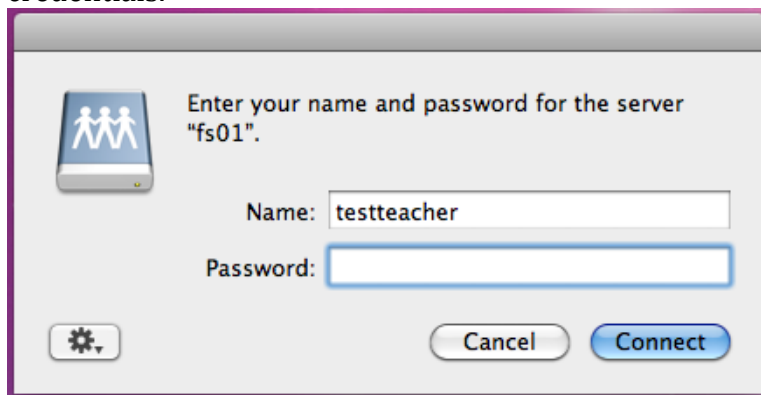# Faculty Public Drive Access

Objective

The Faculty Public Drive allows district faculty members to have a place on the network to share files and documents with other faculty members. This share can also be called a "public share" or a "faculty drive". Please note: this drive can only be accessed from inside the district and only faculty members may have privileges to access it.

Instructions

1. Locate your Dock. On the end of your dock, there is an icon like the one below; click the icon. (Please note: some staff members may have more than one, to find the right one, hover your mouse over the icon until you see "Faculty Public Drive" appear above it.)

2. You will then be prompted to enter a password. Enter your *COMPUTER* credentials into the boxed provided. These are the username and password you use to sign into the computer. NOT your e-mail or ProgressBook credentials.

3. If you have been successfully authenticated, there should now be a screen titled . The window that appeared is the Faculty Public Drive. You can drag any file or folder into the public drive. *Please note: Application files (programs) are not permitted on the public drive without permission from the Network Administrator or a building Administrator and will be deleted within one week of posting. If you wish to share a program with other faculty members, please consult the Network Administrator.*