Acronis Access Instructions with Screenshots

Things to remember when using Acronis web access:

- Working with a file will require downloading the file. You will also need the correct software (Word, Excel, etc…) on the computer to work with the file.
- Saving the file to the M Drive will require uploading the file back to the M Drive.
- The **Search** bar in Acronis does not work, so the path to the file must be known.
- You can bookmark subfolders on the M Drive. Clicking the bookmark in your browser will open Acronis Files Advanced in that M Drive folder.
- The **Forgot password** link should never be used from this site. Instead, go to myMCC at https://my.monroecc.edu and use the **Forgot Your Password** link.
- To access the M Drive on a mobile device, a ticket must be submitted to Technical Support. Technical Support can be reached at 585-292-8324, option 3 or by going to myMCC > Employees > Technology Help and clicking on **Create or View Technology Support Requests**.

To use Acronis:

1. Open a web browser and go to Acronis Files Advanced at https://acronis.monroecc.edu.You will see the sign on screen as shown in figure 1.
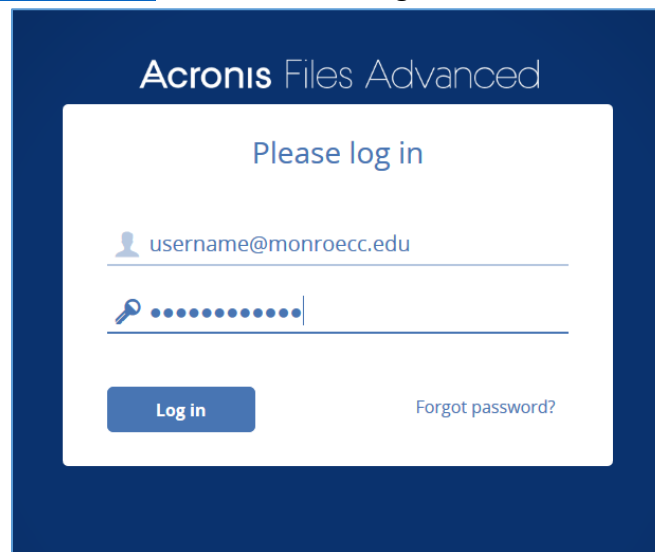

Figure 1

2. Enter your username or email address and password then click **Log in**.

3. The next screen will look like figure 2. Click on the folder named **M-Drive**.
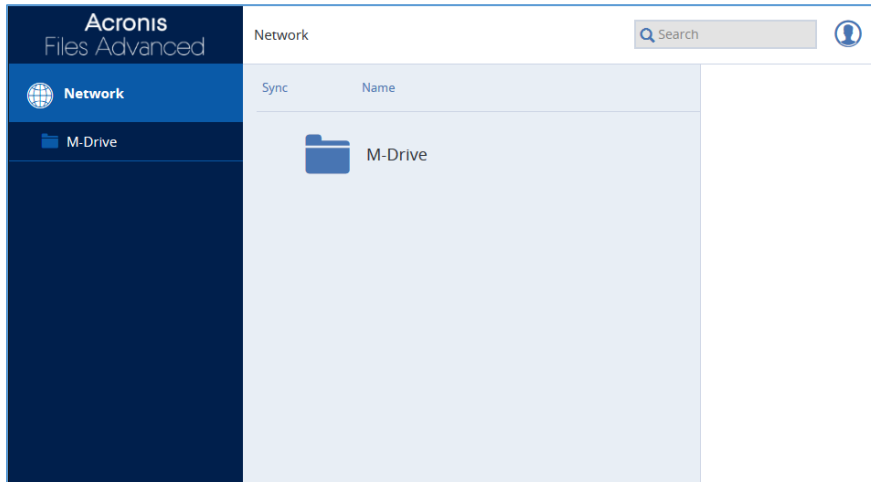

Figure 2

Once you click on the M-drive you will see the M-Drive folders as seen in figure 3.
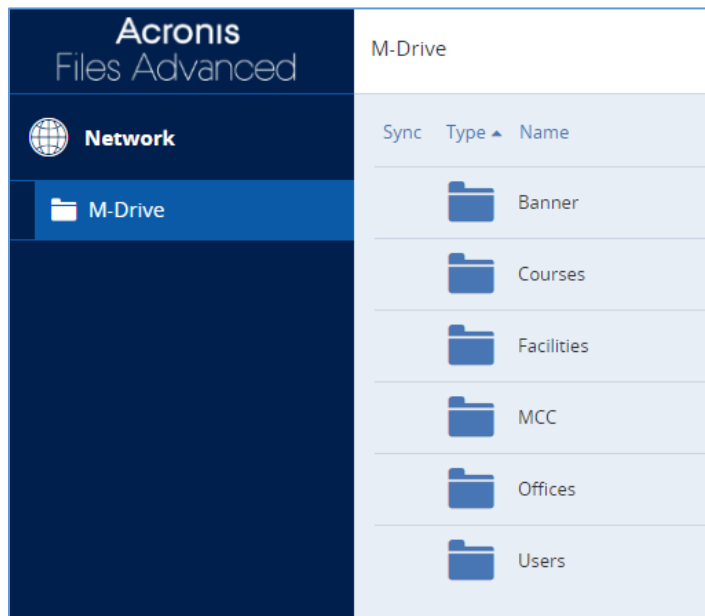

