

## Using the "H" drive on a Macintosh

To use the "H" drive, you must have an active Network ID. You have an active ID if you are currently using Blackboard, have logged into the new Portal or have used Windows PC. All of these login ID's are the same ID's you will use to log into the "H" drive.

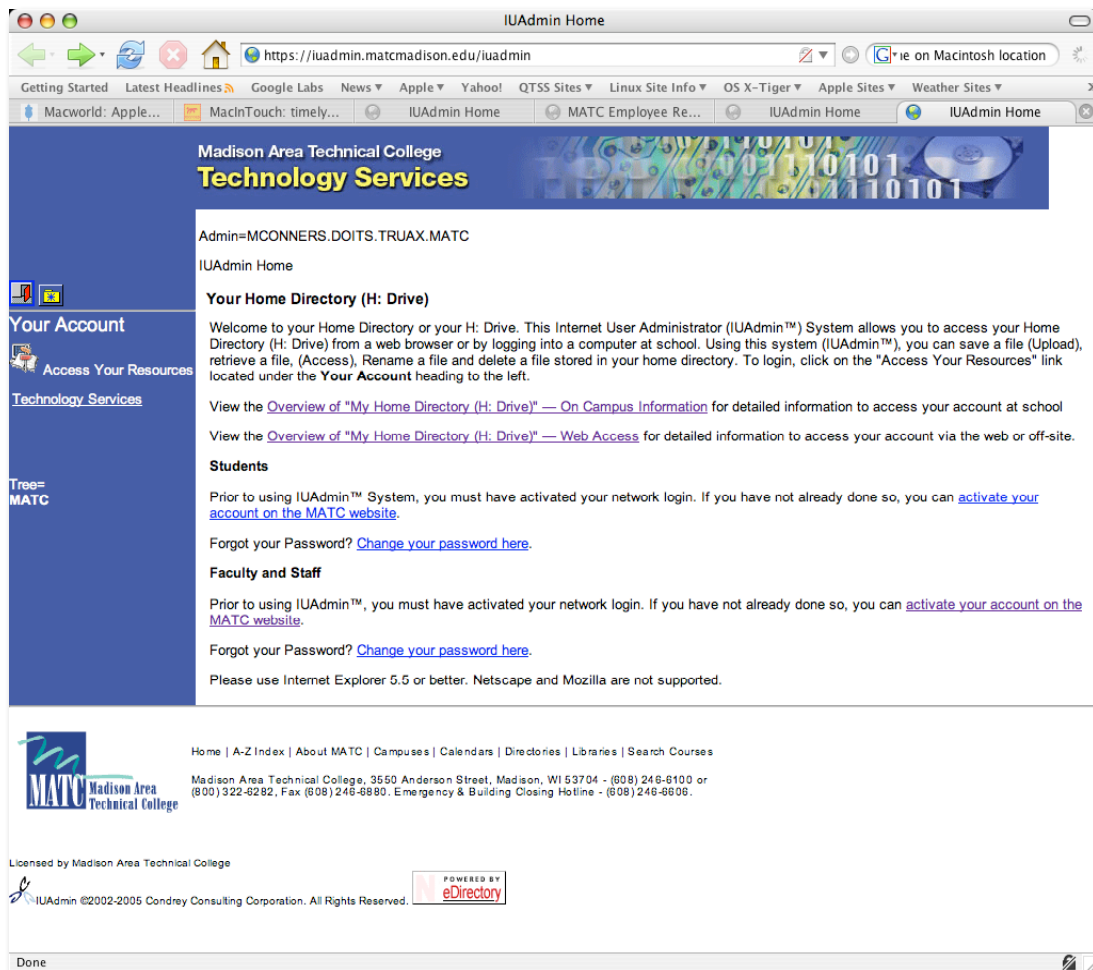
If you are not sure if you have a valid login ID, please contact the helpdesk, 246-666, they can check the status of your ID.

Open the web browser FireFox. /Applications

In the location address field, enter the following address:

<https://iuadmin.matcmadison.edu/iuadmin>

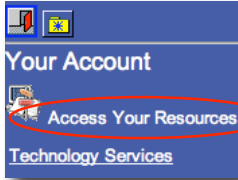
Press the enter or return button to go to the web address.



