

## 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. It usually takes about 15-20 minutes.

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

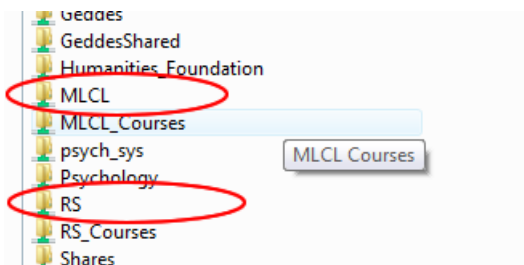
Note: If you are attempting to do this from off-campus or via an on-campus wireless connection, you must be using the BU VPN. See <http://www.bu.edu/pcsc/vpn> for information on the BU VPN.

Click the START menu and choose RUN. Type `\\casfsa.bu.edu` in the box. If you don't have RUN in the start menu you can also type the address in Internet Explorer.

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**.



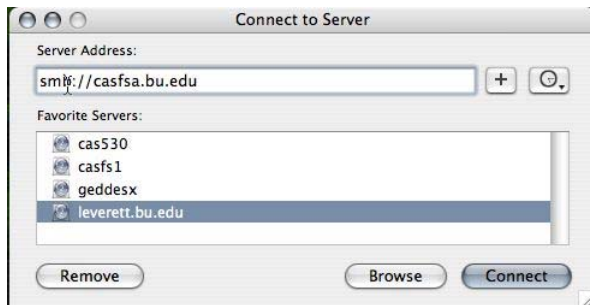
Double click on the folder with your language. You should then have access to any course folders for which you are an instructor, as well as the ~~~shared folder which is for materials shared across all levels.

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

Note: If you are attempting to do this from off-campus or via an on-campus wireless connection, you must be using the BU VPN. See <http://www.bu.edu/pcsc/vpn> for information on the BU VPN.

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

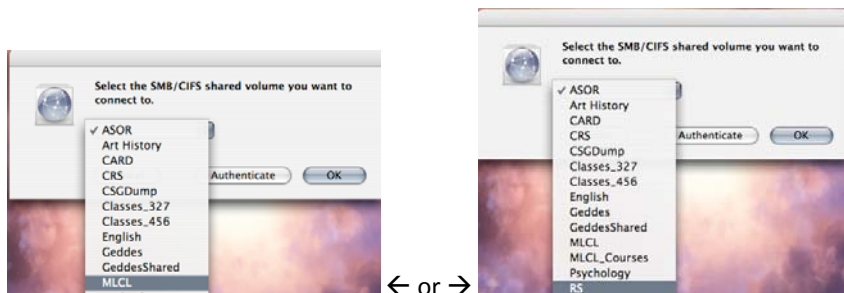
In the connection box type: smb://casfsa.bu.edu



In the authentication dialog box enter 'AD' as the domain, then enter your BU username and Kerberos password.



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. 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.