Figure 3

To get to your U-Drive click on the Users folder. Then click on the letter that is the same as the first letter of your last name. Next, find your MCC username in the list of folders. The path to any folder is displayed along the top and should look similar to the one's shown in figure 4.
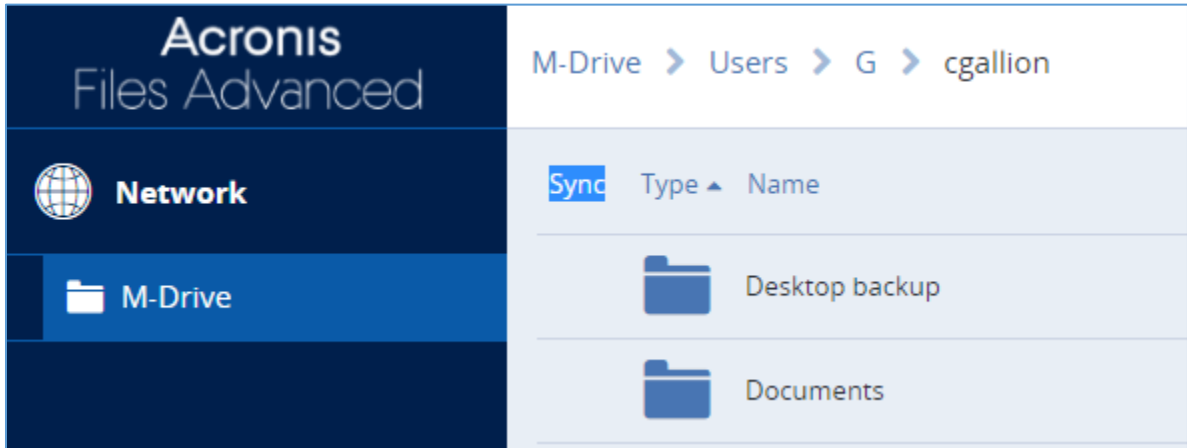

Figure 4

4. Navigate to the desired folder. The path to the folder will be shown along the top of the screen as seen in figure 5.

Figure 5

As seen in figure 6, the files in the folder can be sorted by clicking **Type** or **Name**. Clicking on **Sync** does nothing. Clicking **Create Folder** opens a popup to name and create a new folder on the M Drive.
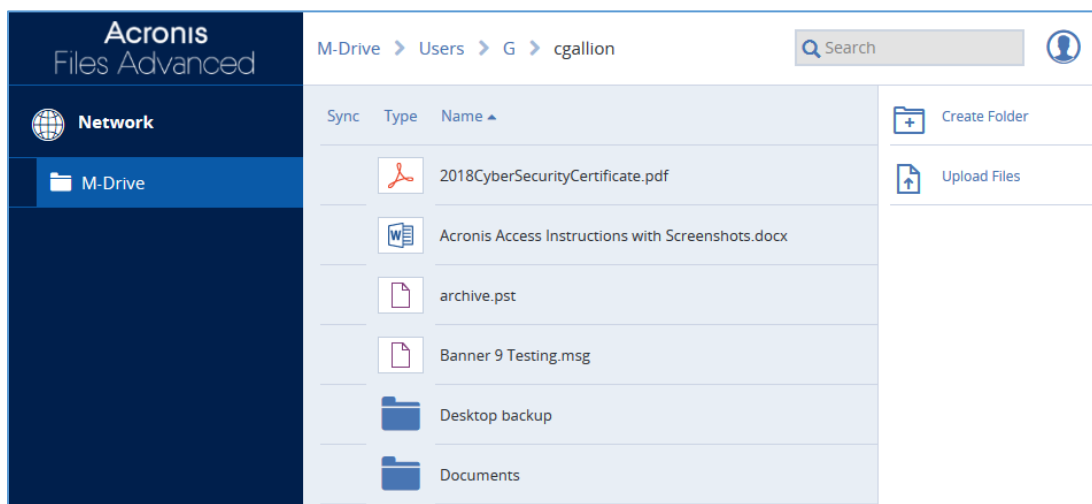