The screenshot shows a web browser window titled "IUAdmin Home" with the address bar displaying "https://iuadmin.matcmadison.edu/iuadmin". The page content includes a header for "Madison Area Technical College Technology Services" and a main section titled "Your Home Directory (H: Drive)". This section provides instructions on how to use the IUAdmin system to access the Home Directory (H: Drive) from a web browser. It includes links for "Access Your Resources", "Technology Services", and "Students". The "Students" section contains information about activating a network login and a link to "activate your account on the MATC website". The "Faculty and Staff" section contains similar information and a link to "activate your account on the MATC website". The page also includes a footer with navigation links, contact information for MATC, and a "POWERED BY eDirectory" logo.

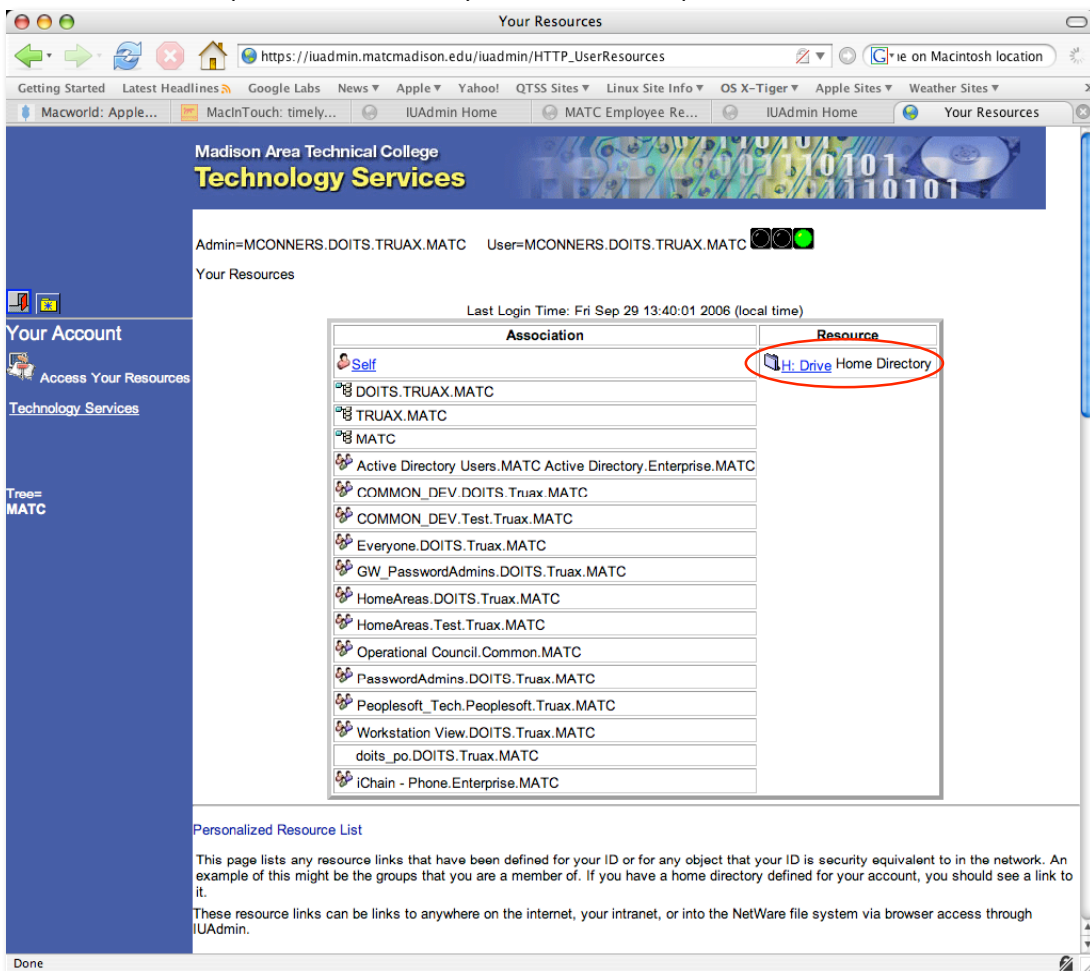
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Once the new window opens, you will be in your Home directory ("H" drive) window. In this screen, you can get help on how to use the "H" drive. Your actual "H" drive access is located on the left side of the window in the blue area under the title of "Your Account".



Click on the link titled "Access Your Resources" to open the next window.

This window is your "H" drive spelled out for you.

