

Mapping Network Drives for Faculty/Staff-PC

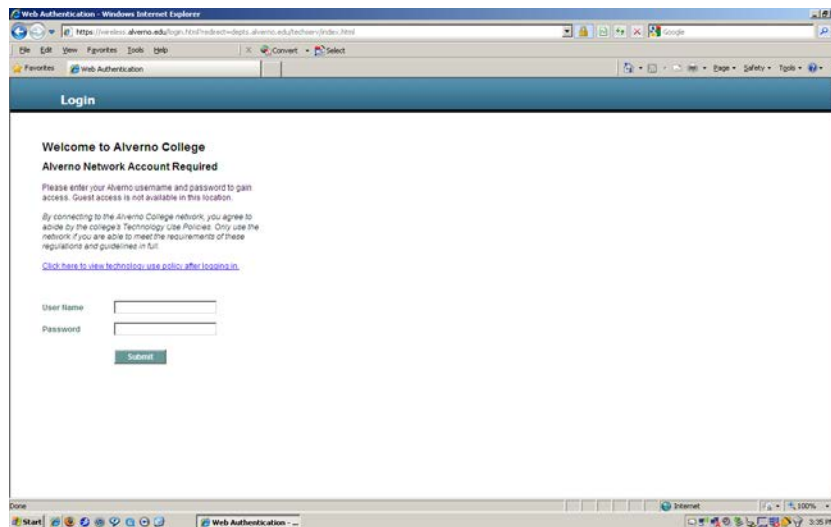
Technology Services
Alverno College
2/14

For faculty/staff access to their N: drive (home directory), U: drive and Courses folder through wireless laptop (On campus only)

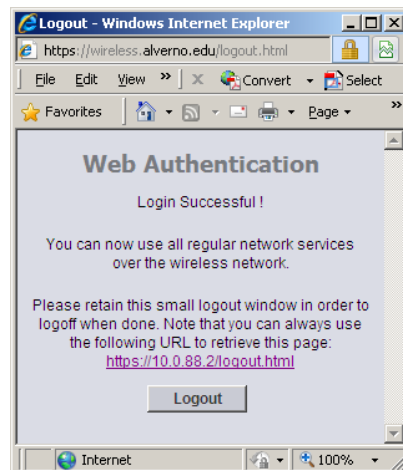
You must be connected to the Alverno wireless network. A list of wireless locations on campus is available at: <http://www.alverno.edu/techserv/students/wirelessaccessoncampus/>

To connect to the Alverno wireless network:

- Launch a browser (Internet Explorer or Firefox). You will see the login screen shown below.

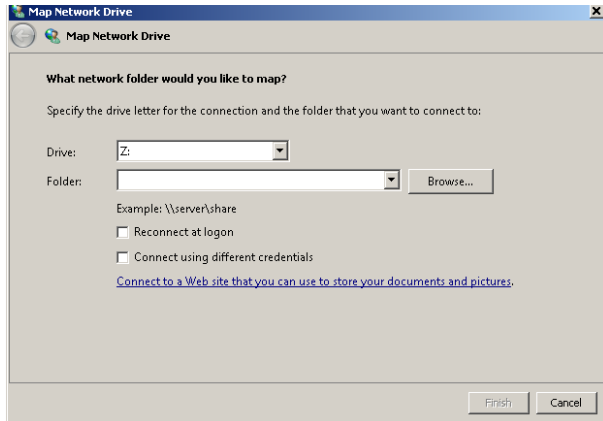


- Login with your Alverno username and password
- A window will pop up telling you that “Web Authentication – Login Successful!” (below)
- **Don’t close this window. Minimize it.**



To connect to a faculty/staff's N: drive (on campus only)

1. Click on **Start, My Computer**
2. At the top of the My Computer window, click on **Tools, Map a Network Drive**. You will see the screen below.