Figure 6

Paths to frequently used files can be bookmarked in your browser by clicking the star in the upper right hand corner at the end of the address bar. Figure 7 is an example of a bookmarked path in Chrome.
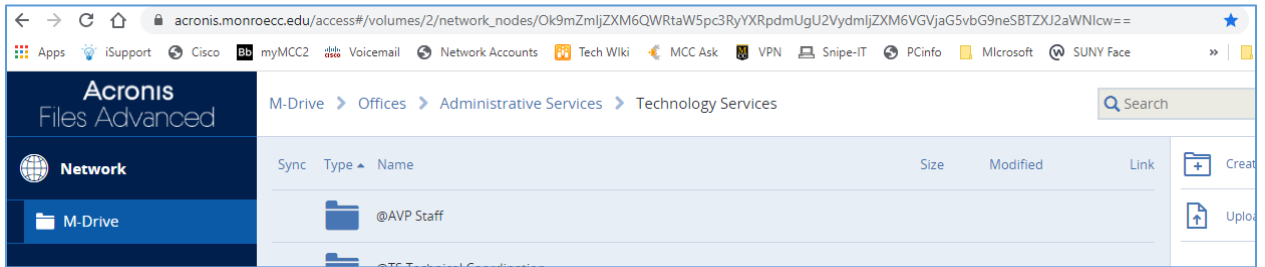

Figure 7

5. Clicking on a document, pdf, jpg or other file type will open that file in the web browser and will look similar figure 8. Files cannot be changed using the web browser. In order to make changes to the file it needs to be downloaded. One way to download it is by opening the file in a webpage and then clicking on the arrow in the upper right hand corner of the webpage as seen in figure 8.
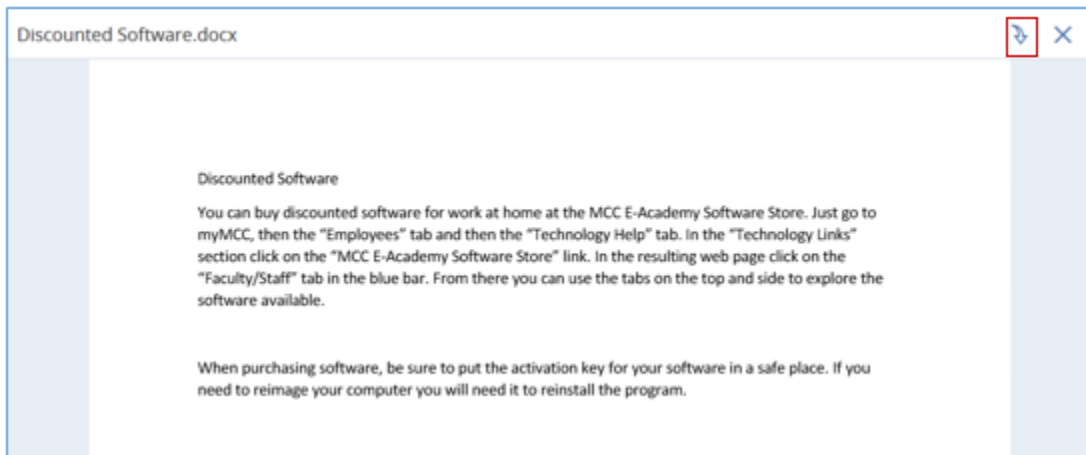

Figure 8

The other way to download the file is by checking the box that appears when you hover over the file. You can check more than one file for download. Once a box is checked a **Download** button will appear in the upper right hand corner. Click the **Download** button as seen in figure 9.
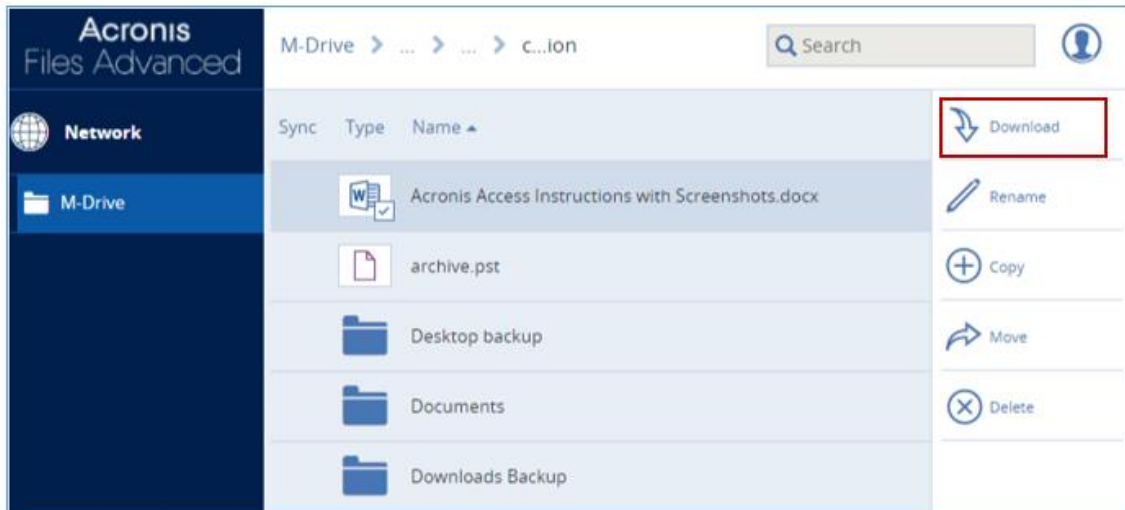

