New England College

Information Technology Tip Sheet

"U: Drive" Access From Personally Owned Computers

Notes:

- These instructions are for personally owned computers from on or off campus. Campus owned computers provide your "U: Drive" when you login with your NEC username and password
- Graphics below are from Windows XP. Windows 2000, Vista & 7 setup is similar
- The web address in step 4 below can be used in any web browser without having to create a "Network Place"

Step 1 for Win XP

Click ***Start***.

Click ***My Network Places.***
OR
Click ***My Computer*** and then ***My Network Places*** on the left under ***Other Places***

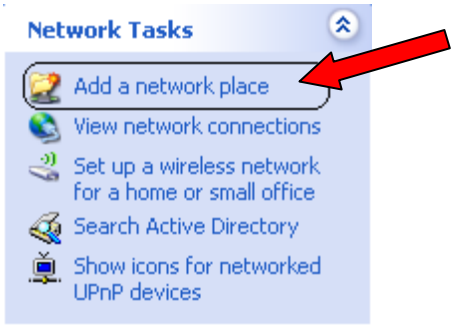
Step 1 for Vista (no graphic shown)

Click the ***Windows Button***
Click ***Computer***

Step 2 for Win XP

On the top left of your window under ***Network Tasks***

Click ***Add a network place***



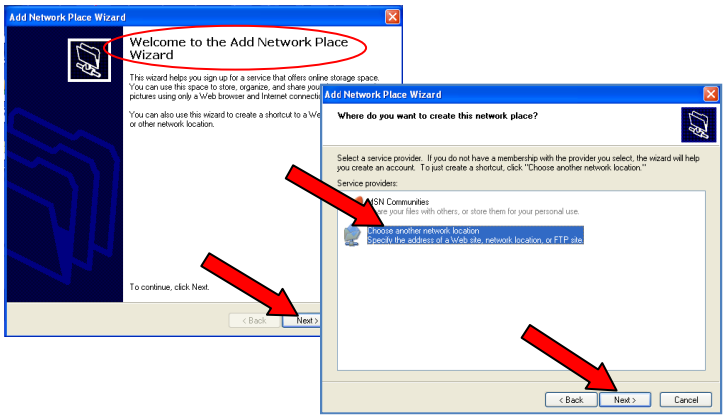
Step 2 for Vista (no graphic shown)

"Right click" any white area on the right side of the window from Step 1 and select ***Add a Network Location***

Step 3

In the ***Add a Network Place Wizard***
Click ***Next***

Select ***Choose another network location***
Click ***Next***



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Step 4

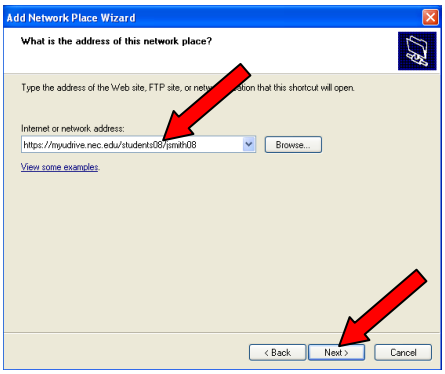
Enter your U Drive location in the ***Internet or network address*** field

https://myudrive.nec.edu/XX/username

XX = year you started at NEC, same as the last 2 digits of your **username**

username = same as your email username

Click ***Next***



Step 5

If you see the **Security Alert** on the right

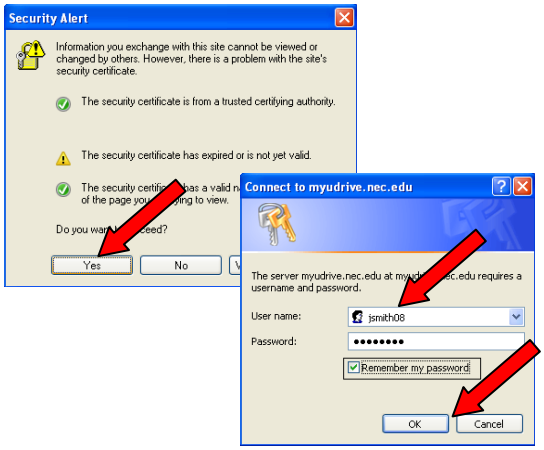
Click ***Yes***

Enter your ***User name*** and ***Password***

Same as your email User Name and Password

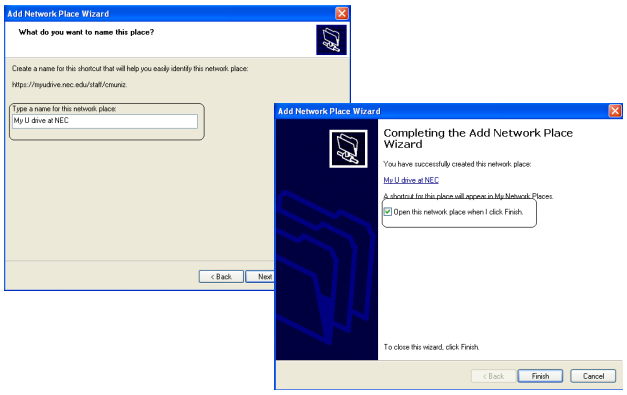
Optionally you can click ***Remember my password***

Click ***OK***



Finish

Set the remaining screens as you desire



Your U: Drive is now accessible from the same window you opened in Step 1 above