

L.G.O

Windows

Connecting to
webdata.tudelft.nl

Bestemd voor:	Students, Employees
Versie:	XX
Datum:	11-05-17
Eigenaar:	@Hok /SSC ICT

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Creating Network Drive Mappings via the internet in Windows

Before getting started

The following instructions are supported by the TU Delft and have been tested. These manuals are supplied as an extra service. If you have a different configuration or operating system you might run into difficulties. If this is the case we recommend you to visit the nearest Student It Desk (SID) or Werkplek Services (WPS).

Requirements

To successfully connect to webdata, you need a working internet connection. Also make sure your NetID is activated and is not locked.

Introduction

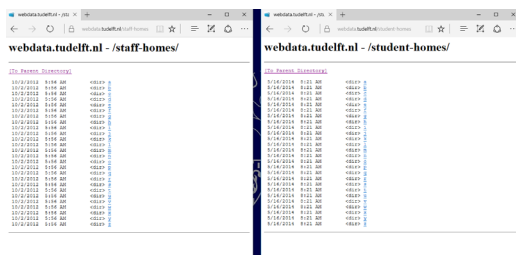
When you log onto your computer a logon script automatically makes network drive mappings to your Personal Folder and the Group Data folders that you have access to. These drive mappings are made internally in the TU Delft network. This manual describes how to access these network drives from outside the TU Delft network via Webdata.

Description of the steps that have to be taken

Step 1. Open a browser and go to:
"https://webdata.tudelft.nl/staff-homes"
if you are an employee, or:
"https://webdata.tudelft.nl/student-homes"
if you are a student.

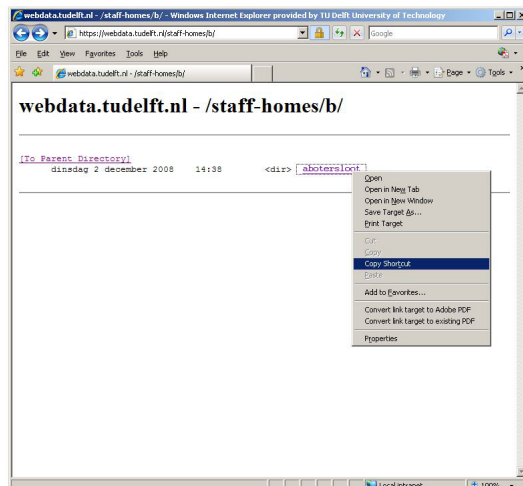
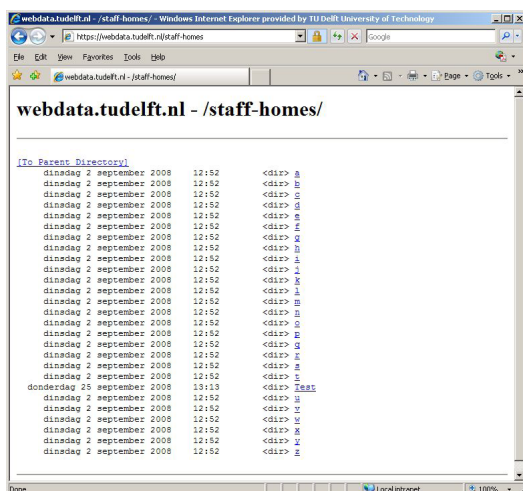
Step 2. Log in with your NetID account: in the field 'username', type: 'dastud\NETID' - replace (NETID) with your own NetID user name. For the password, enter your NetID password.

For example: if your NetID user name is 'abotersloot' type: "dastud\abotersloot".

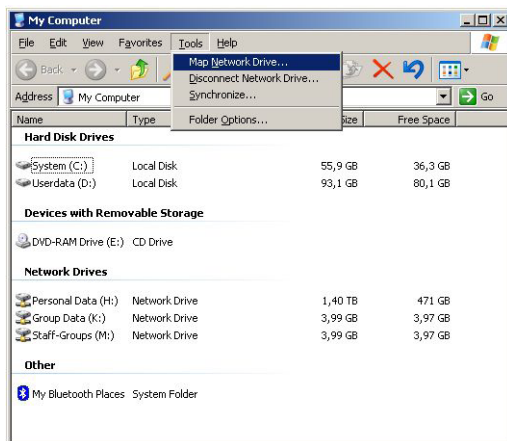


Step 3. You will now see a list of directories. Click on the directory whose name corresponds to the first letter of your surname. So in the example of 'abotersloot' you would click on 'b'.

