



## Welcome to HeightsSpace!

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Remote File Access - Anywhere, Anytime.

## HeightsSpace User Guide

### **What is HeightsSpace?**

HeightsSpace allows access to your individual network folder (most users My Documents) from anywhere in the world.

### **How Does HeightsSpace Work?**

HeightsSpace uses a special protocol built into most Microsoft computers (WebDav). Once configured, you are able to access your files just like any other folder on your computer. All Microsoft products (Word, Excel, etc) and most third-party applications can access the files directly.

### **What do I Need to Access HeightsSpace?**

You need Microsoft XP, an internet connection and a valid CH-UH email account and password. No additional software is needed.

### **How Much Space do I Have?**

Staff accounts are currently unlimited. Student accounts have a 100MB limit. Students in special programs such as Video Production or AutoCAD have extended space.

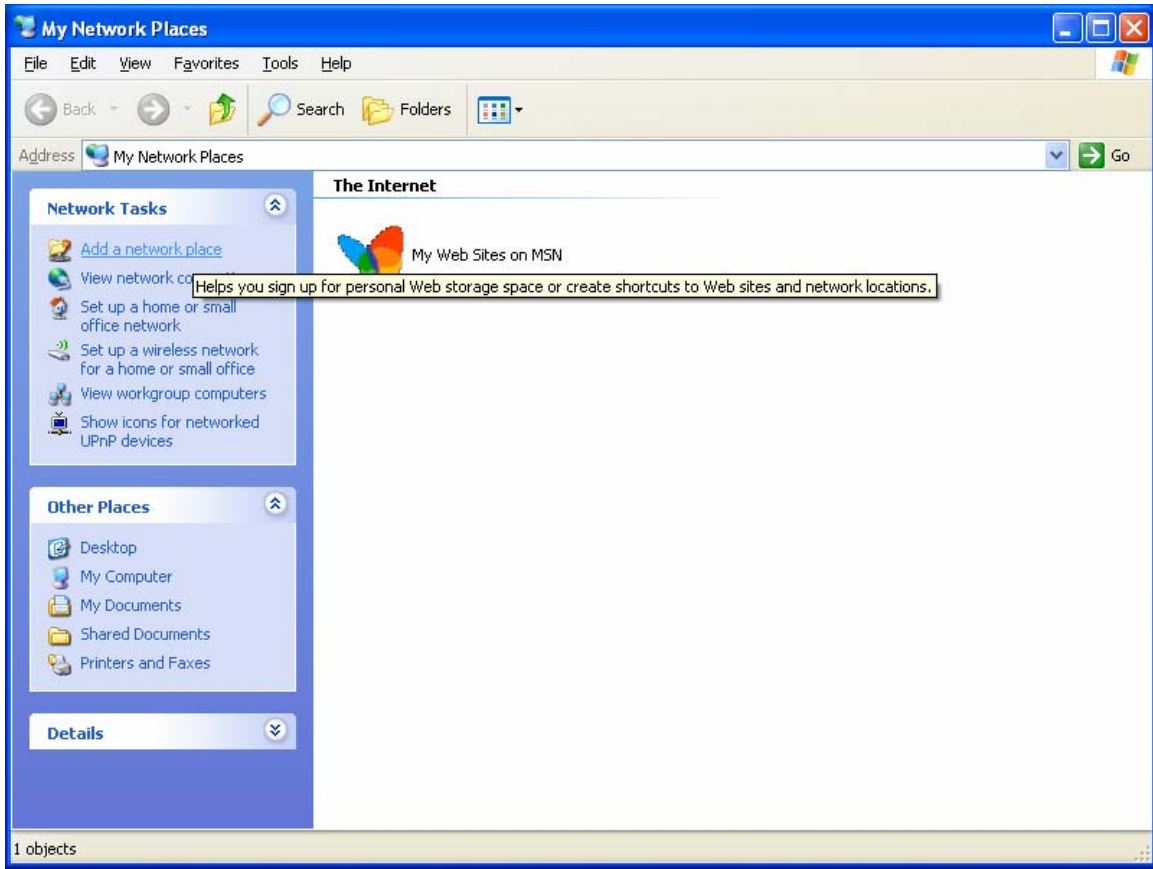
### **What are the Benefits of HeightsSpace?**

It is simple. You can access you individual network share from anywhere there is a computer. Did you leave an important file at work? Just log on to HeightsSpace and retrieve it. No more USB drives, floppy disks or trying to synchronize files.

