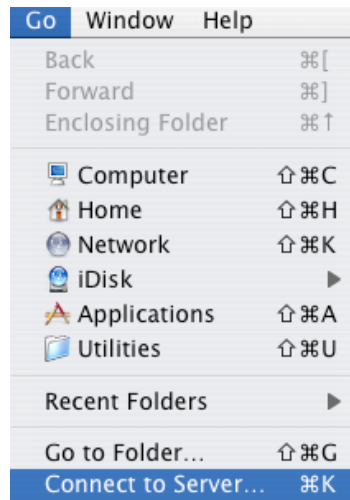


# Student and Course Server Accounts Hampshire Regional School District

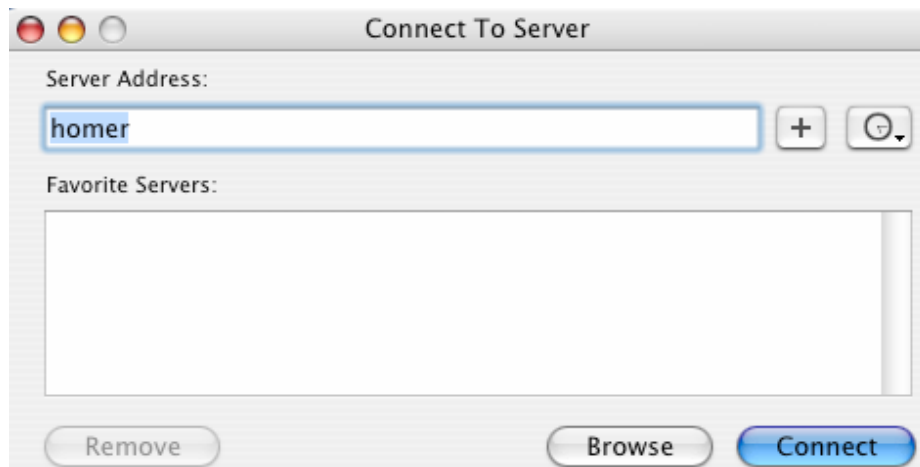
This document explains how to log into student and course accounts.

Once you are logged into the computer follow the steps below to gain access to course account folders located on the server.

Select **Go → Connect to Server** from the drop down menu



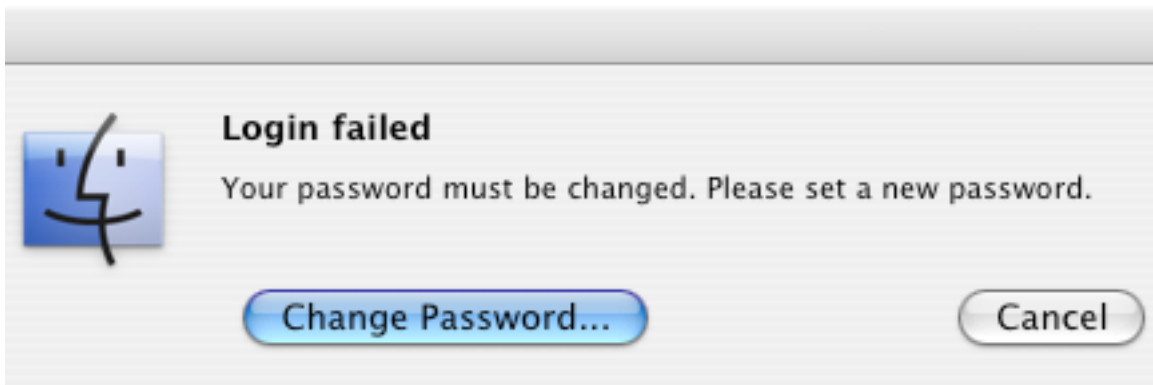
Enter **homer** in the **Server Address** field and click on the **Connect** button.



At the login window, enter your user **Name** and **Password**.



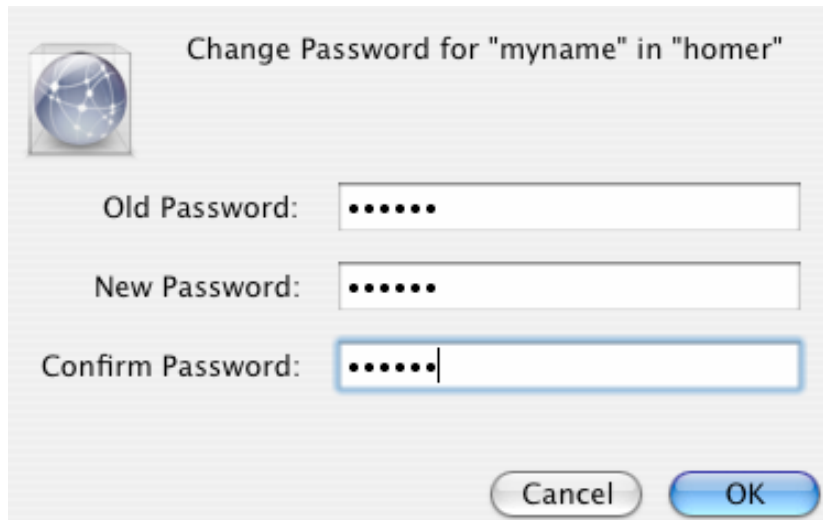
The first time you log in, the **Password** is the same as your user name. Once you enter the password, click on the **Connect** button. You will be prompted to change your password the first time you log in. Click on **Change Password**.



