

Venus: Faculty Account Access (Contribute CS5)

You will need the following information to access your faculty account hosted on Venus:

Connection URL: https://venus.atlantic.edu:82/(user name)

User Name: Your Venus account name (typically first initial and last name)

Password: Your account password

Site URL: http://venus.atlantic.edu/(user name)

For example, teacher Jane Doe would have:

Connection URL: https://venus.atlantic.edu:82/jdoe

User Name: jdoe

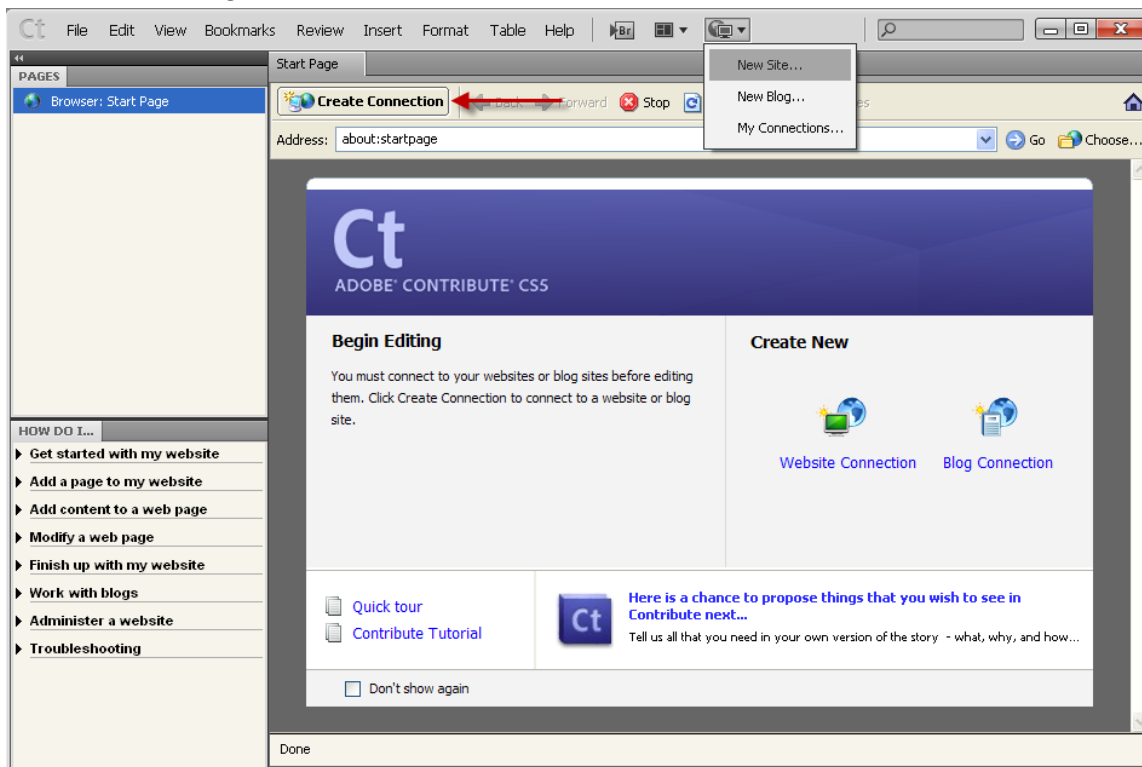
Password: (her password)

