

students.jccc.edu Server Access

Connecting to the student server space from off campus using a Windows XP workstation

All students at Johnson County Community College are given 500 Megabytes of personal drive space on JCCC's student server to store personal files, projects, and course materials. There is also an area on the student server used by the instructors to turn in homework and share out files.

This method can be used to access files from on campus as well but other methods for accessing this space from on campus are available and documented at <http://helpdesk.jccc.edu>.

The purpose of this documentation is to show how to connect and disconnect from the student personal space using XP built-in "Network Places" and Internet Explorers FTP.

Internet Explorer

1. From Windows XP open "Internet Explorer".
2. In the address box at the top left of Internet Explorer type "**ftp://students.jccc.edu**" and press the "**Go button**." If you are trying to reach the instructors space use the URL "**ftp://students.jccc.edu/./homework**" (note the two periods toward the middle of the URL "/./" these are required to connect properly).
3. When the login box appears it will ask you for your "User name:" 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. See the images below for an example. Do not check the "Save My Password" or "Log on anonymously" box.

Note: Instructors will use their full JCCC outlook exchange email address with the .edu extension and password used to access the campus exchange email system. Example: "jdoe@jccc.edu" as the user name. Also in some cases we have seen that a local Internet Explorer configuration will log the user in anonymously even though the user specified a username and password. Please see the special case instructions at the end of this document for the solution. (make sure you use .edu)

If you do not know what either of these are you may contact the Student Success Center for assistance



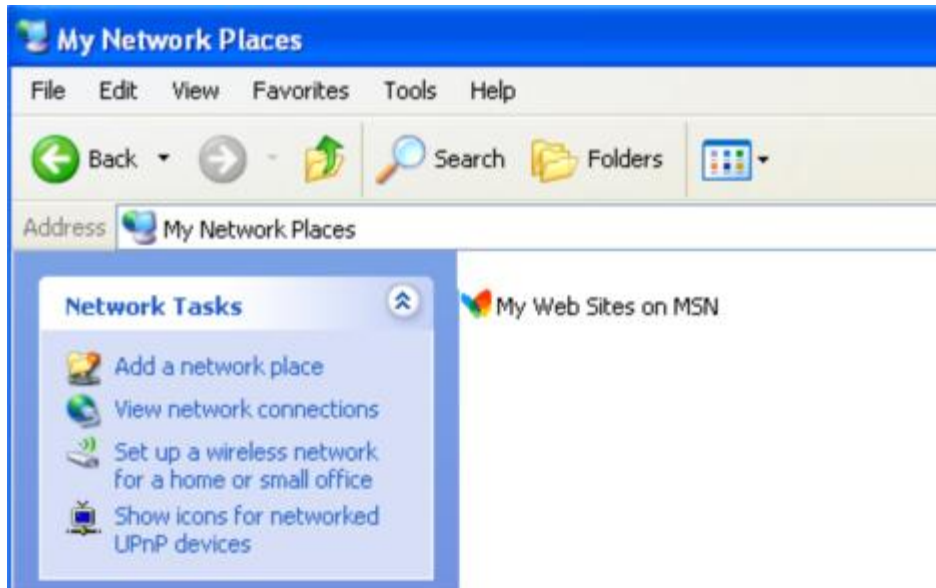
4. Once logged in you can use the drag and drop features of Internet Explorer to move files from your local computer to the server and vice versa. Direct editing of the files does not work in this environment so it is required to download the files to the local machine and then make changes and then move the files back up again.

5. To disconnect from the system simply close Internet Explorer.

My Network Places

1. From the "Start" menu open "Program Files" → "Accessories" → "Windows Explorer". Once in "Windows Explorer" click on the "My Network Places" in the left menu. You may also see the "My Network Places" icon on the desktop of the computer and can double click on it instead if it is available.

2. When the "My Network Places" window is open there will be "Network Tasks" to the left. You will need to click the "Add a network place" task to create a shortcut to the student server.



3. The “Add Network Place” wizard will then walk you through creating the shortcut. Click “Next” on the first screen. The second screen will ask “Where do you want to create this network place?” Select the “Choose another network location” option and not the “MSN Communities”.
4. Fill in “**ftp://students.jccc.edu**” for the “Internet or network address:” and then click “Next”. If you are wanting to connect to the instructors homework area use the following location instead "**ftp://students.jccc.edu/./homework**".
5. Uncheck the box to “Log on anonymously” and leave the “User name” box blank. By doing this when the shortcut is saved and then you open it the system will prompt you for your username and password at that time. Click “Next” to continue.
6. Give the network place a name to identify the shortcut. This can be anything you choose to make it easy to identify. The shortcut will now be saved to your “My Network Places” and you can open the server space by clicking on the shortcut. By double clicking on this short cut you will be connected to your server space.
7. The last window will ask to open the network place when finished. Allow the wizard to open the student server to test the connection. It should prompt you for your user name and password. If you are a student you will need to register for an account at <http://students.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

