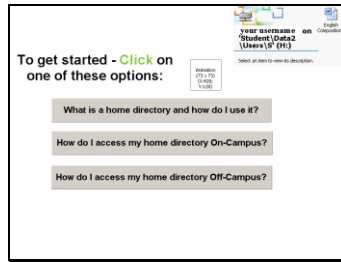
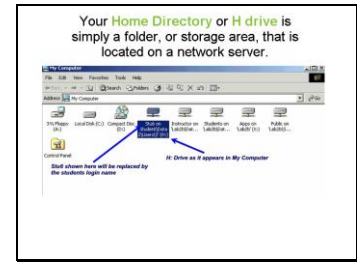




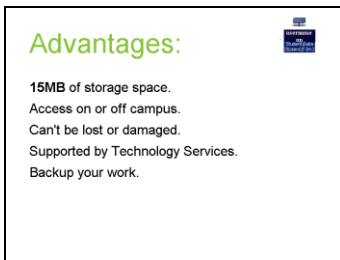
Using your home directory [Image: Madison College libraries logo with website address = library.matcmadison.edu]



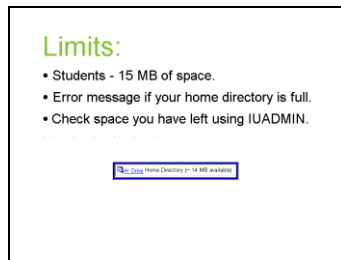
To get started, click on one of these options: What is a home directory and how do I use it? How do I access my home directory On-Campus? How do I access my home directory Off-Campus? [Image: screenshot of H drive folder on network server]



What is a home directory and How do I use it?
Your home directory or h drive is simply a folder, or storage area, that is located on a network server. [Image: screenshot of sample My Computer folder with H drive highlighted]



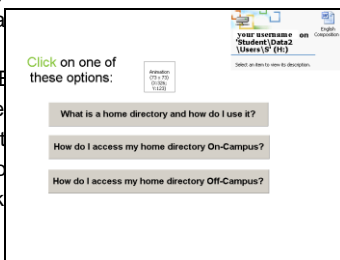
Students have 15 MB of storage space and your H drive can be accessed from on or off campus. USB Flash drives are also a great way to save files. Your H drive is secure and is supported by Technology Services. It's always a good idea to backup your work in multiple locations - save to the H drive, save to your personal computer or flash drive, or even email a copy to yourself. [image: H drive icon]



Students have 15 MB of space in their H drive and you will receive an error message if your home directory is full. You can check how much space you have left using the IUADMIN off campus access features. [image: sample H drive home directory IUADMIN access screenshot with 14 MB available]



In order to use your Home Directory or H drive, you must first have activated your college network account, and know your username and password. Contact the student computer helpdesk if you need assistance, by phone at 608-243-4444 or visit us on the web at matcmadison.edu/help-desks.



Click on one of these options: What is a home directory and how do I use it? How do I access my home directory On-Campus? How do I access my home directory Off-Campus? [Image: screenshot of H drive folder on network server]



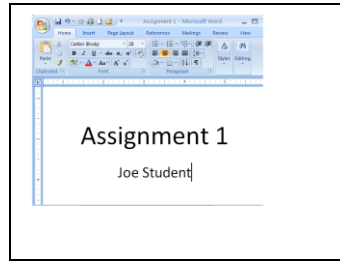
On campus Access
Every time you log on to a computer at a Madison Area Technical College campus with your username and password, you will be automatically connected to your home directory. [image: photograph of a student at a computer on campus]



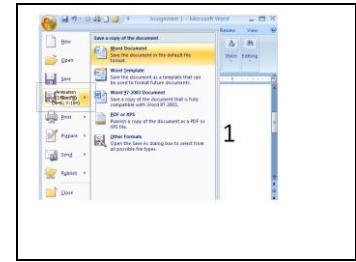
To see your home directory, Click Start, then open My Computer. Look for your home directory as another drive on the computer. The H: drive is the default drive letter. Select the drive... [image: My Computer screenshot showing H: drive]



