



The ITEN Server can be accessed by two basic paths:



Departmental Networking

ITEN Building ONLY

===== Best for Downloading, Uploading, and Submittals =====

E-Macs and Flatscreen I-Macs in ITEN Mac Lab

1. Turn on the machine and wait for the logon screen.
2. Log on with **your** Username and Password, and the computer will display your **personal** desktop. *
Principal/High-Use application programs (MS Word, Excel, etc) will be displayed in the docking bar at the bottom of the screen; additional programs can be found in the Applications folder. Firefox and Safari are your principal web browsers—left icons in the docking bar.
- 3a. E-Macs **OR** Flatscreen I-Macs
To connect to the ITEN Server and class folders, click the GO menu and select CONNECT TO SERVER. Enter 139.94.136.100 into the Server address box and click connect; a dialog box will appear with selectable items; select ITEN Server and click okay.
- 3b. Alternative method, Flatscreen I-Macs **ONLY**.
Click the Finder icon at the left of the docking bar, select Iten_Server under Shared on the left side of the folder, and double-click the ITEN Server folder.
4. To logoff the ITEN Server, drag the ITEN Server icon from the desktop to the trash basket on the dock at the bottom of the desktop and logoff the computer under the Apple menu selection (will log you off both the computer and server).
5. **Always log off the computer when you are finished.**
→ If you don't, the next user will be able to access and copy your files-or delete them.

Black Dells in ITEN PC Lab

1. Double click "ITEN Server" icon at the lower left of the desktop.
2. Enter your user ID and password and click okay. *
3. The ITEN Server folder will appear on the desktop.
Click the Up a Level button and Double click your username or Double click on users and navigate to your username to access your **personal** desktop and documents folders.
4. **Always log off the computer when you are finished.**
→ If you don't, the next user will be able to access and copy your files-or delete them.

Important Notes

1. The best way to submit class files is to put the files on an inexpensive USB memory stick or email the files to yourself. This avoids potential server access problems. All computers have USB plugs. Download your file from your email account or memory stick and drag and drop your file into the appropriate submittal folder and/or your document folder. You can also use CD media as a backup and transfer media for your files.
2. To request ITEN Server access (ITEN students only) or report server problems, email your request or report to Dr. Marsh at drbmarsh@aol.com. Include in your email request; your full name and desired password, or a statement of the problem you are experiencing. You will be sent a return email with your user ID and password and instructions for accessing the server, or a response to your problem.
3. Techbucks are available to all ITEN students. Logon to the ITEN Server and check out the contents of the folder called Techbucks.

*See Mary Ann or Dr Marsh for your **personal** logon ID and password. †

†Generic Logons: If you have not received your personal logon ID, you may also logon and access class information folders by using the generic logon IDs, Username: tamuk and Password: tamuk or, for graduate students, Username: imen and Password: imen (Note that passwords must be lower case.)

Internet File Transfer Protocol

ITEN Building, Other Computer Labs, or Off-Campus

Windows Explorer

===== For Downloading, Uploading, and Submittals =====

1. Double click "My Computer" or any other folder icon on the desktop.
2. Enter the following web address in the address bar...
ftp://dit.it.tamuk.edu/ftproot
3. An error dialogue box will appear-click okay.
4. Go to the File menu and select Login As...
5. Enter your **personal** username and password.*
6. The ITEN server folders will appear-to access your personal files, Double click the "Users" folder, navigate to and Double click your username folder to access your **personal** desktop and documents folders.
7. Do **NOT** left click on a desired file; it will attempt to open the file in the Explorer. You can **NOT** open files within the Explorer window! Instead, either drag them to the computer desktop, or right click on the file you wish to download. A shortcut menu should appear. Select "SAVE TARGET AS" or "Save Link As..." and either select your desktop as your destination or navigate to a specific folder. Click SAVE.
8. After saving and modifying your file as desired, you can drag or copy the file to your **personal** desktop or documents folders, or to a class Submittal folder.
9. **Always log off the computer when you are finished.**
→ If you don't, the next user will be able to access and copy your files-or delete them.

Internet Browsers**

===== For Downloading **ONLY**-No Uploading or Submittals =====

Free downloads available from <http://www.mozilla.com>

1. If **Firefox, Safari, Netscape** is your primary web browser, enter the following web address... (Safari--only second option)
ftp://username@dit.it.tamuk.edu/ftproot
or
ftp://username:pswd@dit.it.tamuk.edu/ftproot
Replace "username" with your **personal** username.*
2. A dialog box will appear asking you to enter your password only. If entered correctly, you will be given access to the ITEN Server. To access your personal files, click on the "Users" link at the bottom of the listing, then navigate to and click your username to access your **personal** desktop and documents folders. You can return to the ITEN Server by using the Back button or clicking the "Up to a higher level directory" link twice. You can also open multiple browser windows and work with both your personal folders and the ITEN Server simultaneously.
3. To download files from the server, right click or control-click on the file you wish to download. A shortcut menu should appear. Select "SAVE TARGET AS" or "Save Link As..." and either select your desktop as your destination or navigate to a specific folder. Click SAVE. Note: Do not left click on desired file; it will attempt to open the file in your web browser.
4. **Always log off the computer when you are finished.**
→ If you don't, the next user will be able to access and copy your files-or delete them.