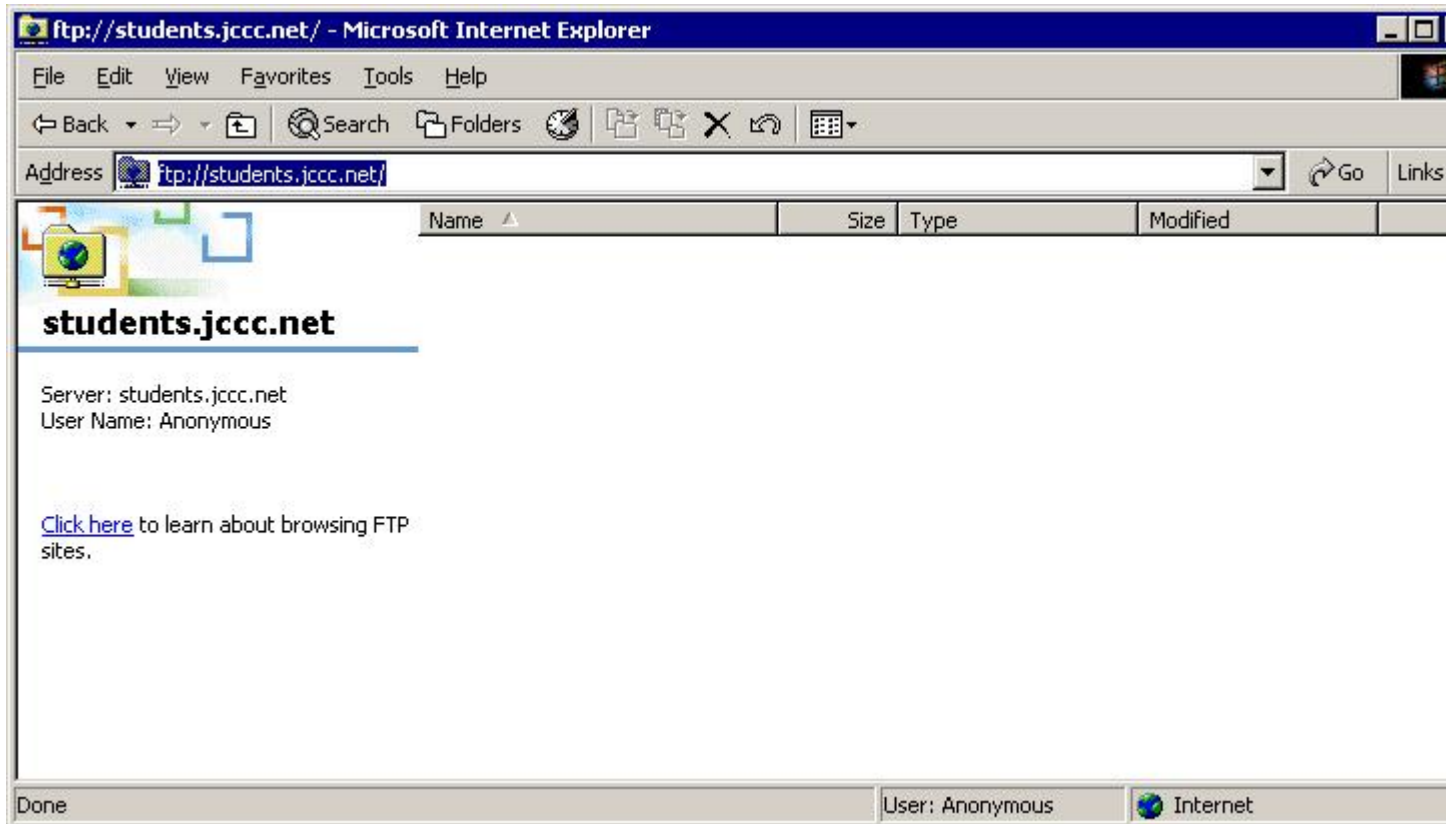
help web page. If you are a faculty member you will use your JCCC email user name and password that you use to access your Exchange email account. See the images below for an example. After logging your personal folder should open up.

Note: Instructors will use their email address and password to login. Example: "jdoe@jccc.edu" as the user name.



Special case instructions for Internet Explorer

1. If you have used Internet Explorer to connect to the student server and an empty window appears similar to the one shown below take the following action.



2. Even though a username and password was given you'll see that at the bottom of the window it show "Anonymous" as the user. From the menu you will need to select "File" → "Login As". This will prompt you for your username and password again. After you have entered the information a second time the server should open your file space.