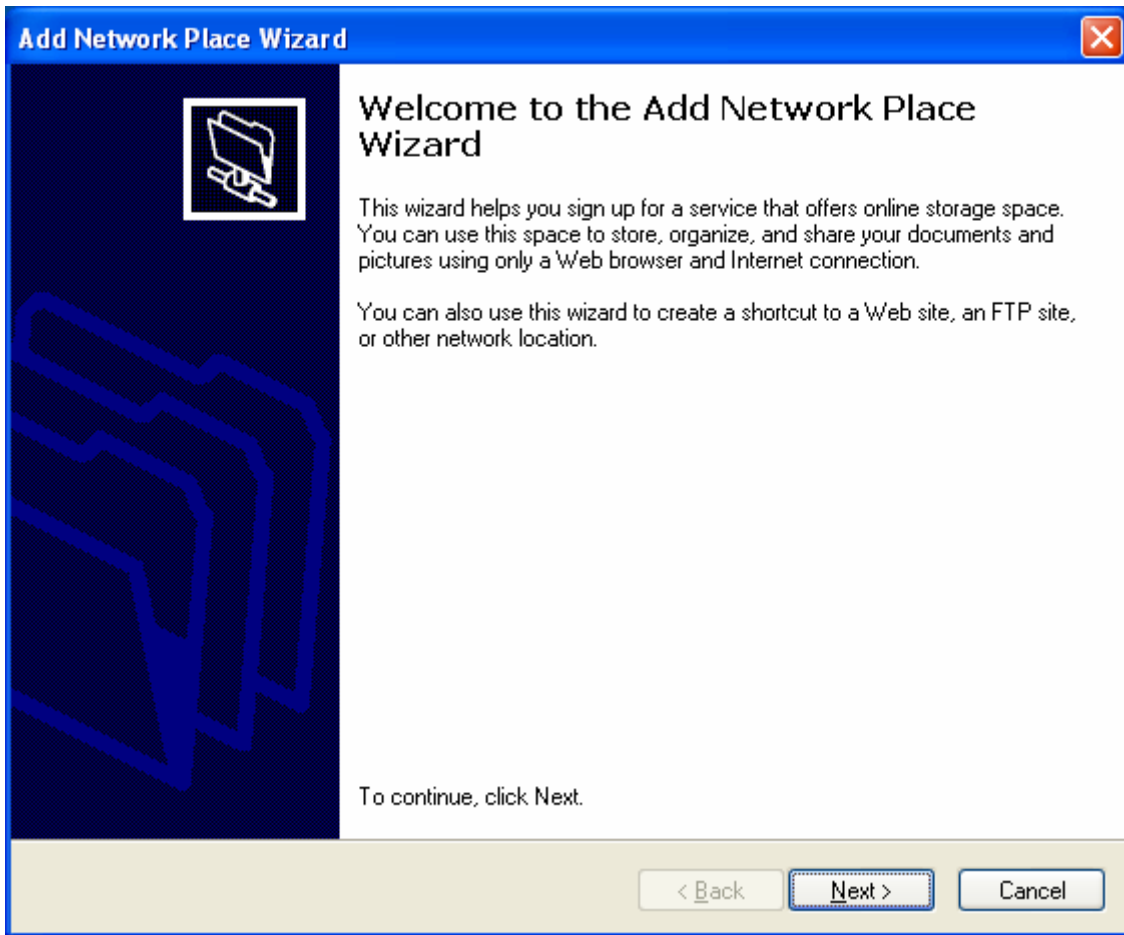
All students will have 24x7 access to their files. Students can maintain an electronic portfolio of work from grades K-12. Again, no more floppy disks USB drives or excuses.

