

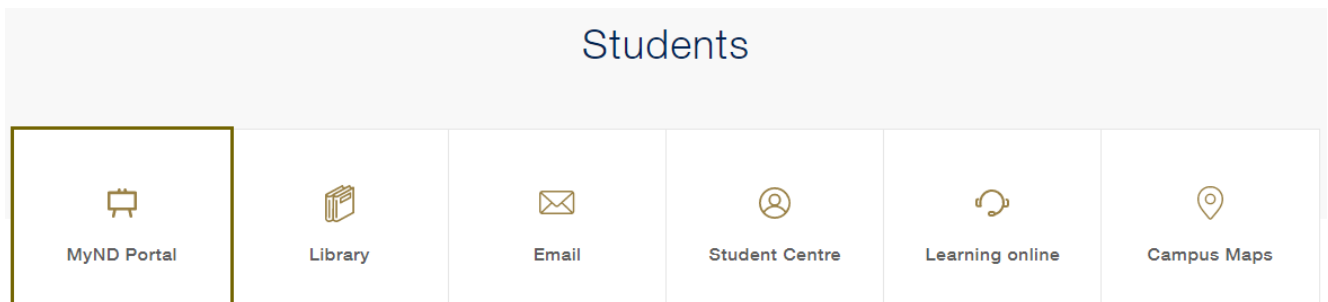


File Server – Off-Campus Access

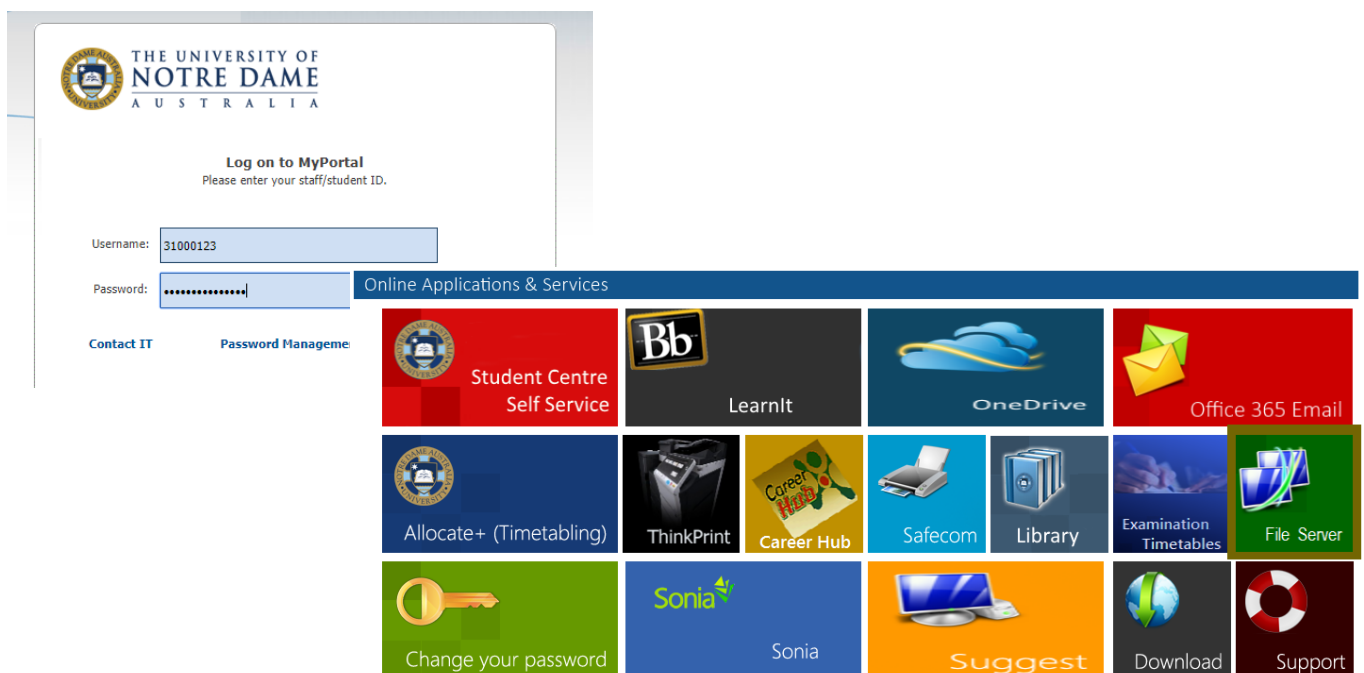
The File Server allows students to access their data off campus on their device. All shared drives are accessible with the same folder structure found on the shared drives on campus computers. The File Server is located under the MyNDPortal on the Notre Dame website.

Access File Server

1. Select the **menu icon** on the top right of the page.
2. Select **Student** from the menu
3. Click the **MyND Portals** link
4. Enter your **Student ID and password** to access the ND Portal



5. Click the **File Server** tile under the portal page



Finding a File

The following Shared Drives are accessible from the main screen.

