

students.jccc.net Server Access

Connecting to the CDTP share on campus using a Mac OSX workstation

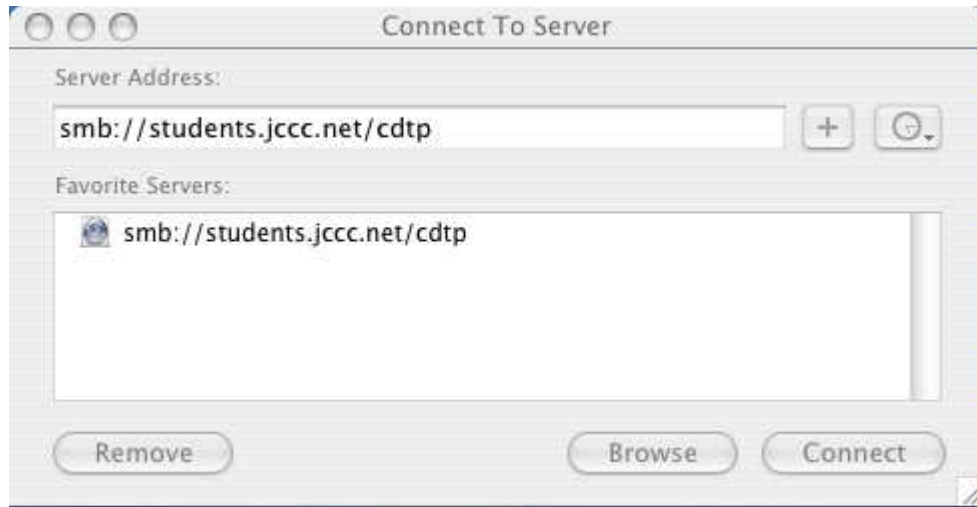
IMPORTANT: Be sure to disconnect from your drive space after you are done to protect your data!

Class files folders containing files you will need for CDTP classes can be found on the **CDTP** share of the **STUDENTS** server.

The purpose of this documentation is to show how to connect and disconnect from the CDTP server space using a Mac OSX workstation.

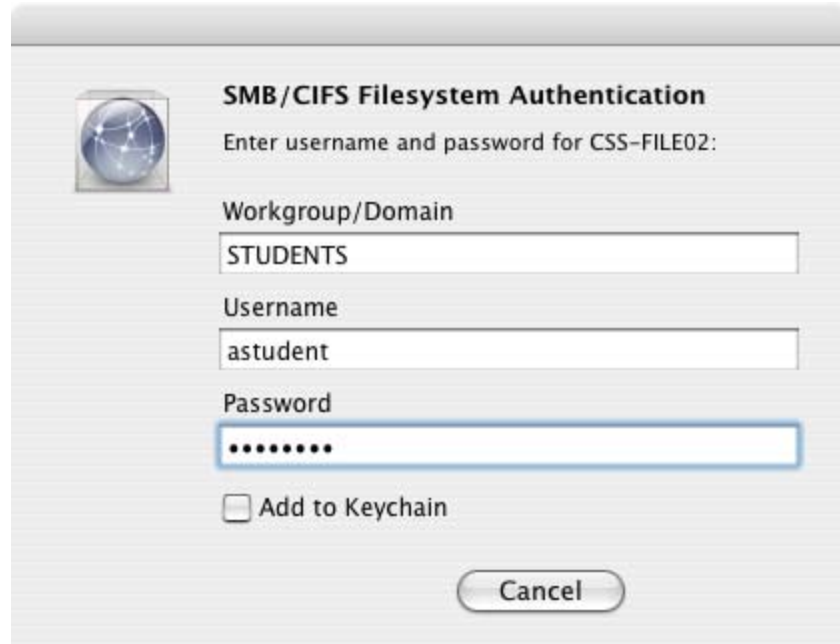
Accessing the CDTP share on the students server:

1. On the Macintosh computers desktop menu (located at the top of the desktop), click on the "Go" menu. From the drop-down menu select "Connect to Server". You may also use the "Open Apple **K**" shortcut as well.
2. The "Connect to Server" window will appear. In the "Address:" line type the location "smb://students/cdtp".
3. After entering the address click the "Connect" button.



4. The system will contact the server and then prompt you for your username and password. This will authenticate you into the system. In the "Workgroup/Domain" box specify **"Students"**. Enter your "Username" and "Password". If you are a student you will need to register for an account at <https://cssdb.jccc.edu/selfhelp/>. This website is used to create a new account or maintain your current account on the student file server. If you have forgotten your password this website can also be used to reset it. You will use your JCCC Pipeline ID and password to login to the self help web page. Alternatively, you may connect using the anonymous student account named **astudent** with a password of **password**. Whenever possible, connect using your own personal account instead of the astudent account.

note: Instructors will use the **"JCCC-EMPLOYEE"** for the "Workgroup/Domain" and use their username and email password to login. Example: "jdoe" as the username and the password used to access Exchange (<http://owa.jccc.net>).



5. After entering your information click "OK".
6. Provided that the information you entered was correct you will now see an icon on the desktop labeled "CDTP". Double-click the icon to show the contents of the CDTP folder.
7. Inside the CDTP folder you can open folders of class files that you will need. You will have READ ONLY access to these folders and their contents. You may copy these files to your desktop of your workstation. As with all files on the server, always copy files to your own workstation before opening or working on them.
8. You may create a personal temporary folder inside the CDTP folder designated by your instructor. Title your temporary folder with your first and last name and an abbreviation of the class you are in. This file space is quick and extremely temporary. These files are public and may be copied, deleted, corrupted or altered, either intentionally or by accident. Files created outside of your As an alternative, your personal drive space is only accessible by you, and is backed up nightly for protection against disasters and corruption. Even so, you are urged to keep your own backups of data that is important to you. USB Ports for jump drives are available on most lab machines, and certain labs have designated computers with CD or DVD burners that can be used with your own media for backing up data. Contact a lab assistant for help using these resources.

Disconnecting from the CDTP share:

1. Click and drag the icon labeled **CDTP** to the "trash" icon on the dock. It will turn into an eject icon as you drag the folder to it.
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