

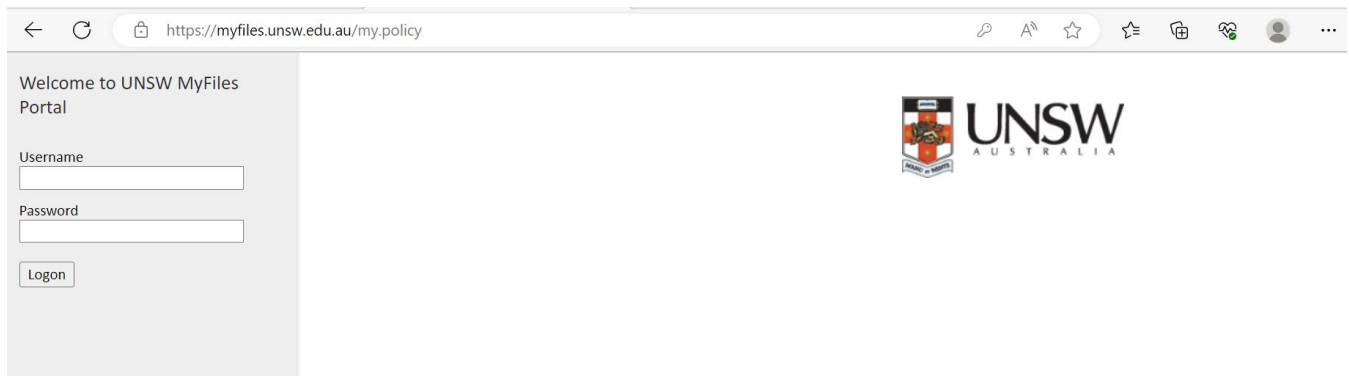
DATA STORAGE CHANGE PROGRAM

How to access and interrogate MyFiles

If your Home drive is not mapped this guide will help you see your home drive, what is in it and when it was last accessed.

Step 1

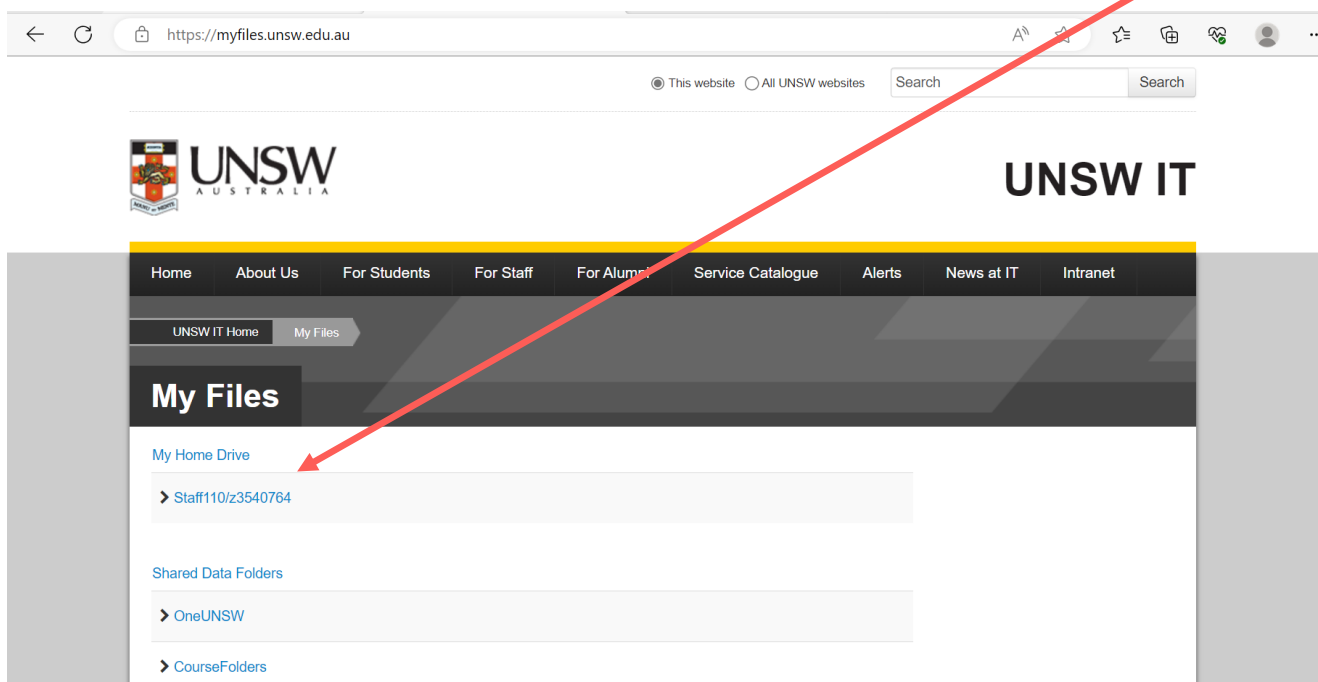
Go to myfiles.unsw.edu.au and login, using your zID as your username and your password.