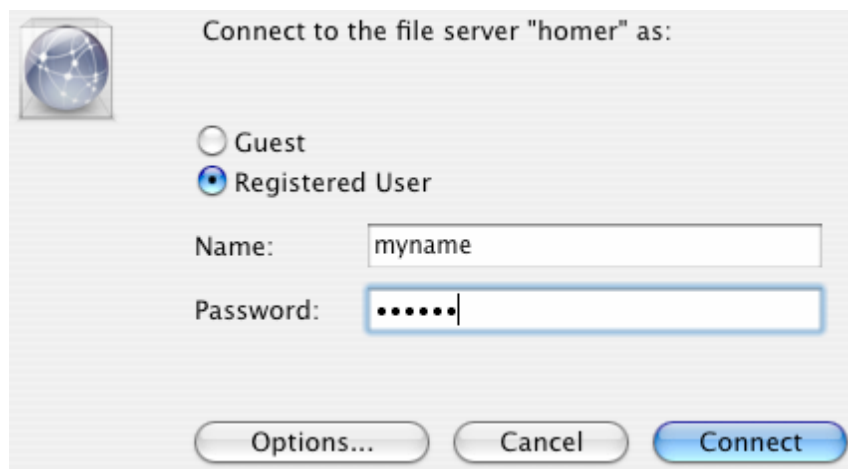
Enter your **Old Password** (the one you just used), then enter and confirm a **New Password**. Then click on the **OK** button.

Please note your new password **MUST** be at least 6 characters long. Your password can contain both letters and numbers. However, do not use any other keyboard symbols for your password.

**DO NOT TELL ANYONE YOUR PASSWORD – EVER!** If others know your password they can log into the server and the network, as you, and gain access to all of your files and course folders you are authorized to access. Therefore, you should be the only one who knows and uses your login name and password. Please keep your password a secret! If for some reason you believe someone else knows your password, report it immediately to the IT Department so your password can be reset.

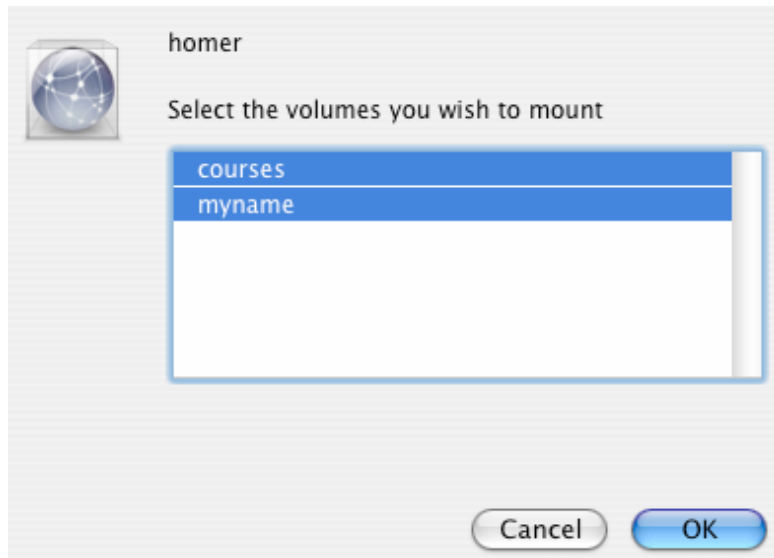


Once you change your password, you will be brought back to the login window. **Erase the contents** of the **Password** field and enter your new password. Click on the Connect button to continue logging in.



You will be presented with a list of “volumes” (a.k.a. folders) you have access to on the server. The **courses** volume/folder should be in the list.

Select the “volumes” (folders) you wish to “mount” (appear) on the desktop. To select more than one volume (folder), hold the **Shift** key down while clicking on the volumes (folders). Once you have selected the volumes, click the **OK** button.



The volumes you selected will appear as icons on your desktop. These volumes contain the folders you have access to. If the volume/folder does not open automatically, simply double click on these icons to open your folders.



**NOTE:** You **ONLY** have access to folders that do **NOT** contain a “minus” symbol. For example, you would not have access to the “bryant\_bio\_cp3” folder below, but you would have access to the “bryant\_bio\_honors” folder.



**BE SURE TO LOG OFF YOUR SERVER ACCOUNT WHEN YOU ARE DONE.** To log off your server account, simply click and drag the volume icon into the trash.