



BELMONT CITY COLLEGE

bold. caring. creative.

Creating “My Documents” and “Shared” folder shortcuts

(you will require a connection to the school network)

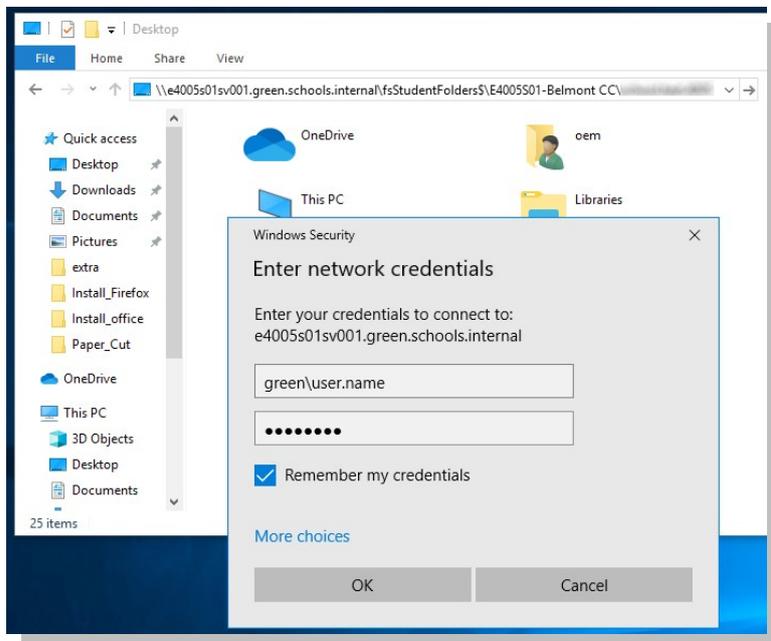
Path to “My Documents” folder:

!! need to replace “user.name” with your user name !!

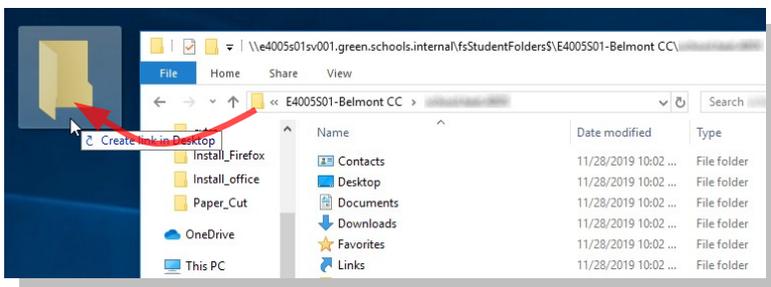
`\\e4005s01sv001.green.schools.internal\fsStudentFolders$\E4005S01-Belmont CC\user.name`

Path to the “Shared” folder:

`\\e4005s01sv001.green.schools.internal\Shared`



1. Copy on one of the paths above into a Windows File Manager and press Enter. You will then be prompted by a window like the one on the left.
2. Enter your user name and password, you may need to add “green\” in front of your user name.
3. Only tick the box “Remember my credentials” if you're on your own computer and account.



You can create a shortcut to the Network Drive by dragging the folder icon onto the desktop with the mouse.

If you make a mistake: How to clear network saved credentials

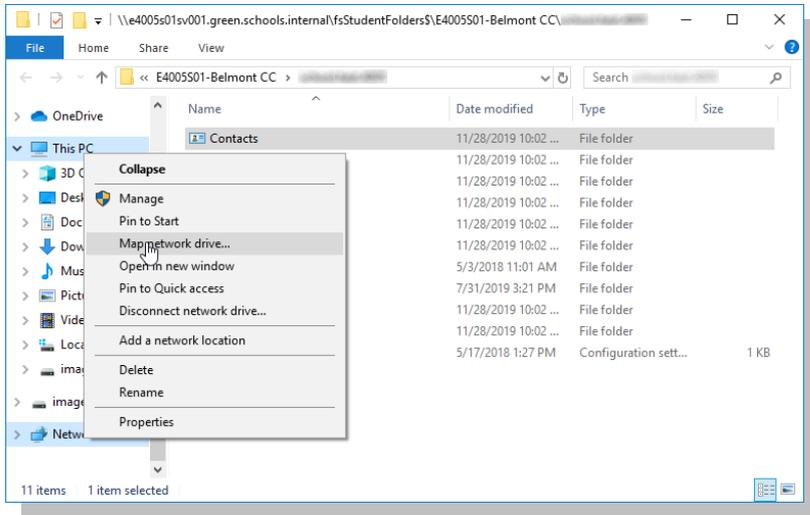
Press the Windows key + R together to open the Run box. Type the following command and hit Enter:

`rundll32.exe keymgr.dll, KRShowKeyMgr`

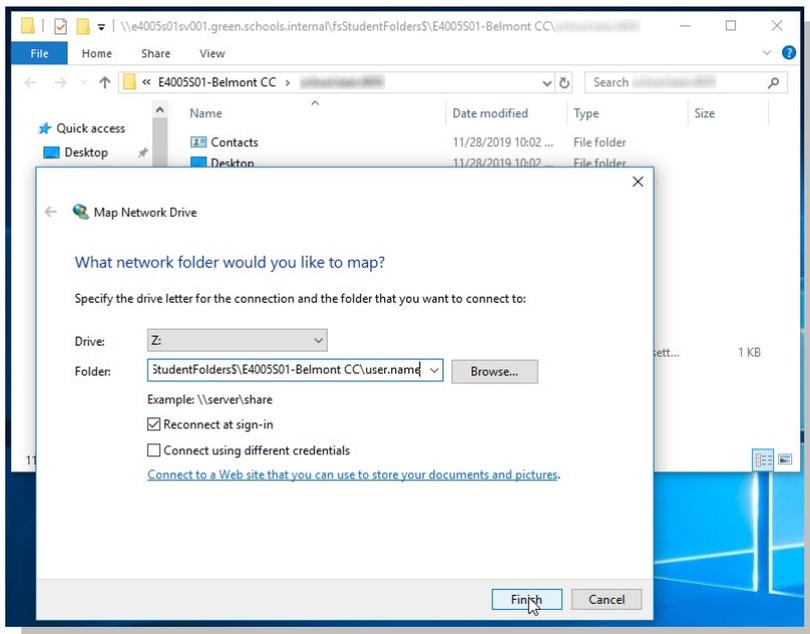


Assigning a Drive Letter to a Network Folder

(you will require a connection to the school network)



You can assign a drive letter to your “My Documents” or “Shared” folder by right clicking on **This PC** icon and selecting “**Map network drive...**”



In the “Map Network Drive” window you can assign the desired drive letter and past/type the link of the “Shared” drive or your “My Documents” drive and click Finish.

If you make a mistake: How to remove a mapped network drive letter:

- Start -> Run... (or just hold down the Windows key and press "R")
- Type: "regedit"
- Navigate to HKEY_CURRENT_USER\Network\
- There you should see whatever network drives you have mapped, as a list of letters.
- Right-click the one you want to change, and select "Delete".
- Close Regedit
- Reboot