Accessing your I:\ Network Drive from your Home Computer : Windows XP

Thanks to the IT department, you are now able to access your Staff Folder from your Windows XP or Mac OS 10 home computer at home, or other locations if you wish (sorry, older operating systems will not be able to do this!).

Follow these instructions:

1. To start, go to My Network Places, and click on "Add a Network Place" in the left hand menu.

   This will launch the "Add a Network Place Wizard".

2. In the opening Wizard window, simply click "Next."

3. In the second window, click to highlight the choice "Choose another network location", and click the "Next' button.
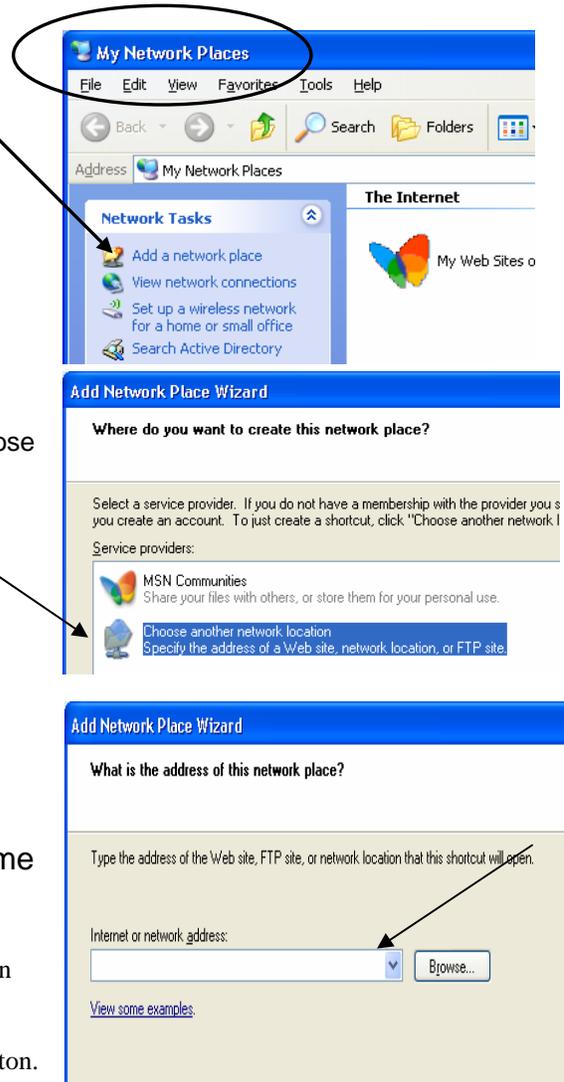
4. Now comes the key step. In the block for the Internet or network address, type the following address, using your username:

https://gotigers.chuh.org/Staff/FirstInitial_LastName

      a. **Note** the "s" in https – don't leave it out!!

      b. Use your HeightsNet user name, e.g. M_Beckman

5. After you have typed in the address, click on the Next button.

6. You will now get a Security Warning, telling you the site's Security Certificate has expired, do you wish to continue? This is an IT problem, which they are trying to correct; in the meantime simply click "Yes." (Be aware!! The security certificate sometimes opens up **behind** the gotigers window – you have to click YES before you can proceed! Look at the taskbar at the bottom of the window for the button that says "Security Alert", click on it and click on the Yes button.

      a. You will have to deal with the Security Alert every time you open the gotigers connection (until IT updates the security certificate). See the FAQs at the bottom of this sheet to see how to get rid of the Security alert once and for all.

7. You will be prompted for your HeightsNet username and password.

8. When you return to the My Network Places screen, you will see that you have an icon labeled gotigers.chuh.org. When you want to access your I:\ folder, go to My Network Places and double-click on the icon! You will have to say OK at the security warning every time (unless you tell your computer this is a "safe site" by following the instructions below), and then enter your username and password.

Frequently Asked Important Questions:

Should I tell the computer to remember my Password?

No!! Do **NOT** check the "Remember my Password". This will allow anyone immediate access to your I:\ drive once they log on to your computer. This is particularly important if you use a public computer (library, airport, etc. – remember you can use the Add a Network Wizard to access your I:\ drive from any Internet-connected computer). Be safe, not sorry!

When I'm finished working, what should I do?

Be sure to **EXIT** all of the open web browsers (use the red "X" on every browser window). Like your email, if you leave a web browser open, your I:\ drive folder remains open.

Can I use the gotigers address from my school computer?

Do not use the gotigers access from school – it is only for off-site access.

Will my gotigers access at home work just the same as the I:\ drive does at school?

Access to your I:\ will be slower than you are accustomed to at school. If speed is an issue, drag the files or folder you are working with to your desktop. Be sure to drag the files or folders back into your I:\ window when finished. You will get a message telling you that older files exist on your I:\ drive, do you want to replace them with the newer files. Click "Yes" to save the up-to-date version that you have been working on.

I've had it with the security warning!! What can I do to get rid of it?

If you are tired of constantly clicking Yes on the security certificate, simply open Internet Explorer, and on the Menu bar, go to Tools-> Internet Options, and choose the "Security" Tab. Click on the "Trusted Sites" icon, the click on the button that says "Sites". Type in https://gotigers.chuh.org (you don't need anything else) and click "Add". The gotigers address will now be considered a secure and safe site.