Student Server Space: Windows lab computer on campus

This document applies to personal Student Server Space and Instructor Space access from a **Windows computer in a lab on campus**.

All students at JCCC are provided 6 GB of network drive space on the student server to store personal files, projects, and course materials. Only you have access to the contents of your personal drive space, and can create, modify, or delete any files located there. To prevent another user from gaining access to your files on a lab computer, you must *remember to disconnect* from your personal drive space when you are finished.

Your instructor may also use the **instructors** drive space to have students submit assignments, or distribute course files.
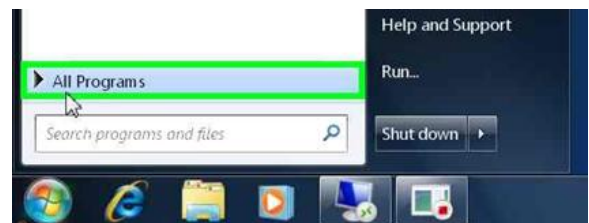
Student server space is also available from off-campus, using the FileZilla client. For more information, please visit the Help Desk webpage: **http://helpdesk.jccc.edu**.

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1) Activate your Student Server Space account in Student Self Help: **https://cssdb.jccc.edu/selfhelp/**
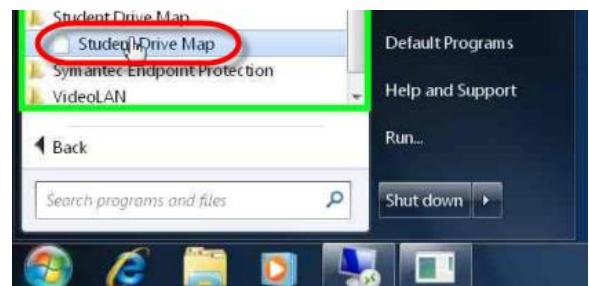
   Login to Student Self Help with your MyJCCC username and password. If you do not know your username, use the "**What is my Username?**" link on the MyJCCC login page: **https://my.jccc.edu**.

2) The **Student Drive Map** utility is installed on Windows computers in computer labs on campus:

   Select **Start** > **All Programs**

   Student Drive Map > **Student Drive Map**

3) The "**JCCC Drive Share**" window will appear.

   Enter the following information, and click the **Connect** button:

   If you are a Student:
   Username: username
   Password: password set in Student Self Help

   If you are an Instructor:
   Username: jccc-employee\username
   Password: your network or email password

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4) If successful, a window will display with a reminder to logoff when finished.
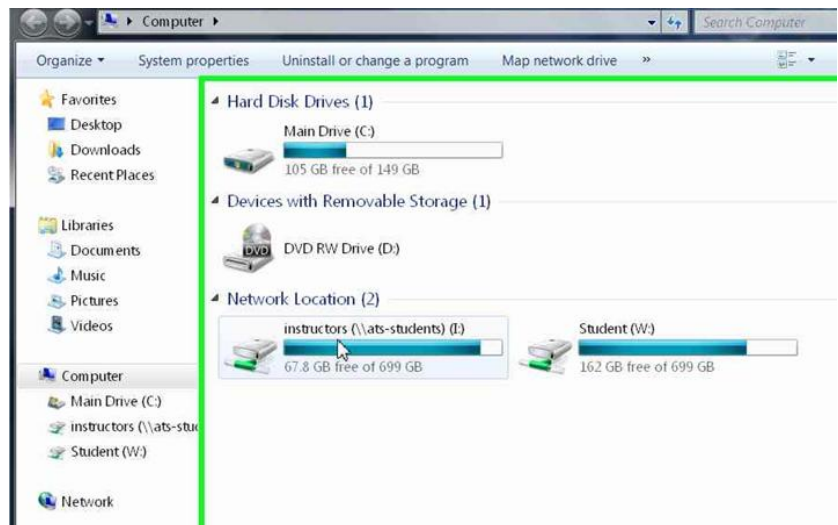
Click the **OK** button to continue.

5) To access your **Student Drive Space**, double-click the **Computer** icon on the desktop.

Your personal **Student Server Space** will display as:
Student (W:)

The **instructors** space will also be available:
instructors (\\ats-students) (I:)

Your instructor may opt to use the **instructors** drive space for assignment submission, or to distribute course files.

Double-click on either drive to access their contents.

6) To **disconnect** from the your **Student Server Space**:

Access the **Student Drive Map** utility, and click the **Disconnect** button:
Start > **Programs** > **Student Drive Map** > **Student Drive Map**