A screenshot of a web browser window titled "Your Resources". The browser address bar shows "https://iuadmin.matcmadison.edu/iuadmin/HTTP\_UserResources". The page header includes "Madison Area Technical College Technology Services" and user information: "Admin=MCONNERS.DOITS.TRUAX.MATC User=MCONNERS.DOITS.TRUAX.MATC". Below this is a table with two columns: "Association" and "Resource". The first row in the table has "Self" in the "Association" column and "H: Drive Home Directory" in the "Resource" column, with the latter circled in red. Below the table is a section titled "Personalized Resource List" with explanatory text.

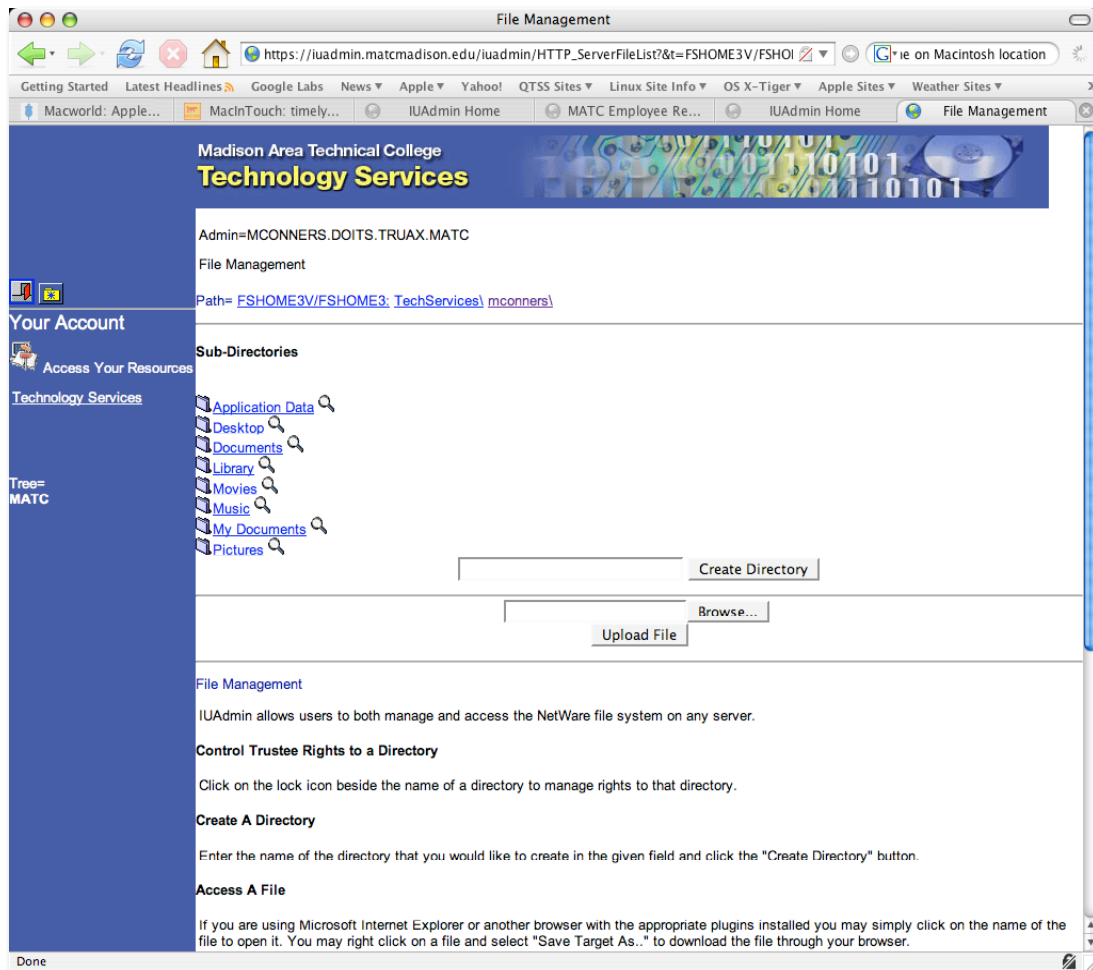
Association	Resource
Self	H: Drive Home Directory
DOITS.TRUAX.MATC	
TRUAX.MATC	
MATC	
Active Directory Users.MATC Active Directory.Enterprise.MATC	
COMMON_DEV.DOITS.Truax.MATC	
COMMON_DEV.Test.Truax.MATC	
Everyone.DOITS.Truax.MATC	
GW_PasswordAdmins.DOITS.Truax.MATC	
HomeAreas.DOITS.Truax.MATC	
HomeAreas.Test.Truax.MATC	
Operational Council.Common.MATC	
PasswordAdmins.DOITS.Truax.MATC	
Peoplesoft_Tech.Peoplesoft.Truax.MATC	
Workstation View.DOITS.Truax.MATC	
doits_po.DOITS.Truax.MATC	
iChain - Phone.Enterprise.MATC	

Below the resource listing is a general description of what you are seeing and how to use these resources

Click on the "H:Drive" link next to the Home Directory.