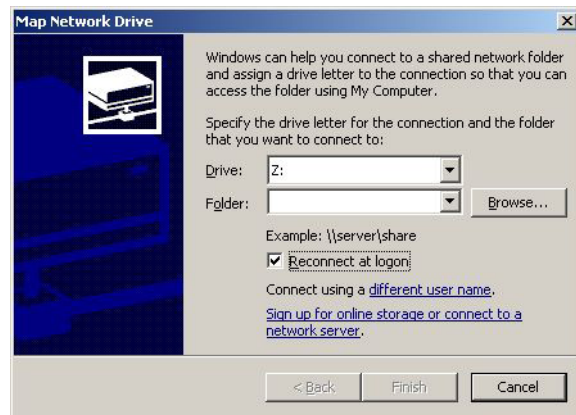
Step 4. You will now be in the main directory of your Personal Folder, where you will see your NetID user name shown as a link. Right mouse click on this link and select: "Copy Shortcut".



Step 5. Open 'My Computer'. In the menu bar under 'Tools', click on 'Map network drive'.

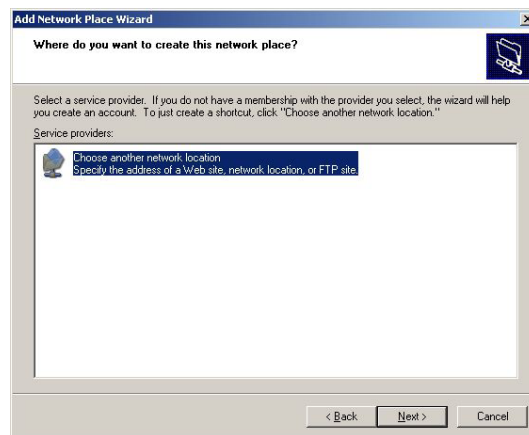


Step 6. In the window that opens, click on the blue link: "Signup for online storage or connect to a network server."



Step 7. Click on 'Next'.

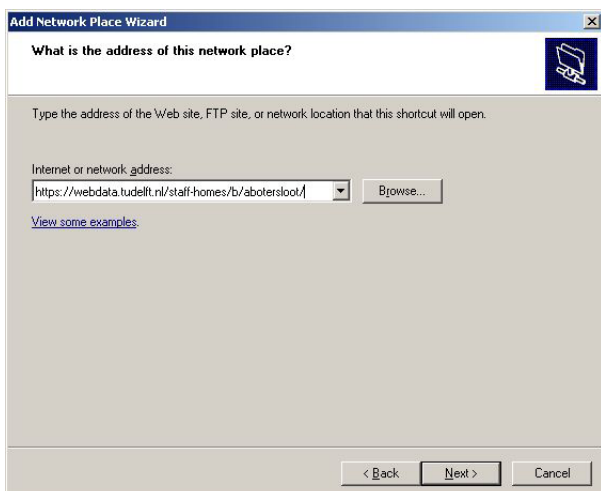
Step 8. Click on 'Next'.



Step 9. Step 4 has copied in the field: "Internet or networkaddress". Now click on 'Next'.