### **Ok, Show Me How to Connect!**

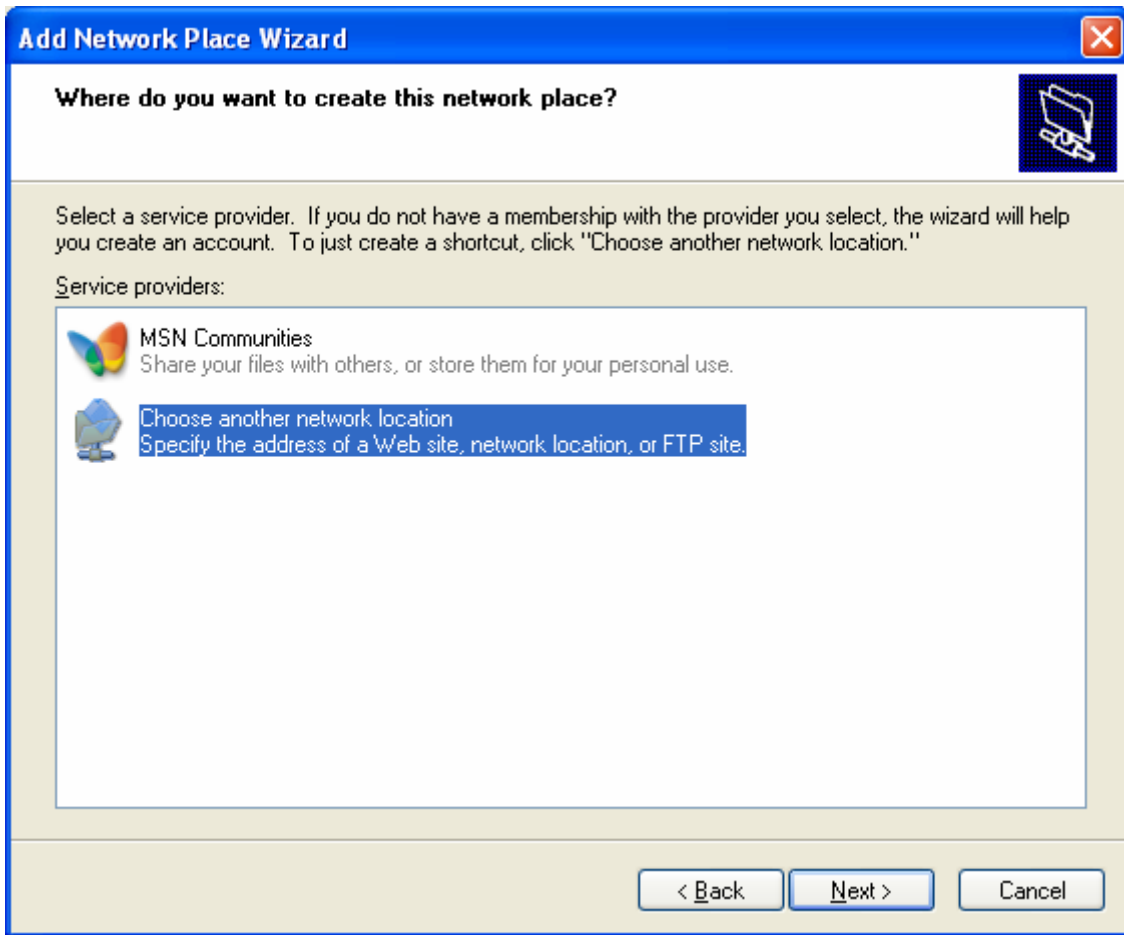
1. Create a new My Network Places – Double click on the My Network Places icon



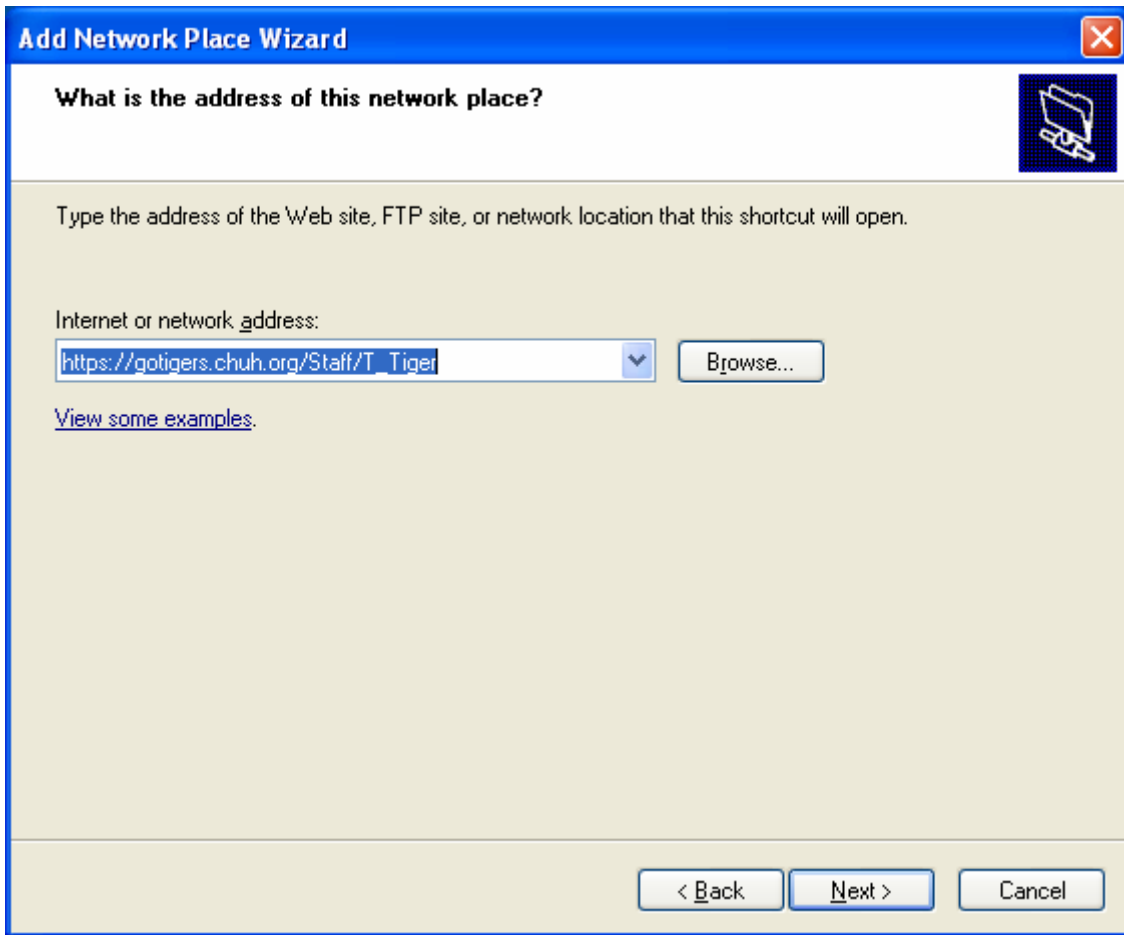
2. Click on “Add a New Network Place” on the left side.
3. Follow the Add Network Place wizard (Select Next)