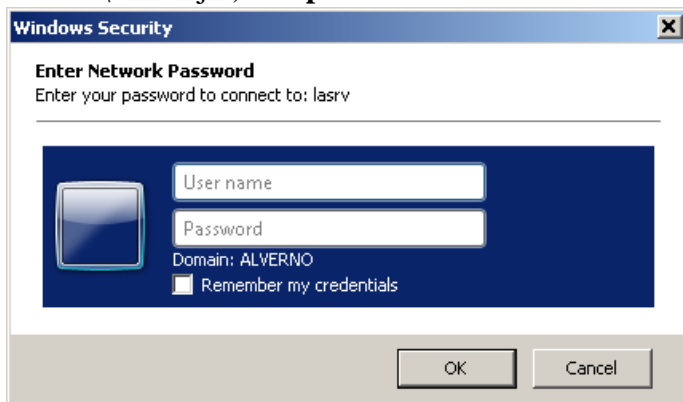
3. It's not necessary to change the drive letter next to **Drive:** Leave it as is.
4. In the **Folder** section, type in one of the following:

\\lasrv\users*(your username)* if your office is the LA or RC building
\\cosrv\users*(your username)* if your office is in the Corona or Clare building
\\nebsrv\users*(your username)* if your office is in Christopher Hall or Alphonsa Hall

5. Do not check **Reconnect at logon** unless you are mapping a drive on your personal laptop. Click **Finish**.

Make note of the Drive letter you selected. It will become the link to your network files (N: drive on Alverno's server) when you are using that laptop to log into Alverno's wireless network. If you entered the wrong server name in the **Folder** section, after you logon you will receive an error message. Click **OK** and type in the correct server name. (Also check your typing; the server name has to be entered EXACTLY.)

6. When you have successfully connected to the correct server, you will get another logon screen (above). Login with your **network username** preceded by alverno (example: alverno\weishajm) and **password**. Click **OK**.

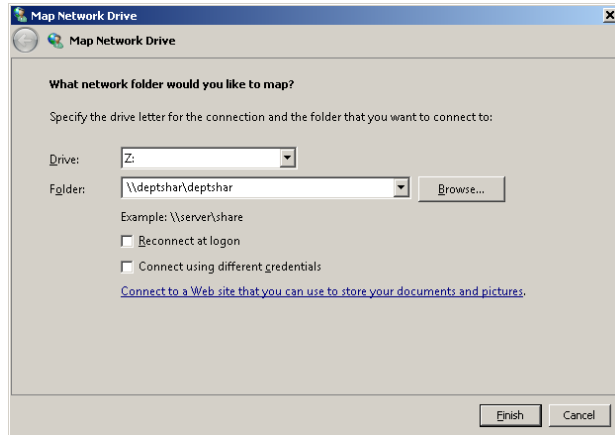


7. A new window displaying the files in your Home directory will open.

To connect to the U: drive (shared folders) (On campus only)

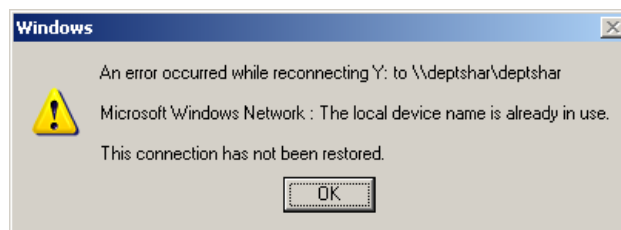
1. Follow steps 1-3 in the directions on page 1.
2. Enter the following path next to **Folder:**

\\deptshar\deptshar



3. When you have successfully connected to the correct server, you will get another logon screen. Login with your **network username** preceded by alverno (example: weishajm) and **password**. Click **OK**.
4. A new window displaying the files in your Home directory will open. The drive letter(s) you mapped will appear under the **Network Drives** section in **My Computer**.

When you try to double-click on the drive you mapped and you are NOT connected to Alverno's wireless network, you will receive the following error message:



To access the drives, connect to Alverno's wireless network.

To connect to the Courses folder (on campus only)

1. Follow steps 1-3 in the directions on page 1.
2. Enter the following path next to **Folder:**

\\stu1srv\courses

3. When you have successfully connected to the correct server, you will get another logon screen. Login with your **network username** preceded by alverno (example: alverno\weishajm) and **password**. Click **OK**.
4. A new window displaying the files in your Home directory will open.

To disconnect a network drive

1. Click on **Start, My Computer**
2. Click **Tools, Disconnect a Network Drive**
3. Select the drive you want to disconnect and click **OK**.

