Quick Tips: Logging in and Finding your Files (Mac)

To log in to your computer:
You will note that your login screen may look different. If you previously had your computer automatically logging in, this option is no longer available.

1. Type your username.
2. Use your new College password (the same one you use for the new email and other College services)

Note: If you are intending to use a computer off-campus or offline, you need to log into the computer once before leaving the campus network so that your account is created on the local computer.

To access your network files:
1. Look on your Dock, near the Trash Can.

• Furthest to the right are the icons for the local Documents and Downloads folders (Apple defaults).
• Immediately to the left of these are icons for your network shares.
  o Please note that the appearance of these icons may vary.
  See http://www.apple.com/macosx/features/desktop.html for a description of icon stacking and for more info about new 10.5 features.

2. Place your mouse over each of these icons; you will see a name for each drive appear.
  • The drive furthest to the left will show your username.
    o This is your personal network drive and contains files protected by your password.
  • The second one will say Administrative_Data or Academic_Data (a few individuals may have both).
    o This drive will house all of your previous shared drives, including departmental shares, shares for particular centers, labs, projects, or research groups.