4. Select “Choose another network connection”



5. Enter the server information. User **YOUR** email user name (the portion of you email address to the left of the '@' sign. For **EXAMPLE T Tiger@chuh.org**) after the /Staff/ as below.



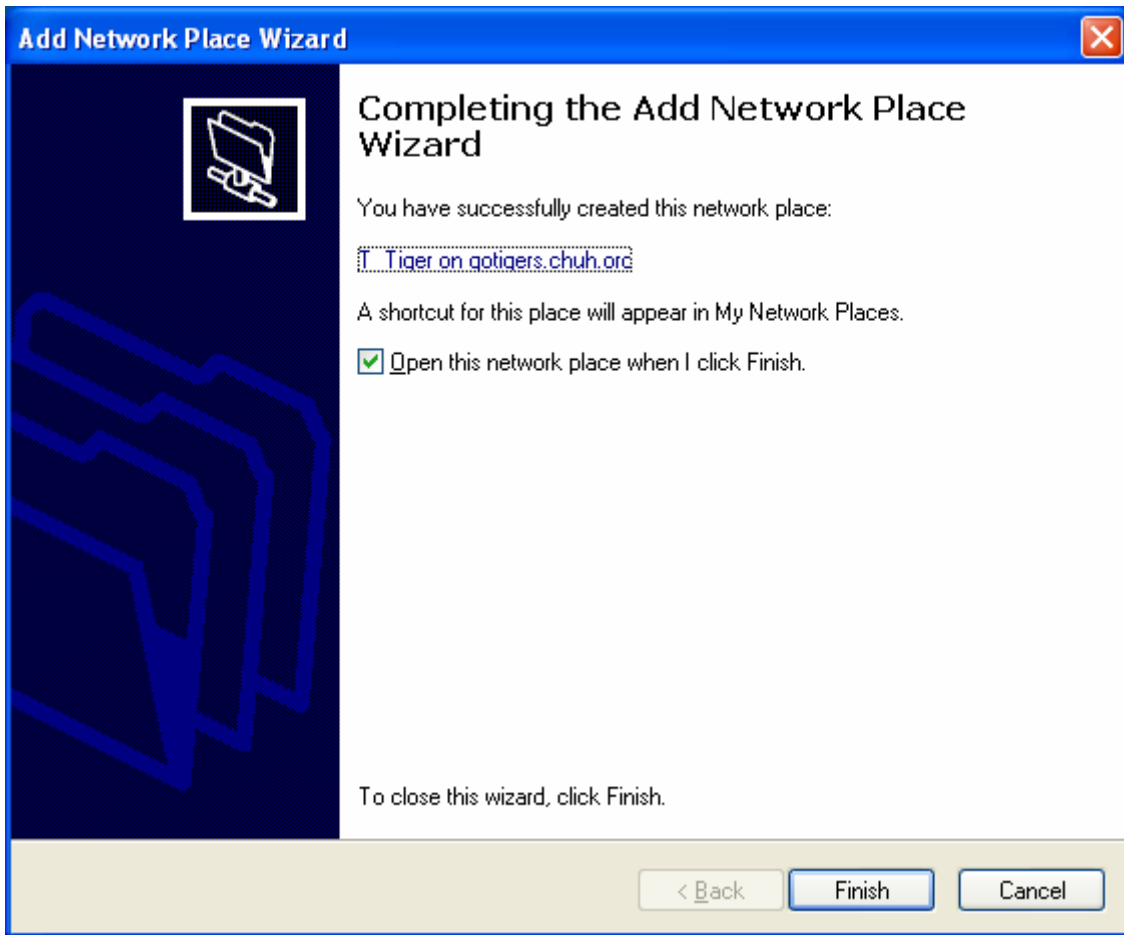
6. You may get a Security Alert screen. Click Yes to proceed.



