

## ACCESSING THE CAS COURSE SHARE

### Link your BU account:

You *must* first link your BU Kerberos password to the active directory server by filling out a form located at the address below. This will allow you to access PC resources using your BU username and Kerberos password:

**RS Faculty:** <http://www.bu.edu/computing/accounts/ad/rs>

**MLCL Faculty:** <http://www.bu.edu/computing/accounts/ad/mlcl>

The form states that it will take 24 hours for your account to be linked, however it usually only takes about 15-20 minutes.

### Accessing the course share from a Windows PC:

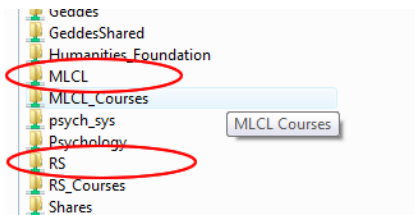
Note: If you are attempting to connect from off campus you must use the BU VPN: <http://vpn.bu.edu/>. Information about the VPN can be found here: <http://www.bu.edu/tech/accounts/remote/vpn/>

Click the START menu and choose RUN. Type [\\casfsa.bu.edu](http://casfsa.bu.edu) in the box. If you don't have RUN in the start menu, hold the WINDOW KEY then press R, or you can enter the address in Internet Explorer. (Firefox and other browsers will not work.)

A login window will appear. Enter your username as 'ad\username', replacing username with your BU login name. Use your Kerberos password.



If you are in a French, Spanish, Italian or Linguistics instructor, choose **RS**. All others should choose **MLCL**.



Double click on the folder with your language. You should then have access to any course folders for which you are an instructor, as well as the ~\shared folder which is for materials shared across all levels.

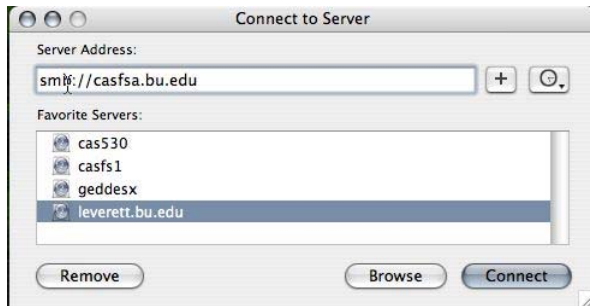
Personal folders on the file server **CASFSB** are also available. Visit <http://cashelp.bu.edu> to sign up. To connect to the casfsb fileserver follow the instructions using the address [\\casfsb.bu.edu/~username](http://casfsb.bu.edu/~username) replacing username with your BU login name.

### Accessing the CAS course share from a Mac:

Note: If you are attempting to connect from off campus you must use the BU VPN: <http://vpn.bu.edu/>. Information about the VPN can be found here: <http://www.bu.edu/tech/accounts/remote/vpn/>

From the Finder, choose GO and then Connect to Server.

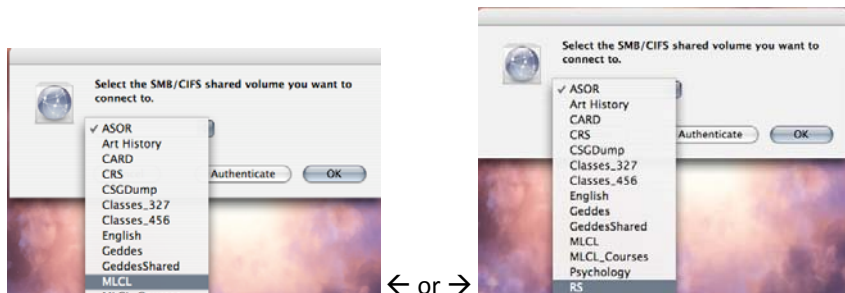
In the connection box type: smb://casfsa.bu.edu



In the authentication dialog box enter your BU username and Kerberos password. (If you have an older version of Mac OS and are also prompted for a domain, enter "AD.")



If you are in a French, Spanish, Italian or Linguistics instructor, choose **RS**. All others should choose **MLCL**.



There should now be an RS or MLCL icon on your desktop or in the finder sidebar. Double click it. Double click on the folder with your language. You should then have access to any course folders for which you are an instructor, as well as the ~shared folder which is for materials shared across all levels.

Personal folders on the file server **CASFSB** are also available. Visit <http://cashelp.bu.edu> to sign up. To connect to the casfsb fileserver follow the instructions using the address smb://casfsb.bu.edu/~username