

## ACCESSING THE CAS COURSE SHARE

### Link your BU account:

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

<http://www.bu.edu/computing/accounts/ad/cas>

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

### Accessing the course shares from off-campus

If you are attempting to access the share from off-campus, you must log in to the BU VPN at <http://vpn.bu.edu/>. See <http://www.bu.edu/tech/accounts/remote/vpn/> for information about the BU VPN. The Geddes Language Center is unable to support off-campus connections. If you are having difficulty accessing a share off-campus please visit the Geddes Language Center computer lab (CAS537) or the CAS IT computer lab (CAS327) to submit your assignments. Once you have authenticated using the VPN follow the instructions below for either Windows or Mac OS X.

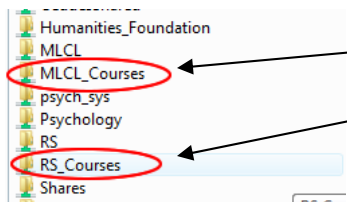
### Accessing the course share from a Windows PC:

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 you can hold the WINDOW Key then press R or type the address in Internet Explorer. *The address will not work in FireFox or other browsers, you **must** use Internet Explorer.*

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



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



Double click the folder with your course number.

There is one folder for each student in the class. If you are submitting an assignment, double click on the folder with your name on it and then drag the document into the folder. Only you and your instructor have access to your folder.

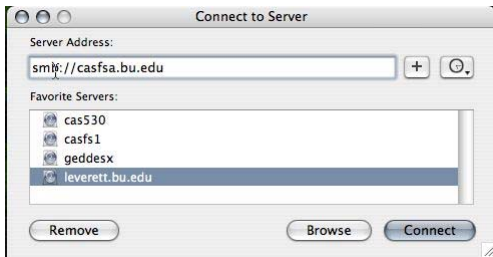
There is also a folder named '~\class shared'. Everyone in the course can access and place materials in ~\class shared.

**Accessing the course share from MacOS X:**

If you are attempting to connect from off-campus, please be sure to follow the off-campus VPN instructions above.

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

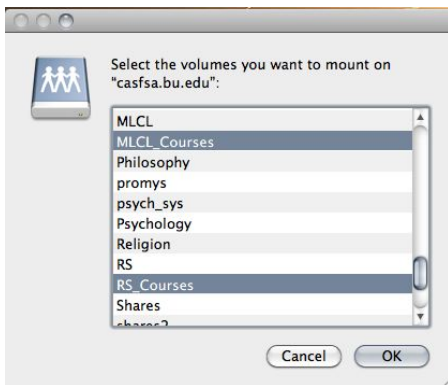
In the connection box type: smb://casfsa.bu.edu



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 course, choose **RS\_Courses**. All others should choose **MLCL\_Courses**.



There should now be an RS\_Courses or MLCL\_Courses icon on the desktop or in the sidebar.

Double click the folder with your course number.

There is one folder for each student in the class. If you are submitting an assignment, double click on the folder with your name on it and then drag the document into the folder. Only you and your instructor have access to your folder.

There is also a folder named '~class shared'. Everyone in the course can access and place materials in ~class shared.