Site URL: http://venus.atlantic.edu/jdoe

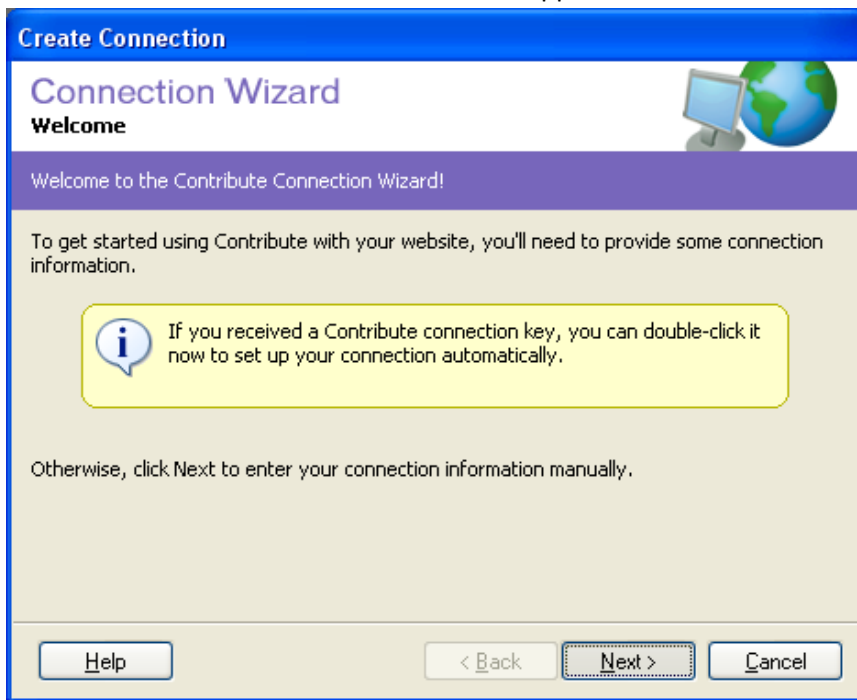
(Note: There are multiple ways to connect to Venus depending on your operating system and installed software. The following uses Adobe Contribute CS5, but these instructions can also be applied to earlier versions of Contribute or another WebDAV client.)

(Note: These instructions only cover how to configure a Venus server connection. A basic understanding of Contribute is required to transfer files.)

- 1.) Start Contribute. From the main screen, click the 'Create Connection' button under the 'Start Page' tab. Or, click on the 'Manage Sites' button and select 'New Site...'



2.) The 'Connection Wizard Welcome' window appears. Click 'Next.'

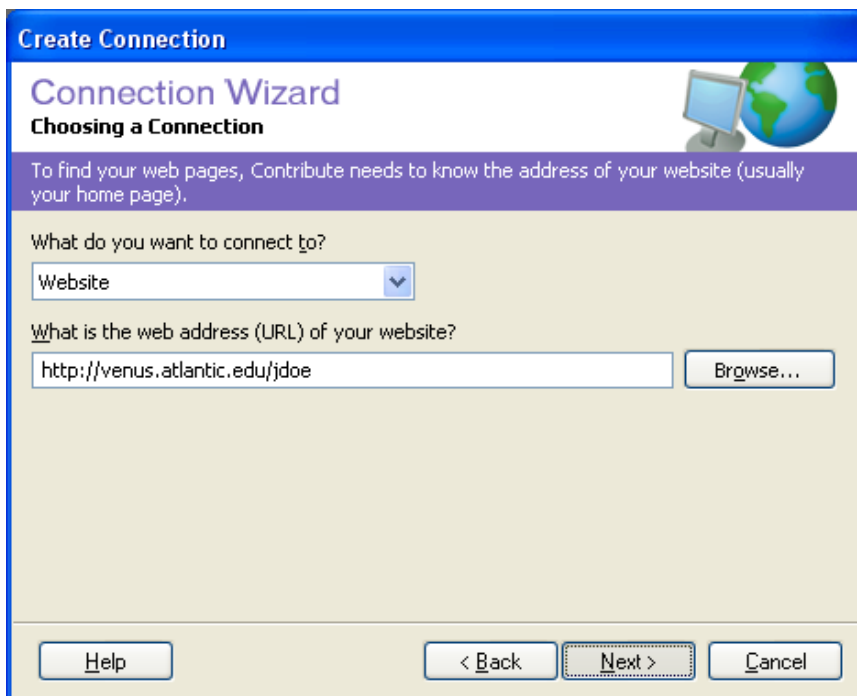


3.) In the 'Choosing a Connection' window, make sure **Website** is selected in the list under 'What do you want to connect to?' For 'What is the web address (URL) of your website?,' enter the following:

http://venus.atlantic.edu/(user name)

Your user name is typically your first initial and last name.

Example: Teacher Jane Doe would enter **http://venus.atlantic.edu/jdoe**



- 4.) Click 'Next.' The 'Website Connection Information' box should appear. From the drop-down menu under 'How do you connect to your web server?,' select **WebDAV**.

Create Connection

Connection Wizard

Website Connection Information

To edit pages on your website, Contribute needs to connect to your web server.