## Using the "H" Drive on a Macintosh

### The File and Directory Management Window opens



Here is where you can add folders/directories to your "H" drive. In addition, this is where you would browse your "H" drive.

Let's create a new directory.

Click in the field next to Create Directory.

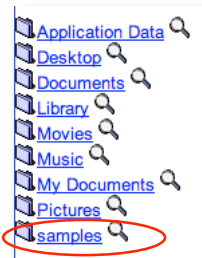
Type in a name you wish to give this new Directory. My directory will be called samples.



Click on the Create Directory button next.

## Using the "H" Drive on a Macintosh

The screen refreshes with your new directory in place.



Now, let's add a file to this new directory. Click on the new Directory you just created in the Sub-Directories column.

Path= FSHOME3V/FSHOME3: TechServices\ mconners\ samples\

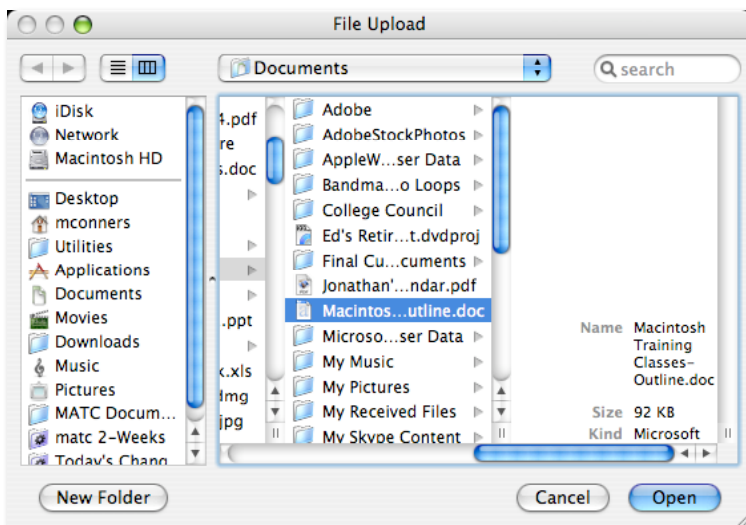
server?

Notice the path on the

Now click on the Browse button.

Browse...

The File Upload window appears.



Choose a file and then click on the open button.

The name of the file appears in the field next to the Browse button in the main window showing the path to the file.

/Users/mconners/Docume Browse...

With the proper file in the upload field, click the Upload File button.

Upload File

## Using the "H" Drive on a Macintosh

Once Uploaded, the screen will refresh automatically.

Name	Size	Modified	Modifier	Action
<a href="#">Macintosh Training Classes-Outline.doc</a>	91 KB	Fri Sep 29 14:14:34 2006	MConners.DOITS.Truax.MATC	

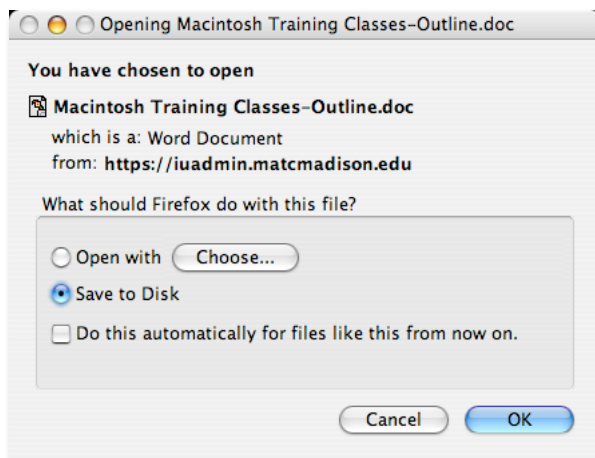
Browse...  
Upload File

Your newly added file should be listed in your directory.

This process works in any directory you have. To change directories, simply click to another directory. In my case, I am going to click on mconners.

[Path= FSHOME3V/FSHOME3: TechServices\ mconners\ samples\](#)

When you click on a file in a directory, you are asked if you wish to open the file or save it to your downloads folder.