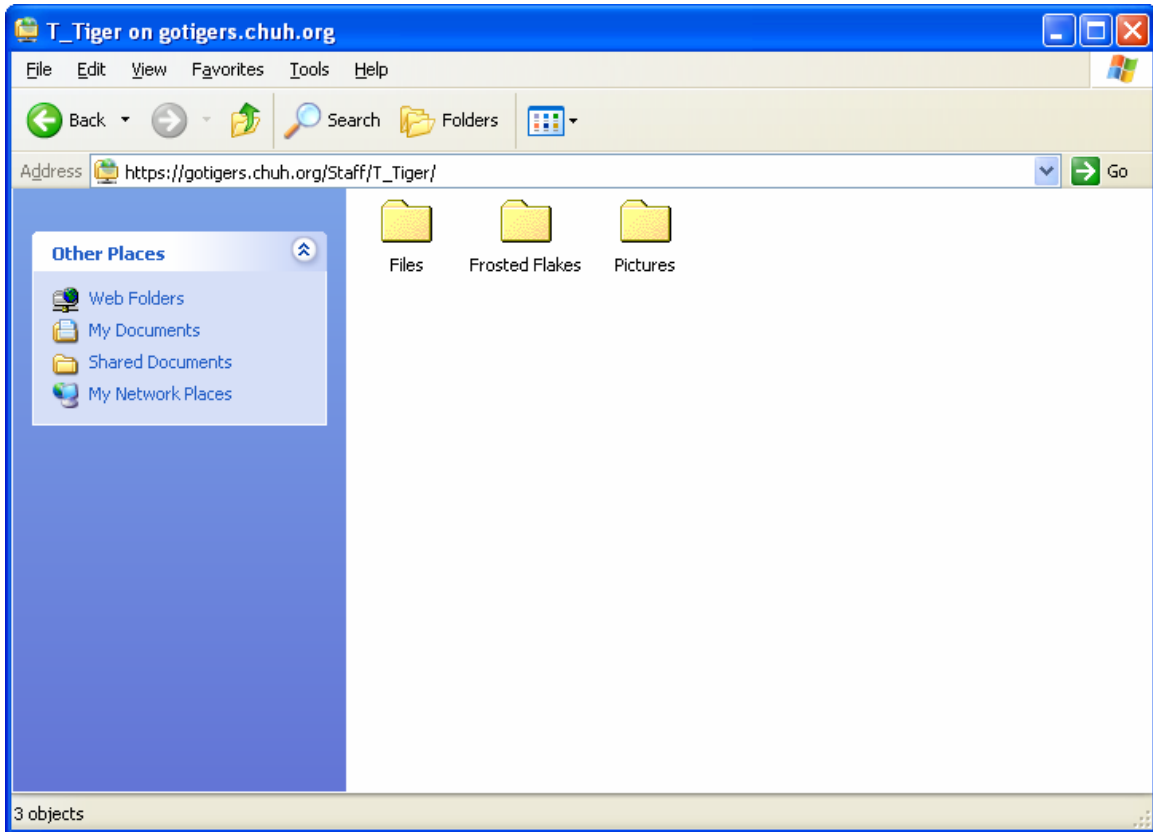
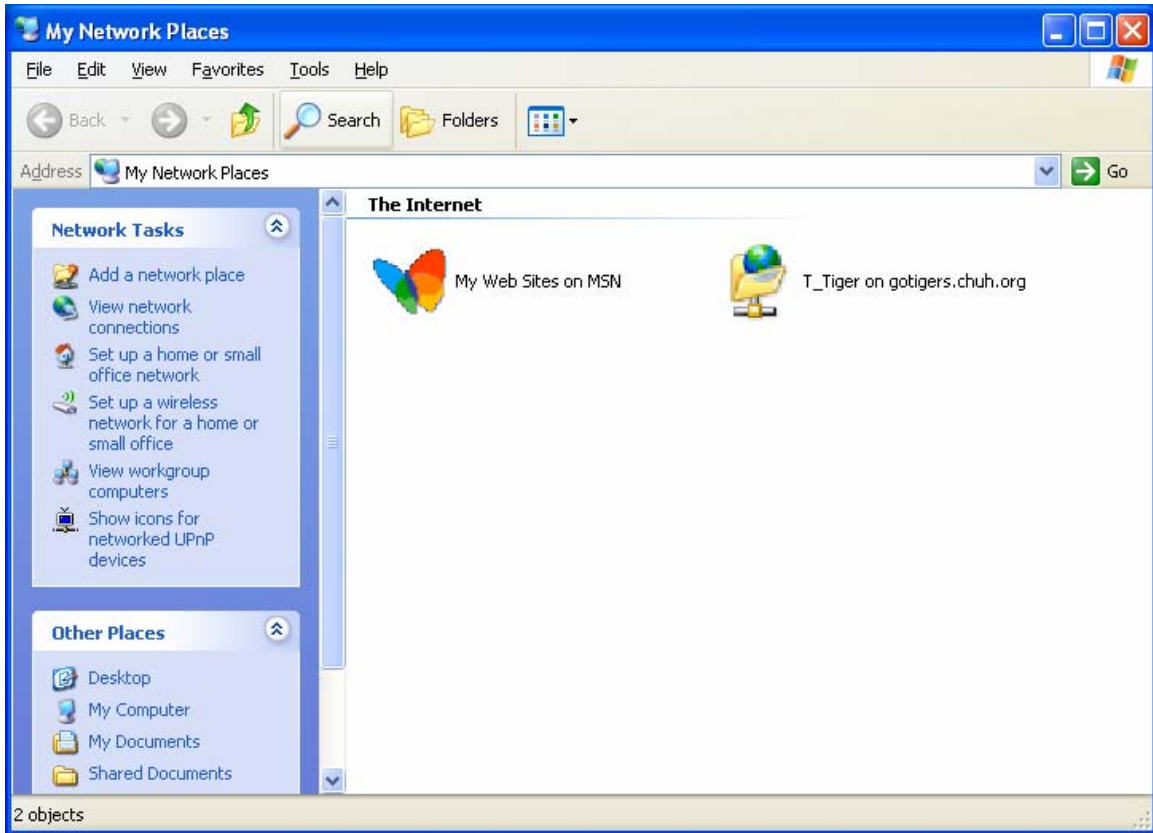
7. Enter your email user name and password (the same as logging into email from the web).