How do you connect to your web server?

FTP
Secure FTP (SFTP)
Local/Network
WebDAV

[Help](#) < [Back](#) [Next](#) > [Cancel](#)

- 5.) More options should now appear in this window. Under 'What is the WebDAV URL?,' enter the following:
https://venus.atlantic.edu:82/(username)
Your user name is typically your first initial and last name.

Example: Teacher Jane Doe would enter **https://venus.atlantic.edu:82/jdoe**

Create Connection

Connection Wizard

Website Connection Information

To edit pages on your website, Contribute needs to connect to your web server.

How do you connect to your web server?

WebDAV [Advanced...](#)

What is the WebDAV URL?

https://venus.atlantic.edu:82/jdoe

What is the WebDAV username?

What is the WebDAV password?

! This connection will use [WebDAV locks](#) to prevent multiple users from editing a page at the same time. All users who connect to this website must use WebDAV.

[Help](#) < [Back](#) [Next](#) > [Cancel](#)

- 6.) Still at the 'Website Connection Information' window, enter your username (typically your first initial and last name) under 'What is the WebDAV username' and password under 'What is the WebDAV password.'

Example: Teacher Jane Doe would enter:

User name: jdoe

Password: (her password)

The screenshot shows the 'Create Connection' dialog box with the 'Website Connection Information' step. The title bar reads 'Create Connection' and the window title is 'Connection Wizard Website Connection Information'. Below the title bar, there is a blue header with the text 'To edit pages on your website, Contribute needs to connect to your web server.' The main area contains the following fields and controls:

- 'How do you connect to your web server?': A dropdown menu set to 'WebDAV' and an 'Advanced...' button.
- 'What is the WebDAV URL?': A text box containing 'https://venus.atlantic.edu:82/jdoe'.
- 'What is the WebDAV username?': A text box containing 'jdoe'.
- 'What is the WebDAV password?': A password field with 10 dots.
- A yellow warning triangle icon with a text box: 'This connection will use [WebDAV locks](#) to prevent multiple users from editing a page at the same time. All users who connect to this website must use WebDAV.'
- Buttons at the bottom: 'Help', '< Back', 'Next >', and 'Cancel'.

- 7.) Click 'Next.' If the 'Subversion Connection Information' window appears, click 'Next' to continue.

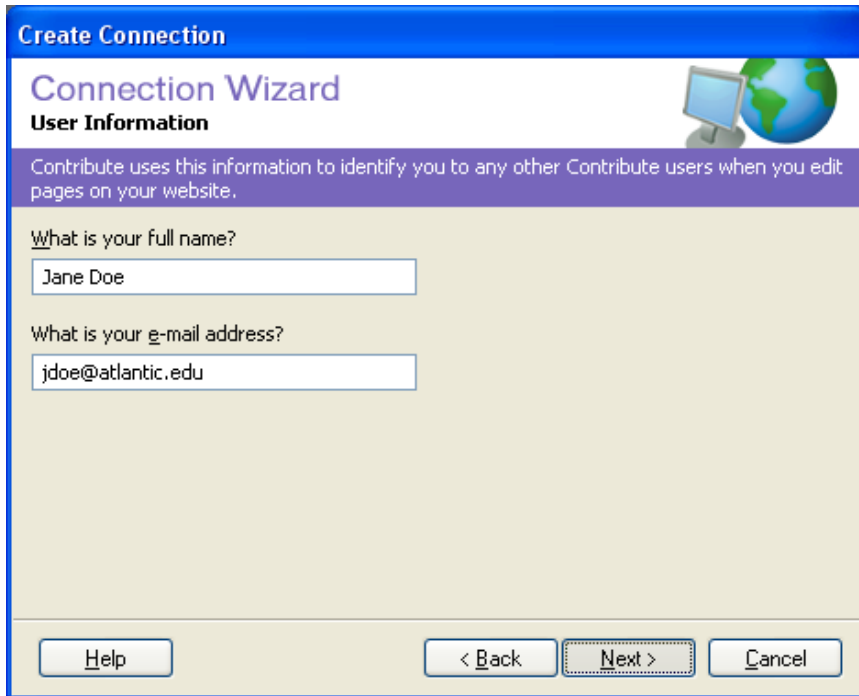
(Note: Subversion allows multiple people to work on files, saving each copy as a 'version' for approval by an administrator. Venus faculty accounts are only for individual use, so this feature is not enabled on the server.)

