

Saving datasets for use in myAccess

It is **strongly recommended** that you save all datasets you need to access from myAccess to your Home Drive. All UNSW staff and students are automatically allocated storage space on the UNSW File Service. This is known as your **Home drive (H: drive)**. No-one but you can access or even see the data saved in your Home (H:) drive.

Saving datasets to your **H:** drive is recommended as this drive resides on the same network connection as myAccess and thus application performance is optimised. Also, if for any reason, your myAccess session disconnects you won't lose any data if you reconnect within 4 hours.

In addition to the H: drive you can access datasets saved on your local and USB / external drives however the speed of myAccess will be dependent on your individual internet connection.

To save a dataset to your H Drive

To transfer files and folders to your **H:** Drive:

- ▶ Launch myAccess
- ▶ Click on the **File Manager** icon:



File Manager

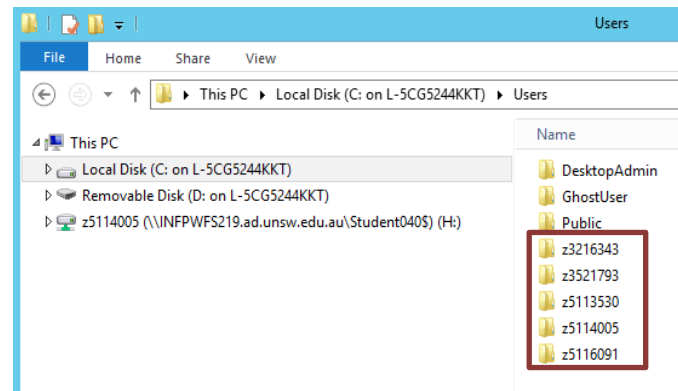


Tip:

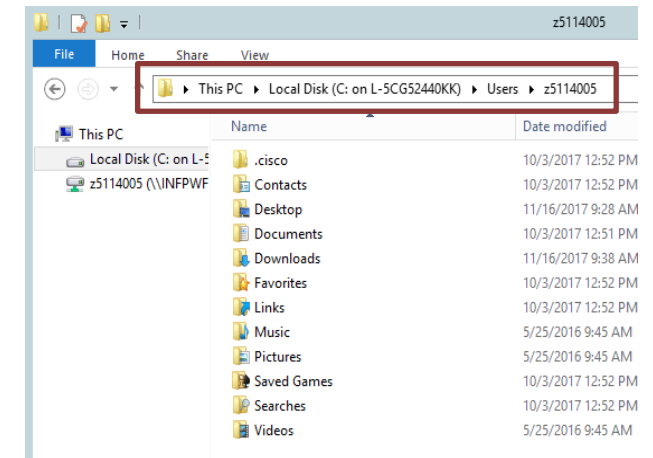
*Even if you have never accessed your **H:** Drive and if you have previously used MyAccess, there may already be some system generated folders saved on this drive*

If your file is saved on your personal computer

- ▶ Click on **This PC** and then click on local disk **C:**
- ▶ Open **Users** folder
- ▶ Open your account folder. This will be your zID folder if you are using a UNSW computer. If using your personal computer, open the folder with your personal username



- ▶ Navigate to the location where your file is saved (i.e. desktop, documents, downloads folders etc.) and copy your dataset



- ▶ Navigate to your H: Drive by clicking on **This PC** and then clicking on your H: Drive Paste your dataset onto your **H: Drive** (starting with zID)

If your data is saved on an external drive

- ▶ Click on **This PC** and open external drive
- ▶ Copy your dataset and paste your dataset onto your **H: drive** (starting with zID)



Tip:

*If you are using a Mac, you may see two H: Drives.
The correct H: Drive to use to save your datasets on
is the H: Drive starting with your zID.*

To open your dataset in your application

- ▶ **Open** up the application that requires the dataset
- ▶ Select **File Open** and select the dataset that you copied to your **H:** drive.
- ▶ Save dataset file into corresponding application folder in **H:** drive.



Tip:

For more information on UNSW Home Drives and instructions on how to map this drive to your personal device see:

<https://www.it.unsw.edu.au/students/file/index.html>