



## Accessing Student U: Drives from home

Students can use the Internet to manage their U: drive files from off-campus. By using Remote File Access, Students can view, add, edit or delete any of the files in their U: drive, including files in their Web folders. This is accomplished by using the WebDav protocol - Web-based Distributed Authoring and Versioning.

**Because of the large number of possible home computer configurations, the ITS department cannot guarantee the functionality of this service.**

- If you are unable to connect from home, please try this service on campus. If you are successful on campus, but not at home, it is a configuration or security setting on your home system.
- If you are unable to connect from home or from on campus, the problem may be with your student computer account (Make sure you have followed the Instructions below). Please stop by the ITS Helpdesk to have a ticket created for this (please remember to bring our Student ID).

## Connecting from off-campus - Requirements

**In order to access your U: drive from off-campus, you will need the following:**

- A Computer with Internet Explorer 5.0 or higher
- Mac users need to be running OS X 10.3 or later
- An active Internet connection
- An active VIU Student Computer Account (see below)
- Remote File Access enabled for your Computer Account (see below)

\* To Create a Student Computer Account, please see the following web page:

Technology Essentials for Students - <http://www.viu.ca/technology/students/essentials.asp>

\*\* To Enable Remote File Access, or confirm that remote file access is enabled on your account, login to the following web page: (ATTENTION: you must use a **Windows operating system and Internet Explorer 5.0 or higher** to use the online tool to enable Remote File Access. The buttons will NOT work with Firefox or any MAC browsers):

Remote File Access - <http://entrance.capitan.mala.bc.ca/student/studentweb/main.asp>

You will see a page that should look like this. If Remote file access is not enabled, click the Enable button.

Remote file access allows you to access your files from home through a web browser

**Remote file access is enabled**

Disable remote access

Home page access allows you to create your own web site.

If you are having problems accessing your Home page, you can remove it, then re-create your Home page

\*\*\* Warning \*\*\* You will lose all the files in your /web directory if you remove your Home page access.

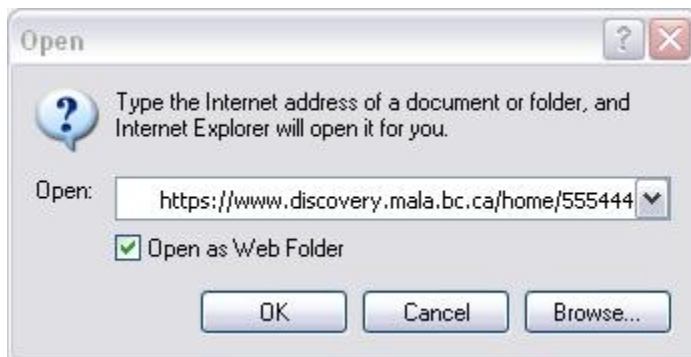
**Home page access is enabled**

Remove Home page access

## Connecting from off-campus - Windows Instructions

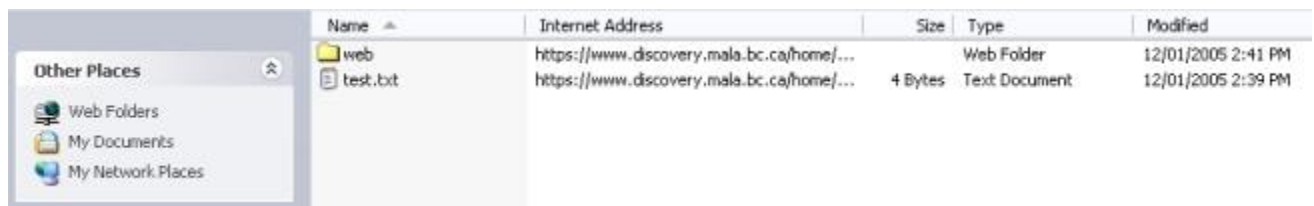
**\*\*** You must have Remote File Access enabled for your Discovery account -- see above for instructions. You must use Internet Explorer 5.0 or higher to connect off campus - **Firefox is Not Supported**