The screenshot shows the 'Create Connection' dialog box with the 'Subversion Connection Information' step. The title bar reads 'Create Connection' and the window title is 'Connection Wizard Subversion Connection Information'. Below the title bar, there is a blue header with the text 'Enable versioning of the site using Subversion.' The main area contains the following fields and controls:

- 'Protocol': A dropdown menu set to 'HTTP'.
- 'Server address': An empty text box.
- 'Repository path': An empty text box.
- 'Server port': Radio buttons for 'Default' (selected) and 'Non default', followed by an empty text box.
- 'Username': An empty text box.
- 'Password': An empty text box.
- A 'Test' button.
- Buttons at the bottom: 'Help', '< Back', 'Next >', and 'Cancel'.

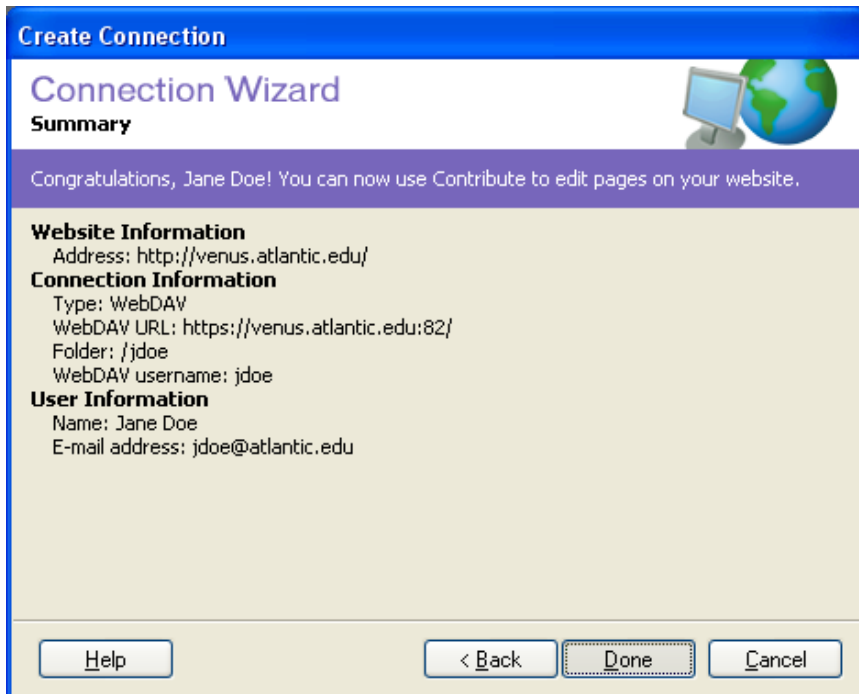
8.) The 'User Information' screen appears. Enter your information and click 'Next' to continue.

(Note: Similar to Subversion in Step 7, this information is used to identify individuals if multiple people are accessing the same files. Venus faculty accounts are only for individual use, so this information is not necessary, but Contribute requires it when configuring a new connection.)



The screenshot shows a dialog box titled "Create Connection" with a sub-header "Connection Wizard". The current step is "User Information". A message states: "Contribute uses this information to identify you to any other Contribute users when you edit pages on your website." There are two input fields: "What is your full name?" with the text "Jane Doe" and "What is your e-mail address?" with the text "jdoe@atlantic.edu". At the bottom, there are four buttons: "Help", "< Back", "Next >", and "Cancel".

9.) The 'Summary' window appears. Click 'Done' to save your settings.



The screenshot shows the same dialog box, now at the "Summary" step. A message states: "Congratulations, Jane Doe! You can now use Contribute to edit pages on your website." The summary is organized into three sections: "Website Information" (Address: http://venus.atlantic.edu/), "Connection Information" (Type: WebDAV, WebDAV URL: https://venus.atlantic.edu:82/, Folder: /jdoe, WebDAV username: jdoe), and "User Information" (Name: Jane Doe, E-mail address: jdoe@atlantic.edu). At the bottom, there are four buttons: "Help", "< Back", "Done", and "Cancel".