

LTU Share Drives

Lawrence Tech provides every student, faculty, and staff member with a 'personal share drive' for storing files and data. These drives can be accessed from on and off campus. Storage capacity is capped at 300 MB. The drives are located in the Data Center and are backed up routinely.

In addition to personal shares, many academic and administrative departments have 'departmental share drives' for storing data used by many members of their departments. These department share drives are also accessible from on and off campus.

The Instructions below explain how to map these drives on your laptop or desktop computer using Windows XP.

This Document contains three sections:

- Mapping Student Personal Shares
- Mapping Faculty / Staff Personal Shares
- Mapping Departmental Shares

Mapping Student Personal Shares

using Windows XP

To access your student personal share from ON campus:

- 1) Right Click on **My Computer**.
- 2) Click on **Map Network Drive**.
- 3) Scroll down the Drive box and choose **M:**
- 4) Check the box "Reconnect at login."
- 5) In Folder box type `\\radium\students\[your 9 digit Banner no.]` and hit enter.

To access your Student personal share from OFF campus:

1. Click the "Start" button.
2. Click on "My Network Places." The "My Network Places" window opens.
3. Click on "Add a Network Place" in the column on the left. The "Add Network Location Wizard" will appear. Click "Next."
4. When asked, "Where do you want to create this network location?" select "Choose a custom network location." Click "Next."

5. When asked to "Specify the location of your website" in the **Internet or network address** field, enter:

[https://students.campus.ltu.edu/\[your 9 digit Banner no.\]](https://students.campus.ltu.edu/[your 9 digit Banner no.])

Click "**Next.**"

6. Enter your User Name and Password when prompted. (You may be prompted more than once). Your User Name should be preceded by "**Campus**"

7. When asked, "What do you want to name this location?" enter a name of your choosing for example, "My LTU Share." Click "**Next.**"

8. When you see "Completing the Add Network Location Wizard," check the box "Open the network location when I click Finish" and Click "**Finish.**" It may take some time for the folder to open the first time.

9. A Network Location has been created in the "Network Location" section of **My Computer** with the name you chose. To create a shortcut on your desktop, right-click the Network Location and select "Send to... Desktop."

Mapping Faculty / Staff Personal Shares using Windows XP

To access your Faculty / Staff personal share from ON campus:

- 1) Right Click on **My Computer**.
- 2) Click on **Map Network Drive**.
- 3) Scroll down the Drive box and choose **M:**
- 4) Check the box "Reconnect at login."
- 5) In Folder box type [\\radium\facstaff\\[your_login_ID\]](#) and hit enter.

To access your Faculty / Staff personal share from OFF campus:

1. Click the "**Start**" button.
2. Click on "**My Network Places.**" The "*My Network Places*" window opens.
3. Click on "**Add a Network Place**" in the column on the left. The "**Add Network Location Wizard**" will appear. Click "**Next.**"

4. When asked, "Where do you want to create this network location?" select "**Choose a custom network location.**" Click "**Next.**"

5. When asked to "Specify the location of your website" in the **Internet or network address** field, enter:

[https://facstaff.campus.ltu.edu/\[your Login ID\]](https://facstaff.campus.ltu.edu/[your Login ID])

Click "**Next.**"

6. Enter your User Name and Password when prompted. You may be prompted more than once. Your User Name should be preceded by "**Campus**"

7. When asked, "What do you want to name this location?" enter a name of your choosing for example, "My LTU Share." Click "**Next.**"

8. When you see "Completing the Add Network Location Wizard," check the box "Open the network location when I click Finish" and Click "**Finish.**" It may take some time for the folder to open the first time.

9. A Network Location has been created in the "Network Location" section of **My Computer** with the name you chose. To create a shortcut on your desktop, right-click the Network Location and select "Send to... Desktop."

Mapping Departmental Shares

using Windows XP

To access your departmental share from ON campus:

1. Right Click on "**My Computer.**"
2. Click on "**Map Network Drive.**"
3. Scroll down the Drive box and choose **N:**
4. Check the box "Reconnect at login."
5. In Folder box type "[\\radium\depts\share_drive_name](#)" and hit Enter.

To access your departmental share from OFF campus:

1. Click the "**Start**" button.
2. Click on "**My Network Places.**" The "My Network Places" window opens.

3. Click on “**Add a Network Place**” in the column on the left. The “**Add Network Location Wizard**” will appear. Click “**Next**”.
4. When asked, “Where do you want to create this network location?” select “**Choose a custom network location.**” Click “**Next**”.
5. When asked to “Specify the location of your website” in the **Internet or network address** field, enter: <https://groups.campus.ltu.edu/<share name>>. Click “**Next.**”
6. Enter your User Name and Password when prompted. You may be prompted more than once. Your User Name should be preceded by “**Campus**”
7. When asked, “What do you want to name this location?” enter a name of your choosing for example, “Dept Share Online.” Click “**Next.**”
8. When you see “Completing the Add Network Location Wizard,” check the box “Open the network location when I click Finish” and Click “**Finish.**” It may take some time for the folder to open the first time.
9. A Network Location has been created in the “Network Location” section of **My Computer** with the name you chose. To create a shortcut on your desktop, right-click the Network Location and select “Send to... Desktop.”