- Open an Internet Explorer 5.0 or higher window
- Go to File -> Open...
- In the Open: field type the following: `https://www.discovery.mala.bc.ca/home/yourusername`
  - Change 'yourusername' to your Discovery account username (i.e. `https://www.discovery.mala.bc.ca/home/555444555`)
- Check the Open as a Web Folder box and Click OK



- You may get a message about security certificates (because you are accessing a secure site `https://` instead of the regular `http://`) - just click Yes to this.
- You will be asked for a username and password. Type Discovery\ in front of your username (i.e. Username: **Discovery\555444555**)
- Enter your password as normal
- You will then see an Explorer view of your files.

**Warning:** Do not copy or move the folder named "**Web**". If you do, your web directory will no longer work correctly. However, you can safely move files from within the "Web" folder.



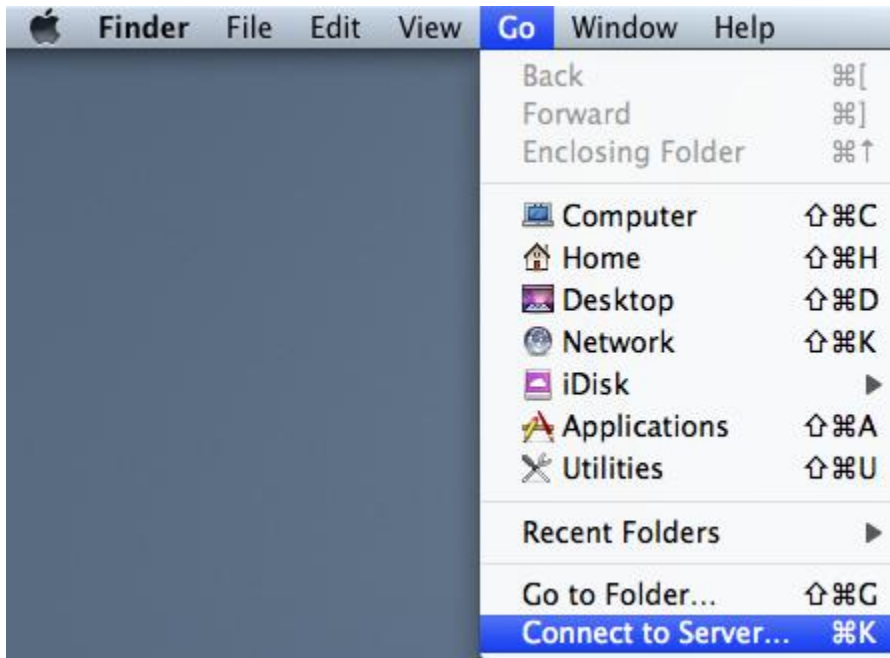
Name	Internet Address	Size	Type	Modified
web	https://www.discovery.mala.bc.ca/home/...		Web Folder	12/01/2005 2:41 PM
test.txt	https://www.discovery.mala.bc.ca/home/...	4 Bytes	Text Document	12/01/2005 2:39 PM

- To add files to this folder you can copy and paste or drag and drop them into the open window.
- To edit existing files, you will need to copy and paste (or drag and drop) the files to your local computer. Once the file has been edited, copy and paste (or drag and drop) back into the Explorer view (you will be prompted to overwrite the earlier copy of the file).

## Connecting from off-campus - Macintosh Instructions

\*\* You must have Remote File Access enabled for your Discovery account -- see above for instructions.

- In the Finder's GO menu, click on Connect to Server



- Type the following:  
`https://www.discovery.mala.bc.ca/home/yourusername`
- Change 'yourusername' to your Discovery account username (i.e. `https://www.discovery.mala.bc.ca/home/555444555`)
- Press the Connect button