8. Your connection is complete.



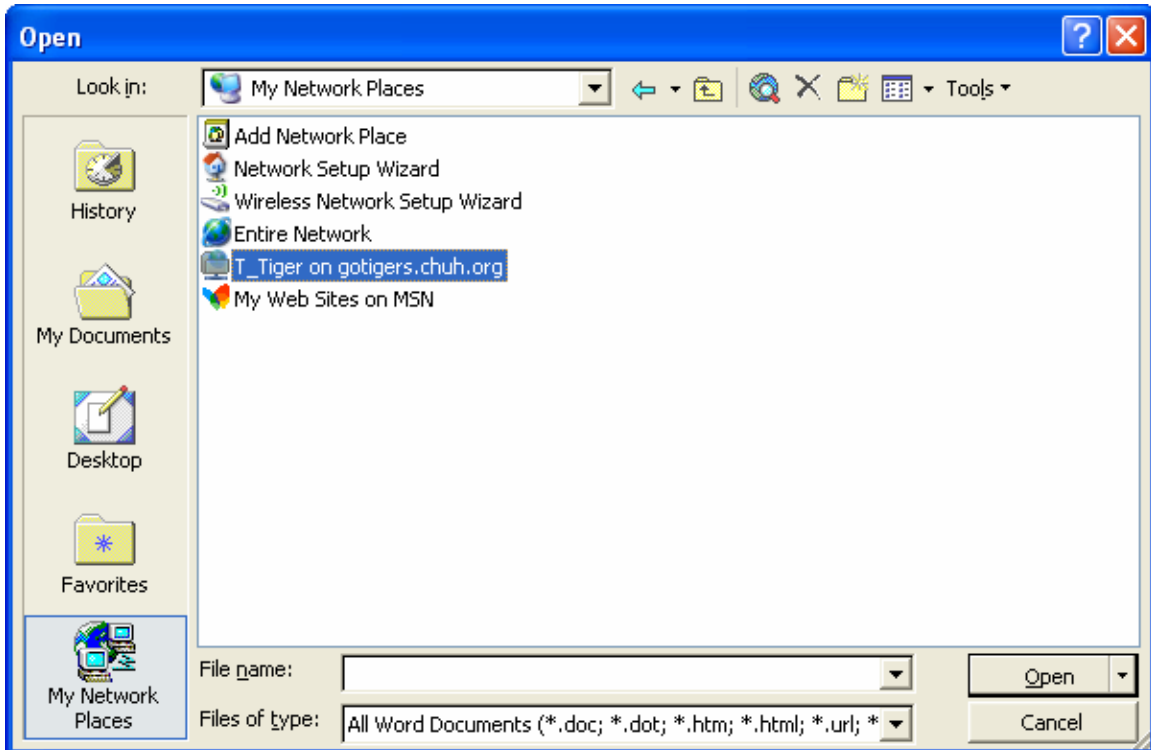
9. Double click on the new Network Place (yourname on gotigers.chuh.org) icon in My Network Places to access your folder. You will be prompted for your username and password again. You may be prompted several times for your username and password on the first setup. After that, you will only need to provide it upon entering the site.



