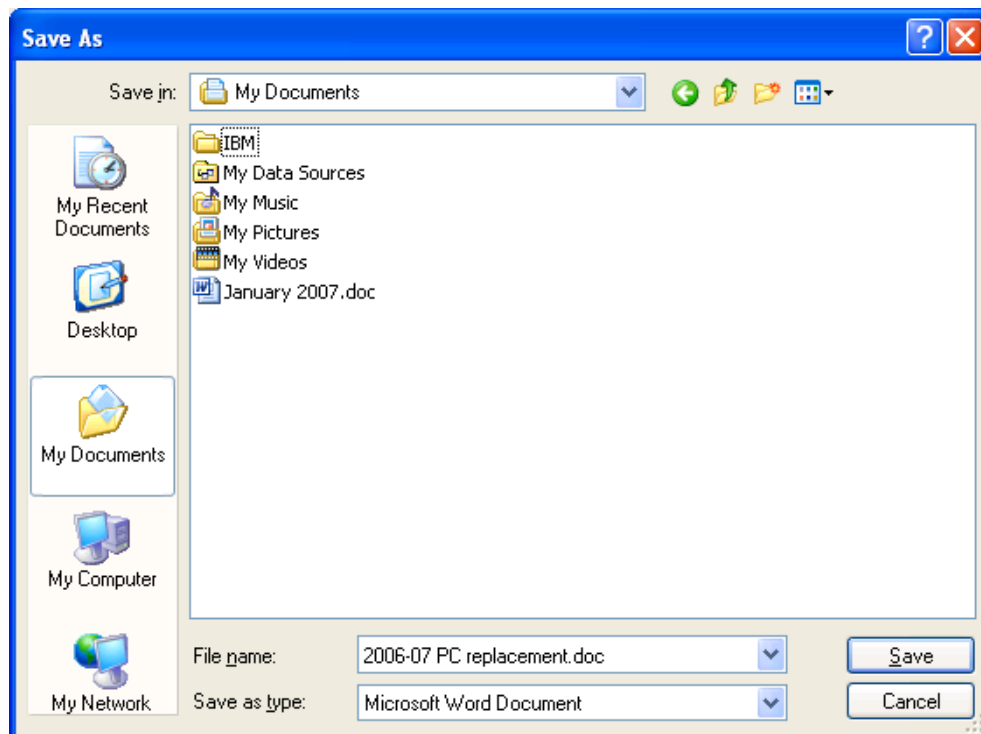
1. After you locate the file you want to work with, select it by double clicking on it. Depending on your browser and the security level you have set you may see a warning pop-up. If so follow the provided directions to allow the download.



2. You will now be presented with the option to open or save the selected file. You should select the “**Save**” option.



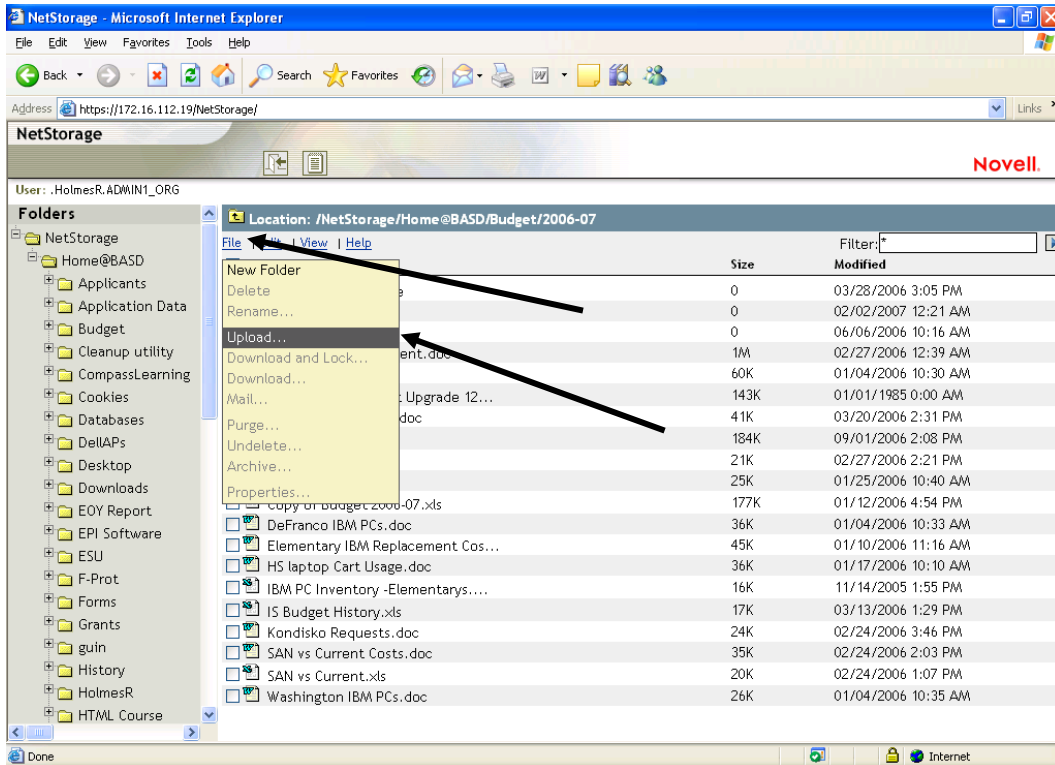
3. After you select the Save option a “**Save As**” window will appear giving you the option for the location you want to save you file. You should make note of where you save your file so you can find it after the download.



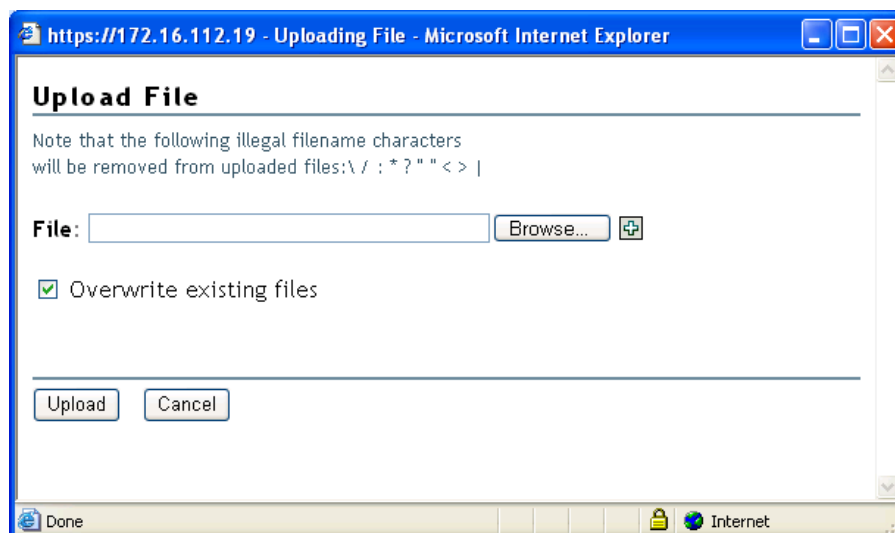
4. Now you can open the document you downloaded and make your desired changes.

## How Do I Upload Files?

1. After you log into NetStorage navigate to the location on you network drive in the left panel where you want to save your file. The directory should be highlighted by using the left mouse button. Next select the “**File**” option and click “**Upload**”.



2. In the next window you will need to browse to the location of the file you want to upload. After you have located the file click on the “**Upload**” button.



3. Once your file is uploaded and you are ready to logout of NetStorage be sure to click on the door icon at the top of the screen to logout.