- H:\ Drive – Home Drive -
- S:\ Drive – Student Drive



Example: If you click S:\ Student Drive link and then the Fremantle folder you see the same folder structure as the S:\ Fremantle folder on your campus machine.



MyND Portal

MyND Home
Safecom

Student File Server

Access to your personal documents is now via SkyDrive, however access to materials on the 'S:' drive is available here.

Student Drive (S)

Home Drive (H)

File Uploading

No file chosen

Folder	File Name	Size	Date Modified
<div style="background-color: #f0f0f0; padding: 2px 5px;"> Broome </div> <div style="background-color: #f0f0f0; padding: 2px 5px;"> Cert IV Trans 160214 CR </div> <div style="background-color: #f0f0f0; padding: 2px 5px;"> Fremantle </div> <div style="background-color: #f0f0f0; padding: 2px 5px;"> Sydney </div>	No files found.		

To find the required file click through the folder structure under the **Folder** menu on the left panel. The file path to the required file is shown at the bottom of the window with the option to go back by clicking on the **Previous Directory** button.

Previous Directory

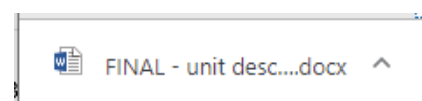
Student File Server
 S:\Fremantle\School of Arts and Sciences

Download/Upload a File

A file can be download from the File Server and saved as a local copy to your machine. The document can be uploaded back to the File Server when required, so it is accessible on campus machines.

To download a file from the File Server

1. Search to the required file found under the **Folder** menu
i.e. **S:\Fremantle\School of Arts and Sciences**
2. Click on the file to download a local copy
3. Complete the required work on the file and **save** a copy ready to upload.



To upload a file to the File Server

1. Select "**Choose File**" under the File Server main screen



2. Select your required file to upload.
The name of the selected file will show on the main screen.



3. Click **Upload**

The uploaded file is now stored on the shared drive and can be accessed from your campus and personal machine. The file can also be restored if deleted or corrupt as it is saved on a shared drive.

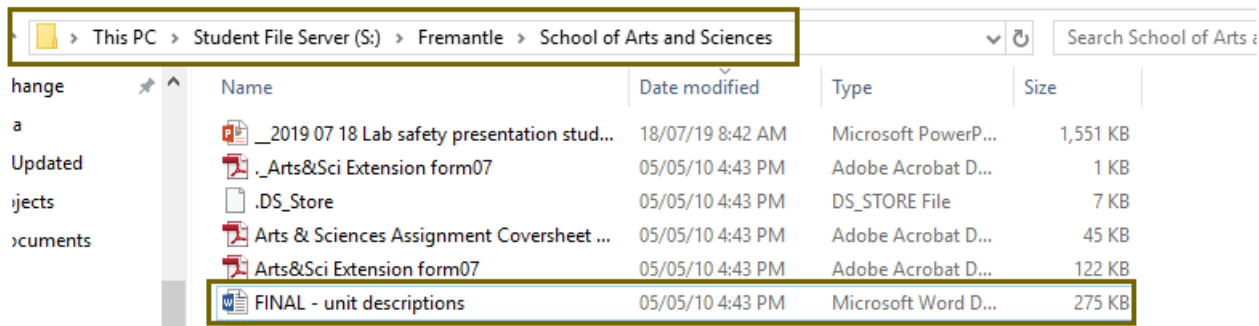


Example

You need to download the "Final unit description" for a course.

Campus machines use Windows Explorer to search the file path:

S:\Fremantle\School of Arts and Science



Using the File Server the same file path will be accessible

under **S:\Fremantle\School of Arts and Sciences**

Folder	File Name	Size	Date Modified
2005 & Older	.DS_Store	6,148	5/05/2010 4:43 PM
2007	._Arts&Sci Extension form07.pdf	82	5/05/2010 4:43 PM
2008	Arts & Sciences Assignment Coversheet _2009.pdf	45,568	5/05/2010 4:43 PM
2009	Arts&Sci Extension form07.pdf	124,776	5/05/2010 4:43 PM
2010	FINAL - unit descriptions.docx	281,593	5/05/2010 4:43 PM
2018 Archaeology 3040	__2019 07 18 Lab safety presentation students.pptx	1,588,015	18/07/2019 8:42 AM
ARTS3800 2019S1			
Broome Winter Program 2011			
Counselling			
GEOG1110			
High&Cliff			
SCIE3290 GIS			

Previous Directory

Student File Server
S:\Fremantle\School of Arts and Sciences

Click on the required file "UNDA PeopleSoft Staffing Access Request From.pdf" to download a copy to your computer.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

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8am – 5pm WAST
fremantle.it@nd.edu.au

Sydney

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8am – 5pm AEST
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