

March 21, 2013

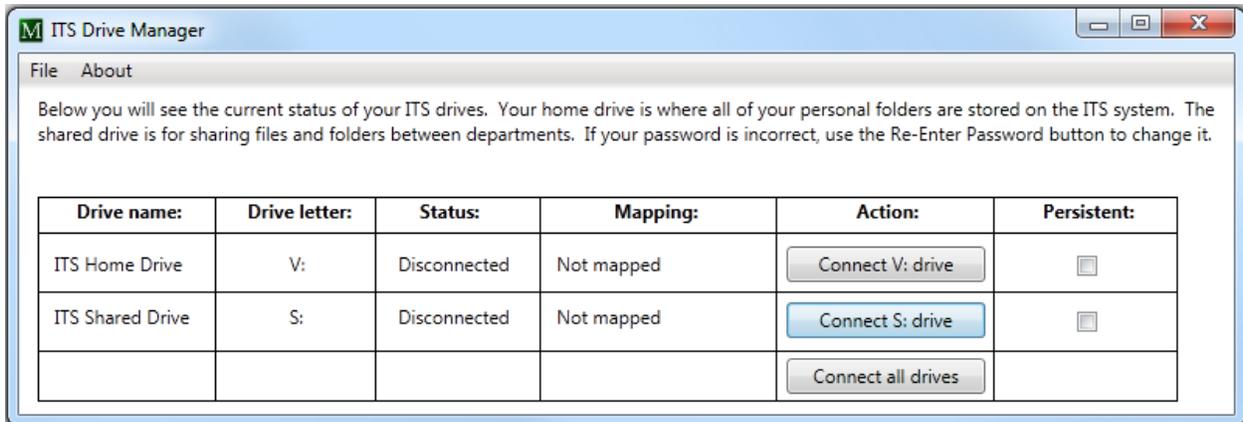
# ITS Drive Manager

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The ITS Drive Manager was created to simplify the process of accessing files on the ITS file system from your Mosaic account. The following guide will walk you through using the ITS Drive Manager application. If there are any problems with the application, please contact the Mosaic Help Desk by emailing [mlc@uncc.edu](mailto:mlc@uncc.edu).

## Application startup

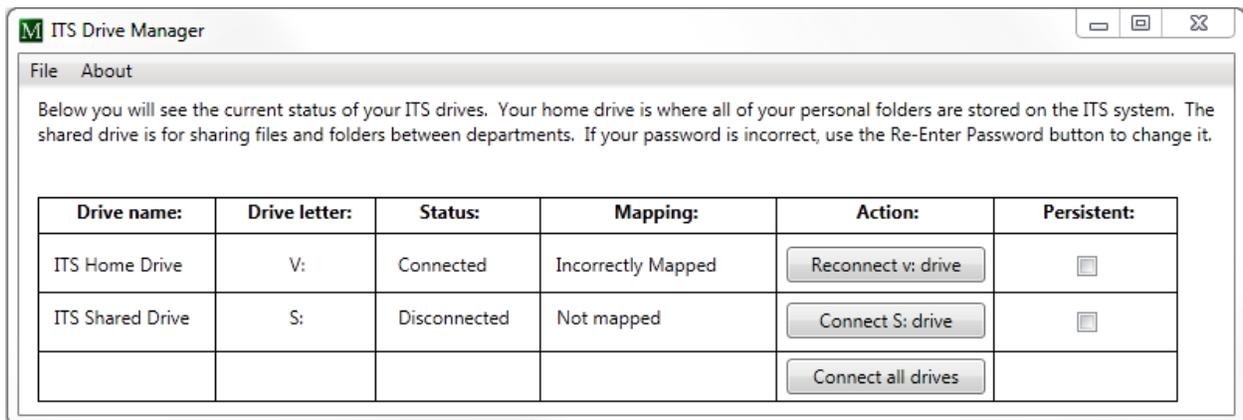
When you start the ITS Drive Manager application, it will automatically check for any network drives you have on your account. If you have no network drives mapped, you will see the default screen below:



A description of each column is below:

- **Drive name** – The name of the ITS drive (either home or shared)
- **Drive letter** – The letter of the drive to be connected
- **Status** – Tells if the drive is connected or disconnected
- **Mapping** – Shows if the drive is mapped, not mapped, or incorrectly mapped
- **Action** – What actions you can perform (connect, disconnect, reconnect, etc.)
- **Persistent** – Lets you choose to have you drive automatically reconnect when you log in (this also creates a shortcut on your desktop)

If the "Mapping" column says "Incorrectly mapped" as shown below, that means that another network drive is already connected to the V: drive on your computer. If this is the case, the "Action" column will prompt you to reconnect the V: drive.

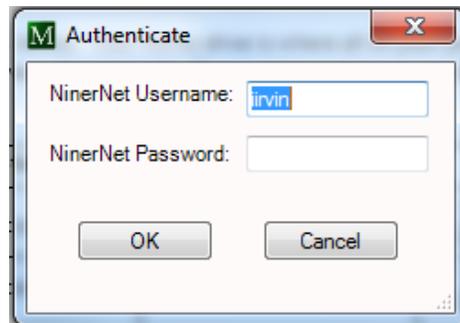


**NOTE:** By clicking "Reconnect" on either the V: or S: drives, you will remove the previous mapping for those drives. Please make sure that you can recreate these mappings if necessary before proceeding.

