

# students.jccc.net Server Access

## Connecting to the student server space from on campus using a Mac OSX workstation

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

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. The drive map program will also give you access to drop off homework to instructor or pick up files they wish to share if they choose to use the service.

Only you have access to the contents of your personal drive space. Because this is your personal drive space you can create, modify, or delete any files located here.

To prevent another user from gaining access to your files, you must remember to disconnect from your personal space when you are finished.

The documentation presented here describes how to use connect to the drive space when on campus. Other methods for accessing this space from off campus are available and documented and can be found at <http://helpdesk.jccc.edu>.

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

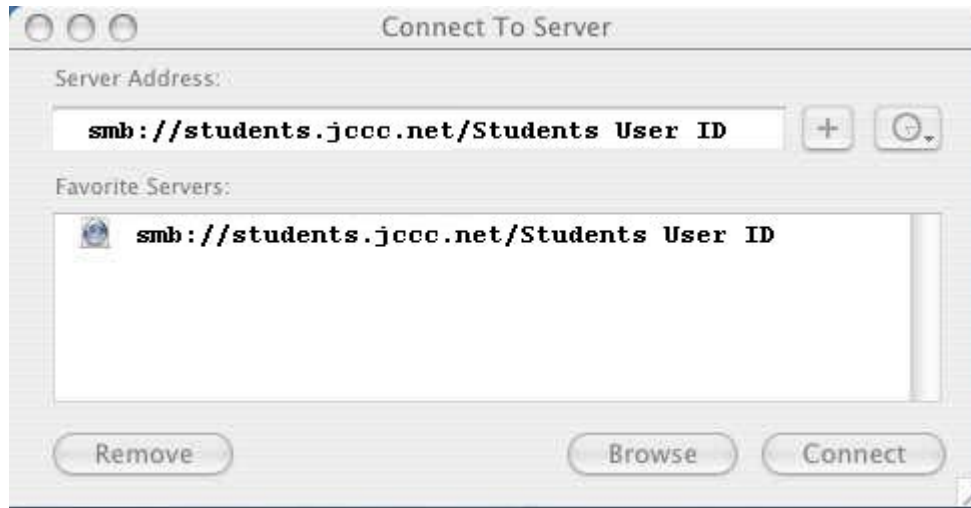
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### Accessing your home directory on the students server:

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

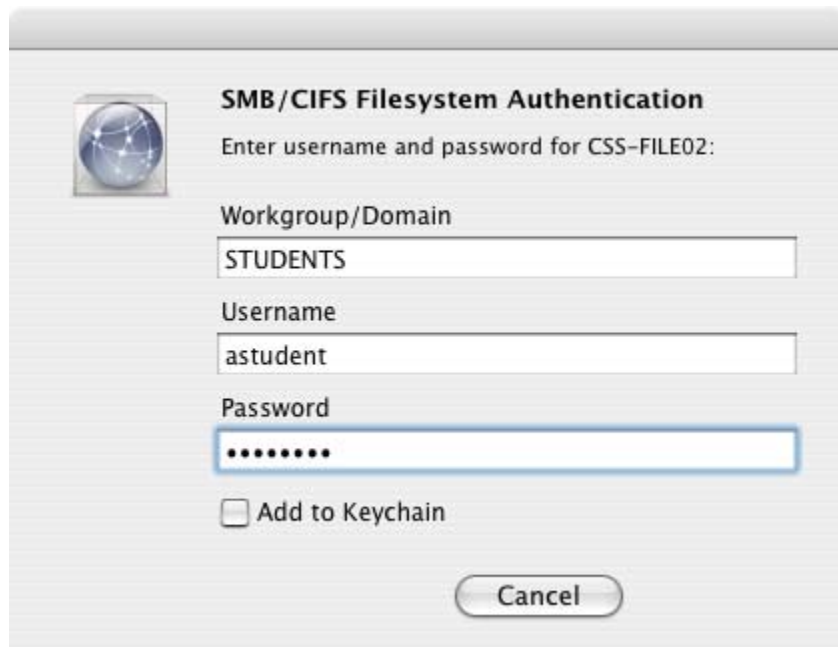
"smb://students.jccc.net/*username*", where *username* is your account name used to login to the main campus website. If you do not know what your username is you can contact the Student Success Center and they will be able to assist you.

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" information 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.

**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 with your username. Double-click the icon to gain access to your drive space.

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**Disconnecting from the drive map program:**

1. Click and drag the icon labeled with your username to the "trash" icon to disconnect.

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