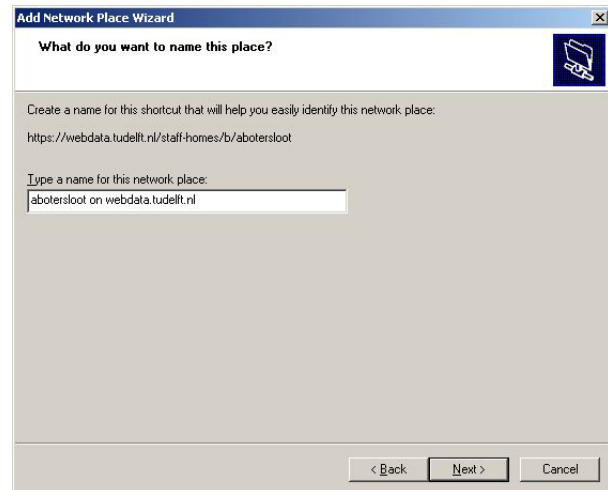
For our example 'abotersloot' we would now see the following link appear in the field: <https://webdata.tudelft.nl/staff-homes/b/abotersloot>

Step 10. Log in with your NetID account: in the field 'username', type: 'dastud\NETID' - replace (NETID) with your own NetID user name. For the password, enter your NetID password.

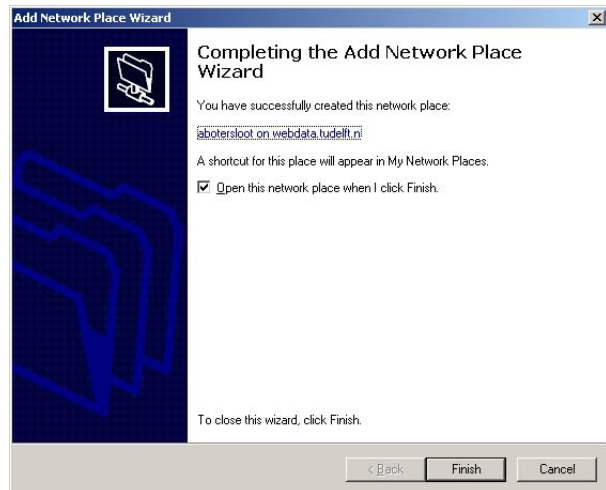


Description of the secondary steps that have to be taken

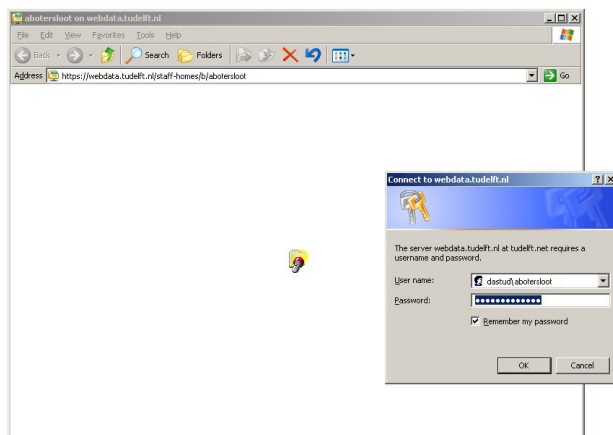
Step 11. Choose a name for the shortcut and click on 'Next'.



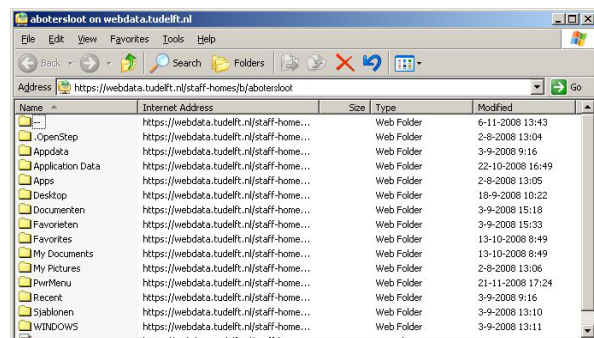
Step 12. Click on 'Finish'.



Step 13. When the new screen opens you may see another logon window. If this is the case, log in again as described in Step 10.



Step 14. The new screen will now open and show the contents of your Personal Folder. You can open and use the folders and files just as you are used to in Windows.



Step 15. The next time you want to access your Personal Folder, go to 'My Network Places'. Double click on the short cut and log in using your NetID when necessary.

TIP:
To make a short cut of this drive mapping on your desktop, click on the drive mapping and drag it from this window to your desktop.