## Connecting your ITS drives

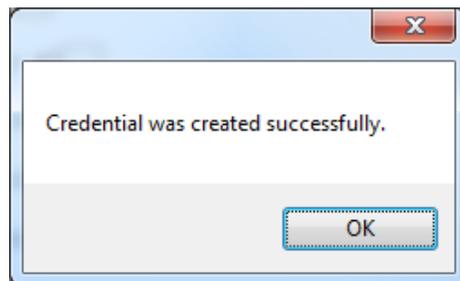
If the application starts and neither of your drives are connected, you will have the option to connect these drives. To do so, simply click either “Connect V: drive” (to connect your ITS Home drive), “Connect S: drive” (to connect the ITS Shared drive), or “Connect all ITS drives” to connect both drives.

When you click connect on either of the options, you will be presented with a log on dialog as shown below:



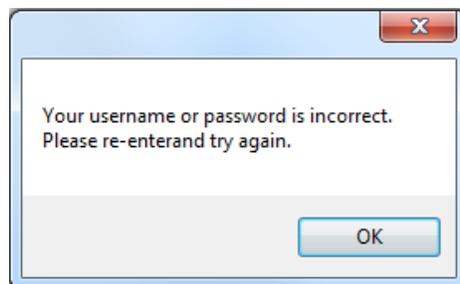
The application will automatically fill in the username field with the system username. If you wish to log in with a different user name, simply delete the generated username and enter another. The password will be your NinerNet password.

Once you have entered the correct information, click “OK”. A box will pop up confirming that the command has completed successfully. At this point, if you checked the “Persistent” box, you will see the following message appear:



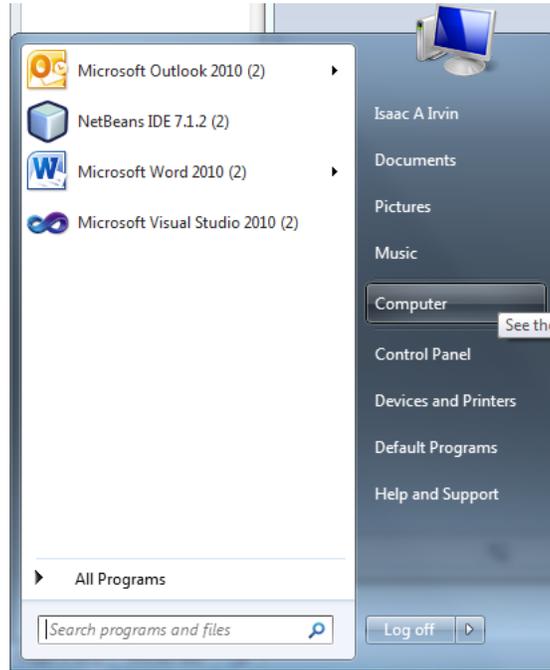
This is just telling you that the application was able to save a Windows Credential on your profile.

If you did not enter your password correctly, you will see the message below:



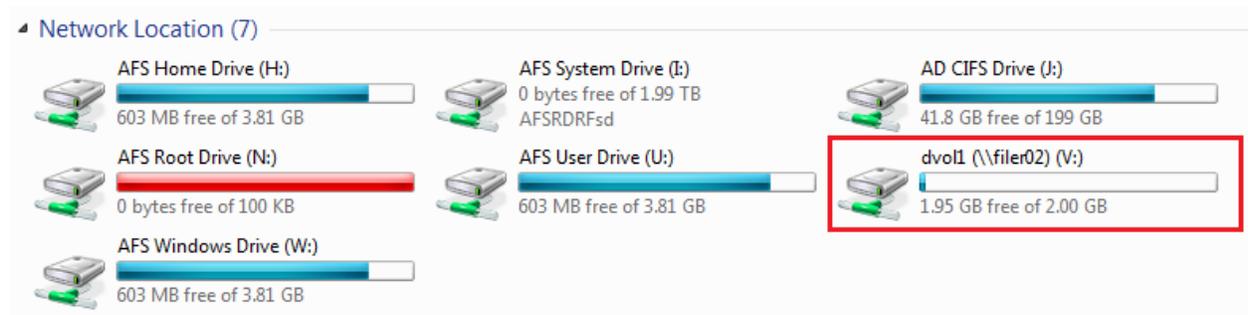
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Now that you have connected either your ITS Home or ITS Shared drives, you can access them by going to Start -> Computer.

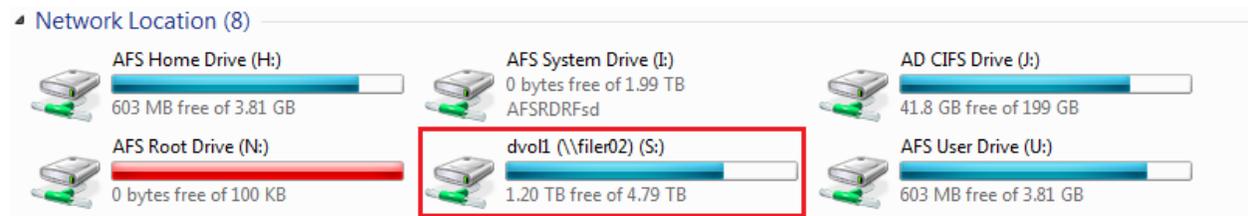


You will see the connected drives under the "Network Location" section as shown below.

ITS Home drive:



ITS Shared drive:



## Disconnecting your ITS drives

Once your ITS drives are connected, the buttons in the “Action” column will change to “Disconnect ...” When you click on any of the “Disconnect ...” buttons, the drive will be removed from your computer and you will get a confirmation dialog saying that the drive has been deleted.

