

All faculty, staff and students are allotted a specific amount of network space. The P: drive is your Personal network space on the server and is accessible both on campus and off campus. The default size is 250MB for faculty, staff and students. The P: drive is backed up nightly.

### Accessing Personal Network Space (P: drive):

- From your **office** you can access your P: drive:
  - Click on **My Computer**; double click on **(P:)** located under **Network Drives** section.

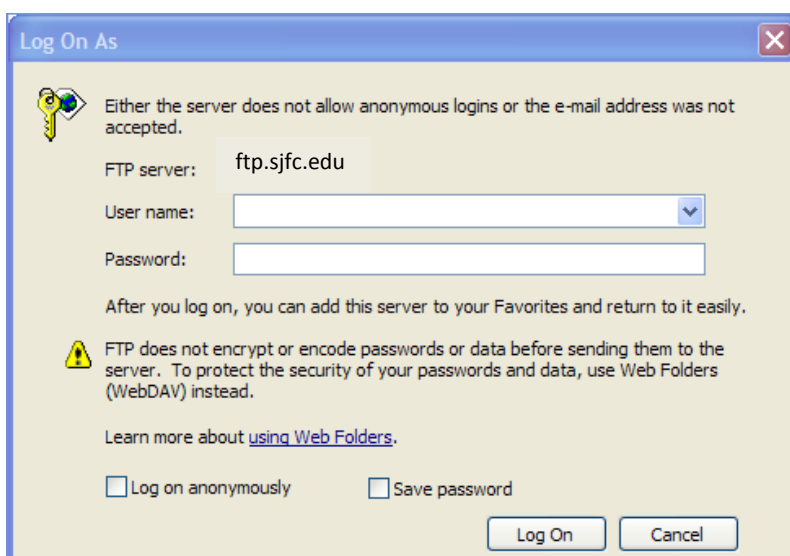
#### Network Drives



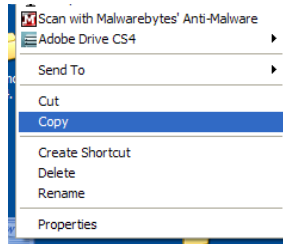
- From the **labs computers including (ITEC's, Library computers, Cyber Café, etc)**, "My Documents" is defaulted to your P: drive.
- From **off campus**:
  - Open **My Computer** > in the address bar enter: <ftp://ftp.sjfc.edu> and press **enter**.



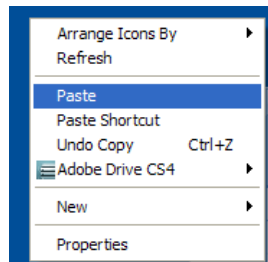
- The **Log On As** dialog box will pop up asking for your **username** and **password**.
- Your username is: **academia/ your SJFC username**
- Your **password** is the same as logging into the computers on campus, and click **Log On**.
- Your files should appear and look exactly like your P:drive on campus.



- When accessing a file from Citadel while off campus the best practice is to open and save the file onto the hard drive, this allows you to work faster and efficiently.
- After opening a file from Citadel, **first save to your hard drive**.
- After modifying the file/document, **Copy** and **Paste** file into Citadel (P: drive).
- **Right click** on the file and select **copy**.




- Return to your P: drive on citadel, **right click** on any empty space, and select **paste**.



### Saving to your Personal Network Space (P: drive):

When using a computer from a computer lab, ITEC, or Library, “*My Documents*” is mapped to your P: drive you; **cannot** save onto the hard drive (C: drive) of the computer.

1. From the **Microsoft Office** button , select Save. Within the **Save As** dialog box, enter a name for the document and click on **Save**.