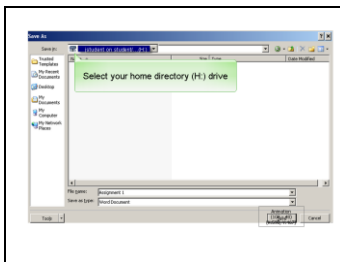
...and files or folders that you have saved to your Home Directory or H drive are listed. [image: H: drive My Computer Screenshot]



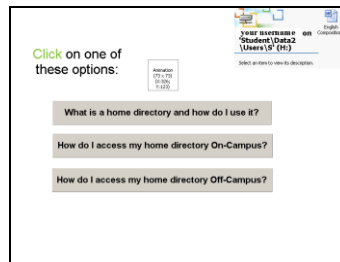
Save to your home directory or H drive on campus just as you would to a USB or flash drive. [image: Screenshot of Microsoft Word document titled Assignment 1 by Joe Student]



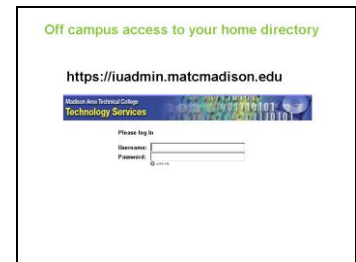
Choose Save As to specify the location. [Image: Screenshot of File - Save As- Word document menu]



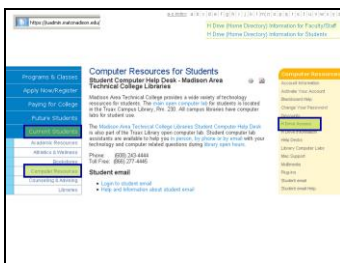
Select your Home Directory (H:) drive as the destination and click Save. [Image: Screenshot of Save As dialog box with H drive selected for fictitious student named jstudent]



choose option
Click on one of these options: What is a home directory and how do I use it? How do I access my home directory On-Campus? How do I access my home directory Off-Campus? [Image: screenshot of H drive folder on network server]



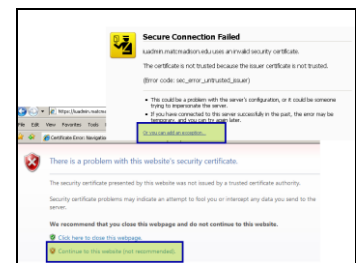
Off Campus Access
Using off campus internet access, you can access files stored in your home directory using a web-based application called IUAdmin. It is very different from on campus access. You can't save directly to the server when you are off campus, but you can upload or download files. [image: iuadmin login screenshot]



To get started, from the college webpage, click on Current Students, then Computer Resources, then select H Drive Access from the navigation bar to the right. Or choose the H Drive / Home Directory information links from the A-Z index. Or go directly to the iuadmin web address. [image: computer resources for students screenshot; A-Z index screenshot]; web address https://iuadmin.matcmadison.edu]



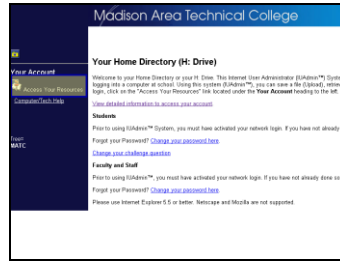
Log in using your college network username and password. [image: iuadmin log in screenshot]



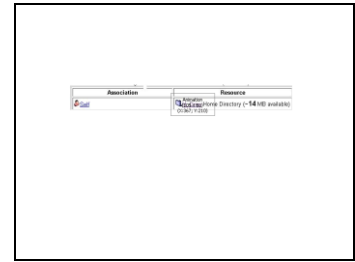
Depending on your personal computer security settings, you may get a security certificate warning. You may need to add an exception or click to continue to the website... [image: security certificate warning screenshots]



