



VPN

Accessing The I: Drive (instructor's drive)

1. Go to NSU's home page—www.nsuok.edu
2. Scroll down to the bubble on the right marked 
3. Log in using your username and password (not your PIN)
Example: **Username** doejohn
Password 1xyz25nsu
4. Click *Login*
5. To continue:
 - a. If you get a **Security Alert**, click *Yes*
 - b. If you get a , click *OK*
 - c.
6. In the **Enter Path** box, type **\\student\transfer\instrurctor's userid**
Example: For Dr. Smith whose userid is smitht002
Enter Path **\\student\transfer\smitht002**
7. Click *Go*
8. Double click on a folder (repeat as necessary)
9. Single click on a file
10. Click on *Open*
11. Print or save to L: Drive

Accessing Your L: Drive

Follow steps 1-5 above

6. In the **Enter Path** box, type **\\student\your userid**
Example: For John Doe whose userid is doejohn
Enter Path **\\student\doejohn**
7. Click *Go*
8. Double click on a folder (repeat as necessary)
9. Single click on a file
10. Click on *Open*
11. Print document

To work on and save the document to your L: Drive

12. Save document to desktop
13. In VPN, click *Copy File to Server*
14. For the **Locate File to Use Box**, click *Browse*
15. Locate the file to save to your L: Drive
16. Double click on that file
17. Click *Copy*

Accessing Your P: Drive

Follow steps 1-5

6. In the **Enter Path** box, type **\\portfolio\data\userid**
Example: For John Doe whose userid is doejohn
Enter Path **\\portfolio\data\doejohn**

Follow steps 7-17 under *Accessing Your L: Drive* as needed.