CALS Electronic Student File Process

Starting Fall 2010, CALS Student Files are now paperless. We have created electronic student files on the CALS Shared drive. Each department has a Departmental student folder that anyone with advisees can access. If you have any issues, please contact Rose Laba 656-0289 or Heather Palow 656-2980.

There are two options to access the shared drive, try option 1, if it doesn't work, try option 2, if that doesn't work, contact Dave Deutl:

Option 1:

PC USERS

Go to the start menu.

Double click on my computer.

Double click on the (S:) network drive: shared on 'files.campus.ad.uvm.edu' (S:)

Scroll down to cals, double click on cals folder

Double click on Student Advising Files folder

Double click on your department's folder

> You can drag this folder onto your desktop to make a shortcut so you don't have to go through the above process every time.

MAC USERS

Go to Finder

Click on Go

Click on Connect to Server

Address: cifs://files.campus.ad.uvm.edu

Click Connect

Click Shared, OK

Scroll down to cals, click on cals folder

Click on Student Advising Files folder

Click on your department's folder

This folder will contain all of your student advising folders for the Fall 2010 semester and beyond. The user is only authorized to access directories where they have permission. Heather Palow assigns those privileges, contact her at Heather.Palow@uvm.edu or 802-656-2980 if you need access to additional directories.

These are your advising files; use them as you did the paper files. Add advising memos, questionnaires, etc.

Option 2:

PC USERS

Go to the start menu: START-> RUN-> type in the following: **\\files.campus.ad.uvm.edu** and press OK.

When the Logon window appears, enter **campus\netid** where netid is the users first initial and last name (ex: campus\ddeutl) and the password is your net password – the one you use for webmail.

Scroll down to cals, double click on cals folder

Double click on Student Advising Files folder

Double click on your department's folder

> You can map a network drive to the shared directory by selecting TOOLS (from the toolbar on the window that appears when you login) ->MAP NETWORK DRIVE -> scroll down to S: and enter **\\files.campus.ad.uvm.edu\shared\cals\Student Advising Files** in the FOLDER text box.

> Put a check in the Reconnect at logon, and then FINISH.

> You will now have a shortcut and will not have to go through the above steps every time.

Several users have followed these directions and found it useful to then create a shortcut for the S:\drive on their desktop. Don't be alarmed when you double click on the mapped drive (whether it is a desktop shortcut, from My Computer, or from Windows Explorer) and it prompts you for your logon and password again- just remember to use campus\netid for your name.

The user is only authorized to access directories where they have permission. Heather Palow assigns those privileges. Contact her at Heather.Palow@uvm.edu or 802-656-2980 if you need access to additional directories.

If you used **Option 2** to connect to the shared drive, your computer has not been switched to the Active Domain, and we would recommend that you contact Dave Deutl at David.Deutl@uvm.edu to have him migrate your computer to the CAMPUS domain which will take about 30 – 45 minutes and will require both the user and Dave to complete the process. It is highly advisable for those faculty/staff members to migrate to the Campus Domain in the near future as more and more issues will arise that require that connection.