

Instructions to Upload Annual Academic Planning Self-Study Documents

For our annual academic planning exercise, and in lieu of e-mail, we are requesting that both your department's/program's "Annual Academic Planning Self-Study 2020" document and "Annual Supplemental Budget Request Form" be uploaded to the CAS server. This should take place by 5:00 p.m. on Tuesday, December 1, 2020.

In order to access your departmental folder and upload faculty CVs, please follow the instructions listed below:

For MAC users:

Click on Go and connect to server: `smb://casfsa.bu.edu/CAS Administration/Academic Planning Materials/FY22 (AY 21/22) Academic Planning/`. You will need to copy and paste this full link into the server address box.

Log in if prompted, otherwise your departmental folder should open.

For PC users:

Click on the Start menu

Click on Run, or type run in the search bar

Type in the folder path you are connecting to (i.e. [\\casfsa.bu.edu\CAS Administration\Academic Planning Materials\FY22](smb://casfsa.bu.edu/CAS Administration/Academic Planning Materials/FY22) (AY 21/22) Academic Planning\). You will need to copy and paste this full link into the server address box.

Log in if prompted, otherwise your departmental folder should open.

Notes:

--Windows uses the \ for server and folders versus the / used in Mac (i.e. Win: `\\casfsa.bu.edu\CAS Administration`. Mac: `smb://casfsa.bu.edu/CAS Administration`)

--When prompted to log in, be sure to preface your user name with ad\ (i.e. `ad\smith`).

Please ensure that you and the others in your department who should have access can indeed access your departmental folder. Let the Undergraduate Academic Program Office know if you have any questions or issues with the process, and they will confer with CAS Information Technology as appropriate to resolve the matter.

The file name should simply read "PROGRAM/DEPARTMENT NAME Self Study 2020"