## Accessing Files on HeightsSpace from Applications (Word, Excel, etc)

You can access you files just like they are on your computer. For example, in MS-Word:

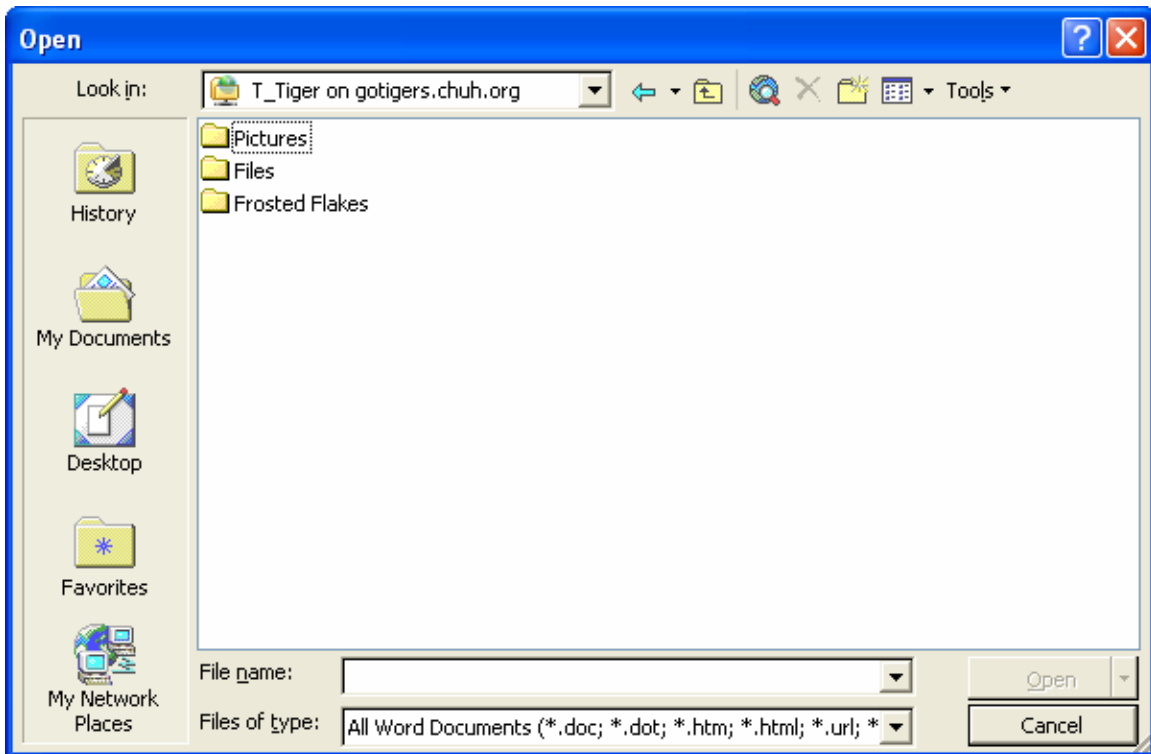
1. File->Open. Select “My Network Places” and double click on your HeightsSpace folder



2. You may be prompted for you username and password (same as email password for the web)



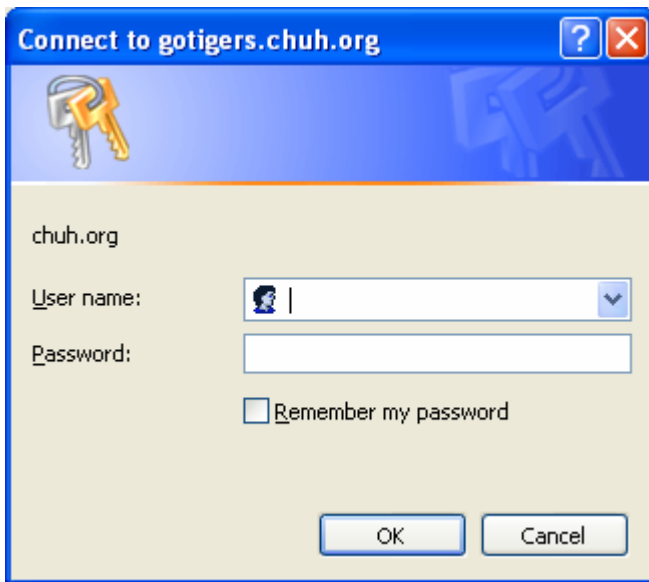
3. Select your file to be opened.



