

students.jccc.net Server Access

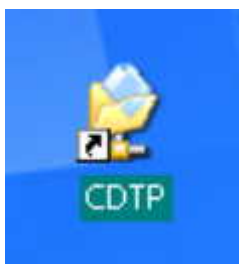
Connecting to the CDTP space from on campus using a Windows XP workstation

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

The student server has directories used by some instructors to supply course files and to provide a method for submitting homework electronically. Because these network directories are used by multiple students and instructors simultaneously it is important to follow instructions when using this service. If your instructor uses the drop-off folder, they will provide you instructions on creating and naming your folder. Obviously there concerns in a commonly shared directory such as two students trying to save a file with the same name. There are also concerns for the instructor who have full control of these areas such as trying to delete a file that is in use by a student.

The purpose of this documentation is to show how to use instructor drive space using Windows XP.

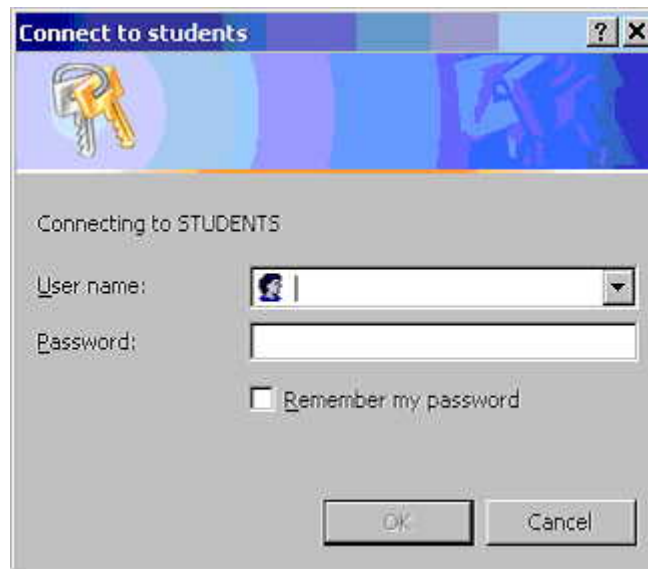
1. On the lab computers running Windows XP, you first need to find the CDTP icon on the desktop and double click it.



2. The "Connect to students" window will appear and then prompt your for your username and password. This will authenticate you into the system. 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. If you are a faculty member you will use your JCCC email user name and password that you use to access your Exchange email account. 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 their email address and email password to login. Example: "jdoe@jccc.edu" as the User name.



3. After entering the login information, click the **OK** button.
4. Provided that the information you entered was correct, a new window will be displayed with the contents of the CDTP share.
5. Inside the CDTP window, 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.
6. 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 also accessible via FTP, 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. Close the CDTP window. You should also reboot the system when