A screenshot of a web browser showing the login page for UNSW MyFiles. The address bar displays <https://myfiles.unsw.edu.au/my.policy>. The page content includes a login form with fields for 'Username' and 'Password', and a 'Logon' button. The UNSW Australia logo is visible in the top right corner.

Step 2

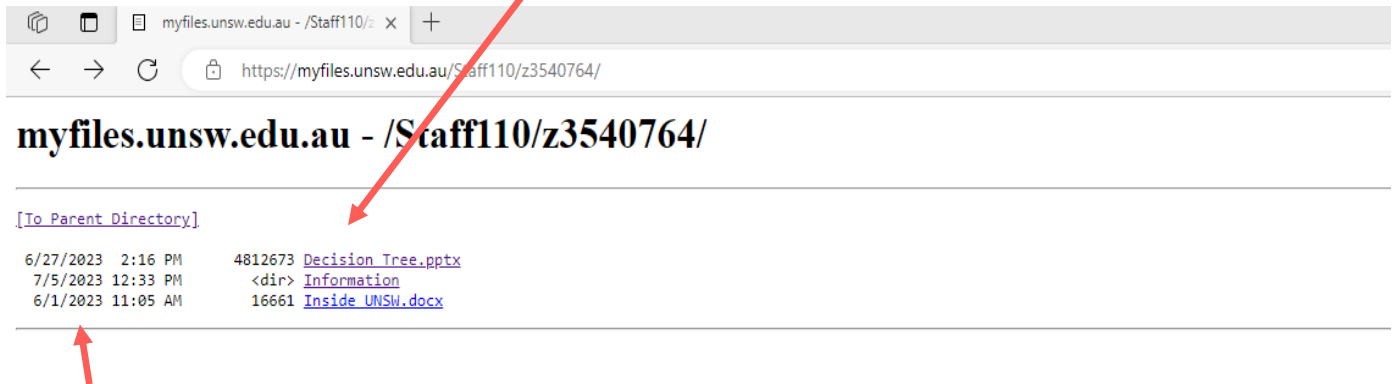
After the login screen you will see a list of drives. Your home drive should be the first one in the list.



A screenshot of the 'My Files' page in a web browser. The address bar shows <https://myfiles.unsw.edu.au>. The page features a navigation menu with links: Home, About Us, For Students, For Staff, For Alumni, Service Catalogue, Alerts, News at IT, and Intranet. Below the navigation, there are tabs for 'UNSW IT Home' and 'My Files'. The main content area is titled 'My Files' and lists three drive categories: 'My Home Drive', 'Shared Data Folders', and 'CourseFolders'. Under 'My Home Drive', there is a link for 'Staff110/z3540764'. A red arrow points from the top right of the page towards the 'My Home Drive' link.

Step 3

Click on the drive link and you will see a list of any folders and files in your home drive. If you click on the documents, you can see what they are. If you do not see any files or folders there is no data in your home drive.



This date is when the document was last accessed/saved.

Remember to check if any of these files contain personal information. Any files that contain personal information will need action.

Personal information means information about an individual whose identity is apparent or can reasonably be ascertained from the information.

Step 4

If there are files or data in your home drive, you will need to get it mapped before you can move or delete it. You can do this by raising an [IT self-service ticket](#).

When you log your IT self-service ticket, please upload a screenshot, best contact number with the best date and time for the Helpdesk to contact you.

If you wish to address the matter urgently please contact the IT Service Centre directly by calling 02 9385 1333.