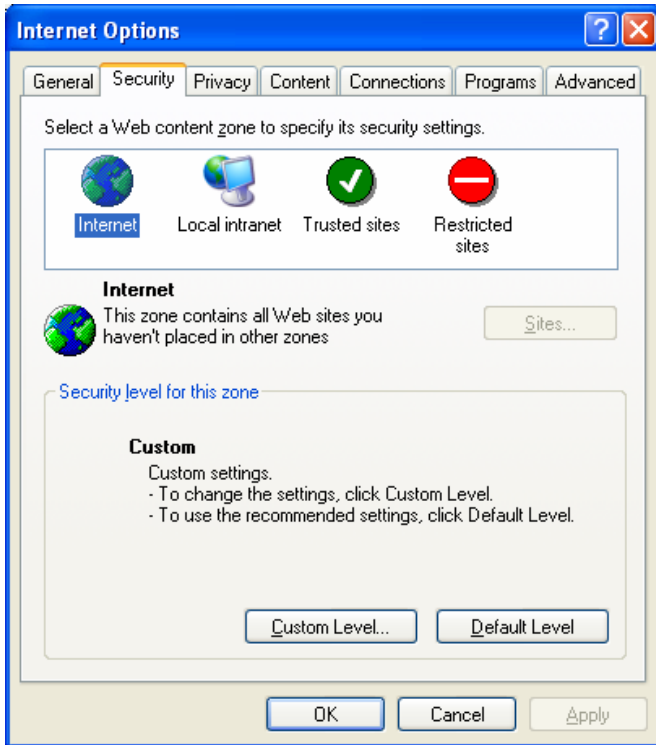
## Read Me First - Important Notes about Security and Usage

Please be aware of the following security considerations when using HeightsSpace:

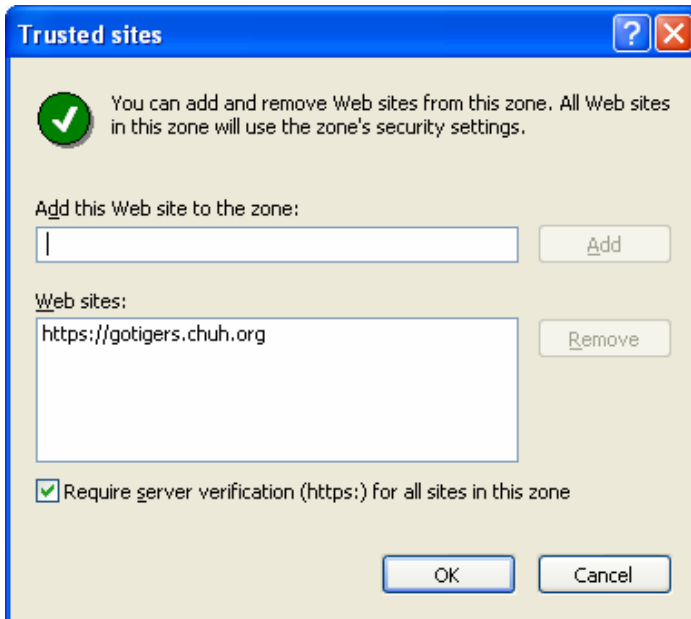
1. Never check the “Remember my Password” box on the logon screen. This is especially important on public computers (library, airport, etc.- remember, HeightsSpace is accessible from anywhere in the world).



2. Be sure to close **ALL** web browsers when finished. Any open web browser still contains your username and password.
3. Please understand that **HeightsSpace is designed for remote access** to your files. If you are at your normal computer within the District, please logon as normal and use the My Documents folder to access your files.
4. You can stop the security alert screens from appearing on your computer by adding <https://gotigers.chuh.org> to your trusted resources list in Internet Explorer.
  - a. In Internet Explorer select Tools-> Internet Options and the Security Tab
  - b. Then chose Trusted Sites and click ‘Sites’.



- c. Add <https://gotigers.chuh.org/> to the list.



5. HeightsSpace will be slightly slower than regular access. It may be better to drag the file you want to work on to the Desktop and then move back to the HeightsSpace folder when finished.

## Mac OS X (Tiger) Users

1. From the Go menu, click **Connect to Server**.
2. In the **Server Address** box, type (replacing "username" with your Email username – everything before the '@' sign) <https://gotigers.chuh.org/username>
3. To add your HeightsSpace Web folder to your Favorite Servers list, click the + sign
4. Click **Connect**.
5. When prompted, enter your Email username and password, then click **OK**.
6. Now you can easily drag and drop files into your HeightsSpace Web folder, which appears on your desktop (your Web folder will have your username instead)  
**Important:** When accessing HeightsSpace through the Web you'll notice extra files that the Mac Finder creates for each file - do **not** delete these extra files.
7. To access your HeightsSpace Web folder after you restart your computer, follow Steps 1-5 above (skipping Step 3).