

Connect to SAFILES - Windows NT, 2000



1. Before you connect for the first time, you will need to change your password. To do this, press ctrl+alt+del (the control, alt, and delete keys at the same time). Then click “Change Password...”

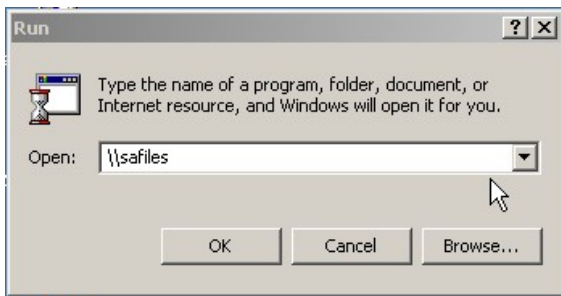


2. Enter your User name (same as your CATS user name). Under “Log on to:” type “SACOMP”. Enter the password emailed to you, and then type a new password. It must be at least five characters long. Type it again to confirm.



3. You will see the confirmation box if you were successful

4. After changing your password, you will be able to connect to the server. To connect, go to the Start menu and select “Run..”



5. In the “Open:” field, type “\\safiles”

6. Under “Connect As:” type “SACOMP\username”. For instance, a person with the user name “jdoe” would type “SACOMPjdoe”. Type your password and click “OK”. When the server folder opens, you can create a shortcut to make it easier to connect.