Figure 9

6. To edit files you need to download them first. ***Note you will need the appropriate software on your local desktop/laptop (e.g. Word, Excel) to edit a file.*** Microsoft Office 2019 can be purchased at a discount through the MCC E-Academy Software Store. Go to the bottom of this document for more information on purchasing discounted software.

7. Open the file, complete your work and then save the file to the computer you are using. Now, the file can be uploaded back to the M Drive by clicking the **Upload Files** button. You can drag and drop the file into the box or use the **Choose files** button to locate and upload your file.
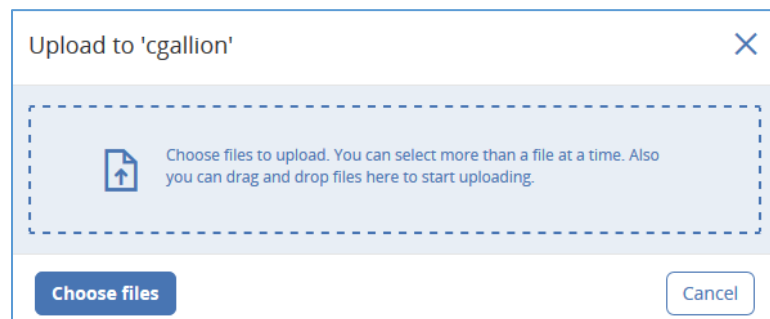

Figure 10

If a warning appears stating that a file with the same name exists at that location, tap the **Overwrite** button. When the process is complete, tap the **Done** button.

8. Log out by clicking on the icon of a silhouette in a circle in the upper right hand corner as shown in figure 11. Next, click on **Sign out**. The system will automatically sign out if there are no actions on the page after a set amount of time.
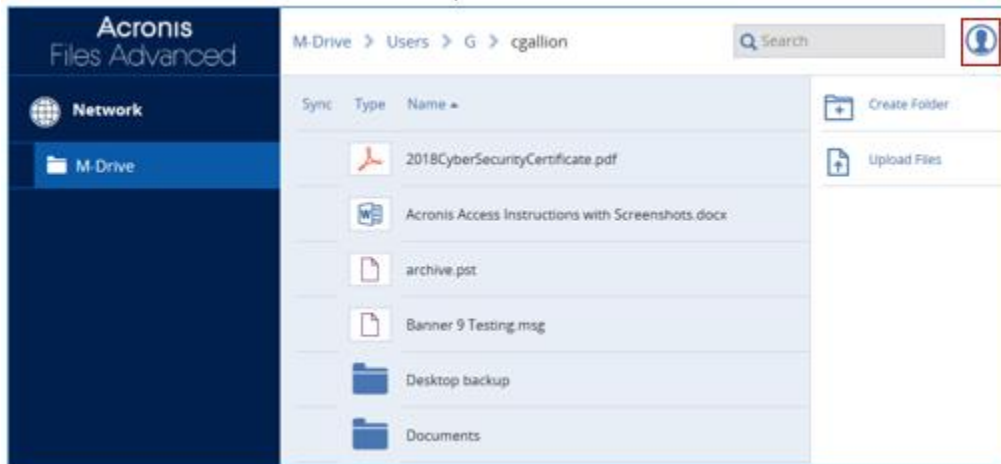

Figure 11

The Technology Support Desk can be reached at 585-292-8324, option 3 or by going to myMCC > Employees > Technology Help and clicking on **Create or View Technology Support Requests**.

To get to the MCC E-Academy Software Store, login to myMCC and go to the Employees tab and then the Technology Help tab. On the left side in the "Technology Links" box click the link **MCC E-Academy Software Store**. Once in the store click on the words **Faculty/Staff** in the blue bar near the top of the page. *Please Note*: There is very little support for these purchases so be sure to follow installation instructions carefully. Write down the Product Key or save it to a file stored somewhere other than your computer (like gmail, thumb drive etc…) for future reference. You will not be able to access it online after 30 days.