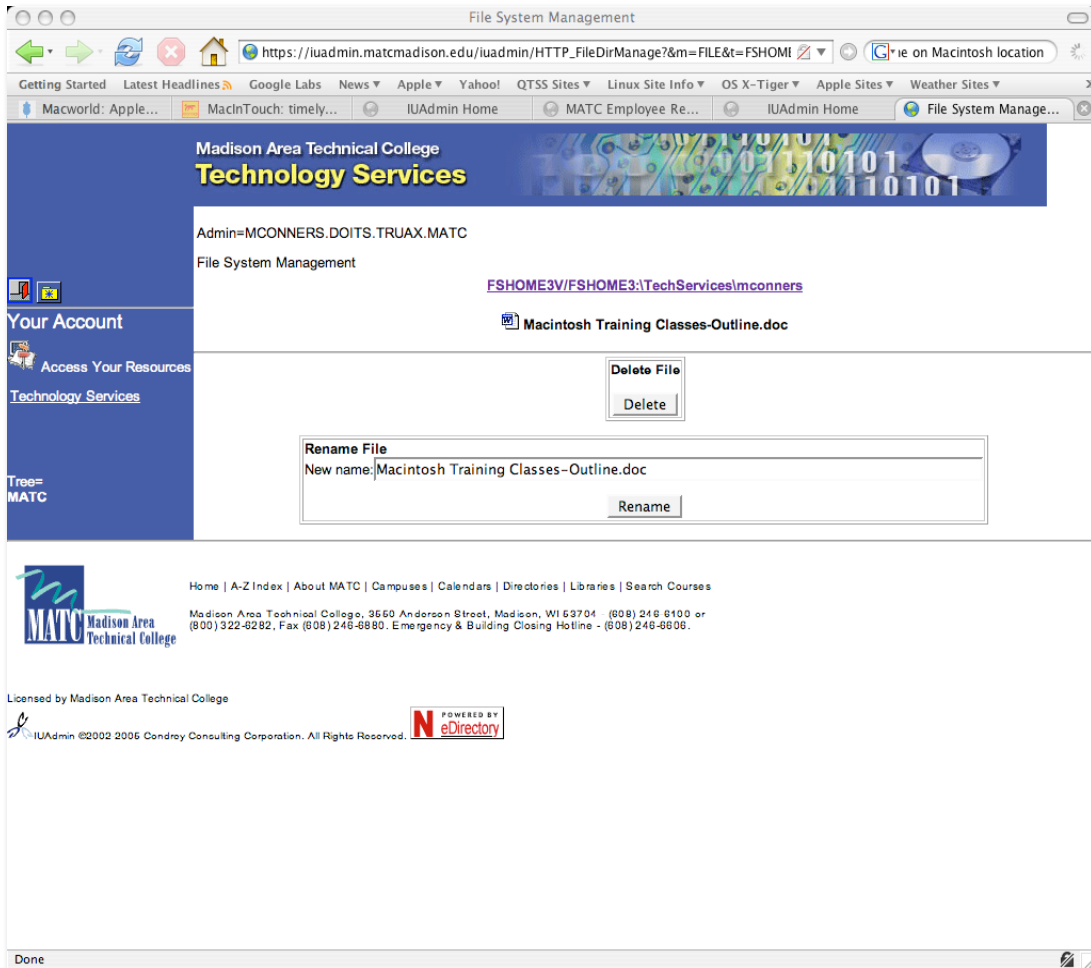
To delete a file, click on the magnifying glass in the action column in file's row.

Name	Size	Modified	Modifier	Action
<a href="#">Macintosh Training Classes-Outline.doc</a>	91 KB	Fri Sep 29 14:14:34 2006	MConners.DOITS.Truax.MATC	

Browse...  
Upload File

This pulls up the action window.

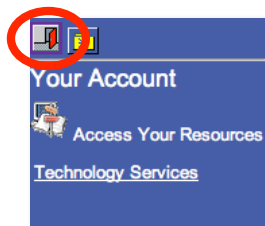
## Using the "H" Drive on a Macintosh



Click on the Delete button to delete the file. There is no confirmation of this action, it just happens. So be careful. Your file will be gone.

To rename the file, first click in the rename field and highlight the name and then give it a new name. After a new name has been entered, click on the Rename button.

To log out, click on the logout button in the blue area on the left side of the screen. It looks like a door.



This covers all of the basic information you need to use the "H" drive. If there are issues beyond what is covered here, please contact the helpdesk at 246-6666.

Thank you, Mick Conners, 246-6360