...even though it appears this is not recommended, IUAdmin from the college can be considered a trusted, legitimate site. [image: add security exception screenshots]



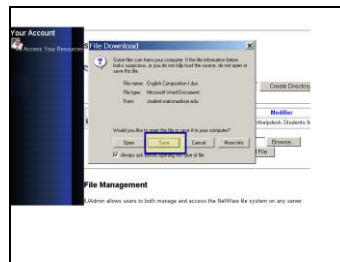
Select "Access Your Resources" [image: Your Home Directory Access Your Resources Screenshot]



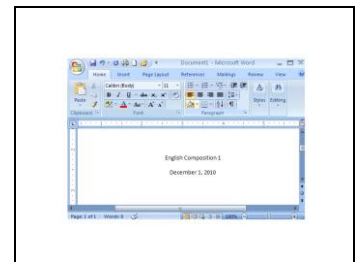
A list of your resources appears. To open a file saved to your Home Directory from off campus, Click on the H: Drive link [image: H drive link under resources list]



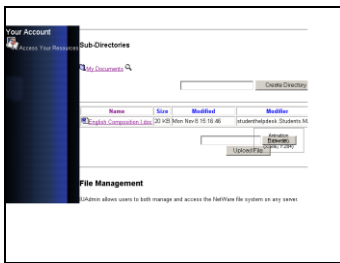
You'll see a list of files saved on your H: drive. To open, or download, a file. Select the file that you want to access... [image: screenshot of files listing English Composition 1 .doc Word file]



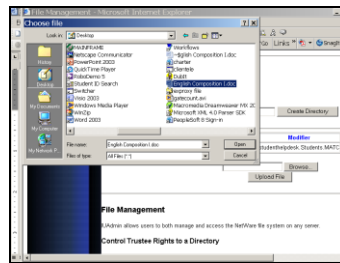
Save the file to another location on your local computer. [image: file download dialog box screenshot]



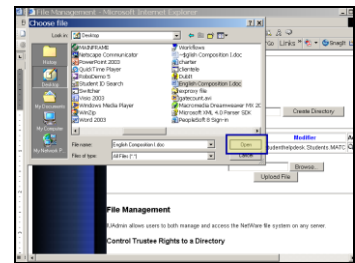
Then, Open your file using the appropriate program. For example, open Word files using Microsoft Word. Make any changes, then Save again to your local computer. [image: Microsoft Word document screenshot]



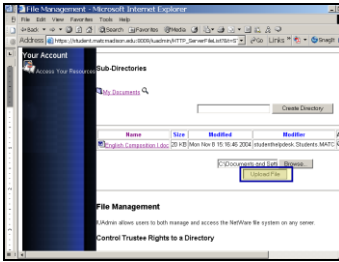
To add, or upload, a file to your H: drive from Off-Campus, Click "Browse" to locate the file on your local computer. [image: Access Your Resources screenshot]



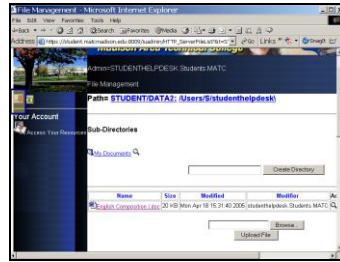
Select the file [image: choose file dialog box screenshot]



Click "Open" [image choose file dialog box screenshot]



Click the "Upload File" button. [image: upload file screenshot]



Remember to logout when you are finished, by clicking the exit door icon. [image: exit door icon highlighted in access your resources screenshot]



If you have questions, you can get help from the student computer help desk by phone at 608-243-4444, In Person at our campus libraries, or fill out the email help form on the college webpage [image: student computer help desk logo]



Thanks for viewing this library tutorial on Using your home directory [Image: Madison College libraries logo with website address = library.matcmadison.edu]