

NAME:

Computer Art Faculty:

Username: _____

Password: _____

Note: any capital letters in the Password?

Network Limit:

- To use your **Network Folder:** In the menu, choose:
Go > Connect to Server. choose: **studentfileserver.** Enter your:
Username & Password (your Password is case sensitive!). Choose:
Student Files Spring 2011. See the Student File folder on the desktop or in the Finder window.
Find your folder alphabetically.

DRAG YOUR FILE TO THE COMPUTER DESKTOP & OPEN IT THERE

NEVER DOUBLE-CLICK A FILE WHILE IT IS STILL IN YOUR NETWORK FOLDER!

When done working, **close the file & quit** the application. **THEN** drag your file back to your Network folder. **NEVER move a file while it is open** in an application! Eject the Network folder, and clean your files off the computer before you leave. (& empty the trash.)



- To go to the **facultyserver:**

Log in as:

student (username), & **student** (password).

Get homework files from “Student Pick Up” folder, & drop homework into “Student/ Work Drop”
- You will see the following message:



Just click “OK” - it will copy in.