



Access Student Files off Campus

This tutorial will guide you through accessing your student files off campus using text and images.
Student

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Accessing Student Files Using Windows 8

S Drive (Class)

1. Click "Desktop" in the Start Menu (Figure 1)
Note: If this menu does not appear on your desktop, click the Windows Key on your keyboard.

Figure 1

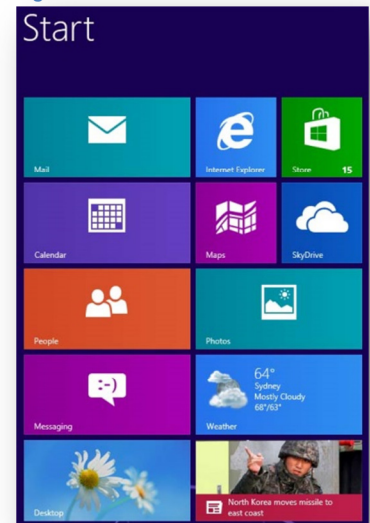


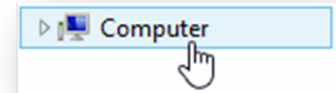
Figure 2



2. Click the File icon (Figure 2)

3. Click "Computer"

Figure 3



4. In the new window right click in a blank area and select "Add Network Location"

5. Click Next then select "Choose a Custom Network Location"

6. Click Next then type "https://studentfiles.century.edu/class"

7. Click Next then type your Star ID in the format century\StarID

8. Type your password then click next

9. Give the shortcut a name (ex: Century S Drive)

10. Click Next and Finish. A link to your student Files is now saved to your computer. You can access them anytime you are connected to the internet by opening Computer and double clicking Century S Drive

H Drive (Personal Storage)

1. Follow steps 1 through 5 above

2. Type https://studentfiles.century.edu/studenthome/StarID (replace "StarID" with your Star ID)

3. Click Next then type your username in the format century\StarID

4. Type your password then click next

5. Give the shortcut a name (ex: Century H Drive)

6. Click Next and Finish. A link to your student Files is now saved to your computer. You can access them anytime you are connected to the internet by opening Computer and double clicking Century H Drive.

Accessing Student Files Using Windows 7 / Vista

S Drive (Class)

1. Click on Start | Computer

2. In the new window right click in a blank area and select "Add Network Location"

3. Click Next then select "Choose a Custom Network Location"

4. Click Next then type "https://studentfiles.century.edu/class"

5. Click Next then type your Star ID in the format century\StarID

6. Type your password then click next

7. Give the shortcut a name (ex: Century S Drive)

8. Click Next and Finish. A link to your student Files is now saved to your computer. You can access them anytime you are connected to the internet by opening Computer and double clicking Century S Drive

H Drive (Personal Storage)

9. Follow steps 1 through 3 above

10. Type https://studentfiles.century.edu/studenthome/StarID (replace "StarID" with your Star ID)

11. Click Next then type your username in the format century\StarID

12. Type your password then click next

13. Give the shortcut a name (ex: Century H Drive)

14. Click Next and Finish. A link to your student Files is now saved to your computer. You can access them anytime you are connected to the internet by opening Computer and double clicking Century H Drive.

Accessing Student Files Using Windows XP

S Drive (Class)

1. Open "My Network Places" then click on "Add a network place"
2. On the first screen click Next then select "Choose another network location" click Next
3. In the address bar type "https://studentfiles.century.edu/Class" click Next
4. Type your username in the format century\StarID. Click OK.
5. Click Next and Finish. A link to your student files is now saved to your computer. You can access them anytime you are connected to the internet by opening "My Network Places" and double clicking studentfiles.century.edu/class

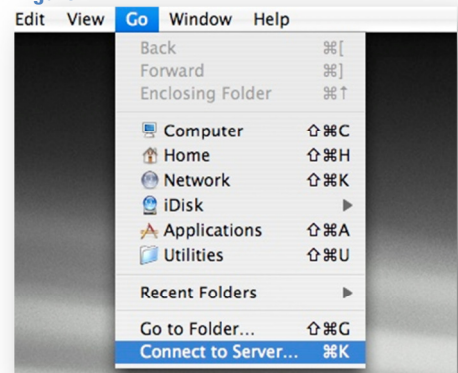
H Drive (Personal Storage)

1. Open "My Network Places" then click on "Add a network place"
2. On the first screen click Next then select "Choose another network location" click Next
3. In the address bar type https://studentfiles.century.edu/studenthome/StarID
 - a. (NOTE replace "StarID" with your actual Star ID) click Next
4. Type your Star ID in the format century\StarID. Click OK.
5. Click Next and Finish. A link to your student files is now saved to your computer. You can access them anytime you are connected to the internet by opening "My Network Places" and double clicking studentfiles.century.edu/studenthome/StarID

Accessing Student Files Using a Mac

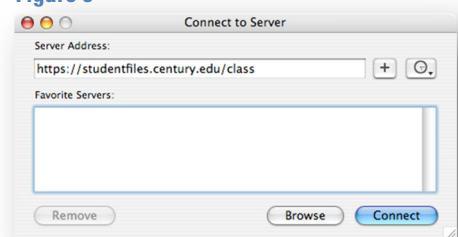
From the "Go" menu, click on "Connect to Server..." (Figure 1).

Figure 4



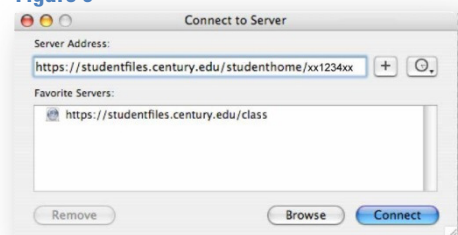
Add <https://studentfiles.century.edu/class> to your favorite servers. This is the address you will use to access the "S Drive" (Figure 2).

Figure 5



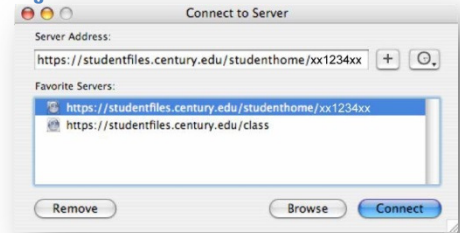
Add <https://studentfiles.century.edu/studenthome/StarID> to your favorite servers (replacing "StarID" with your Star ID). This is the address you will use to access your "H Drive" (Figure 3).

Figure 6



Now click on the drive you want to access, and click Connect (Figure 4).

Figure 7



Type your Star ID and Password. Click OK (Figure 5).

Figure 8



The drive will open, and you will now have a desktop icon for that drive. Repeat steps 4 and 5 to get your other drive.