

Venus: Faculty Account Access (Windows XP)

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`

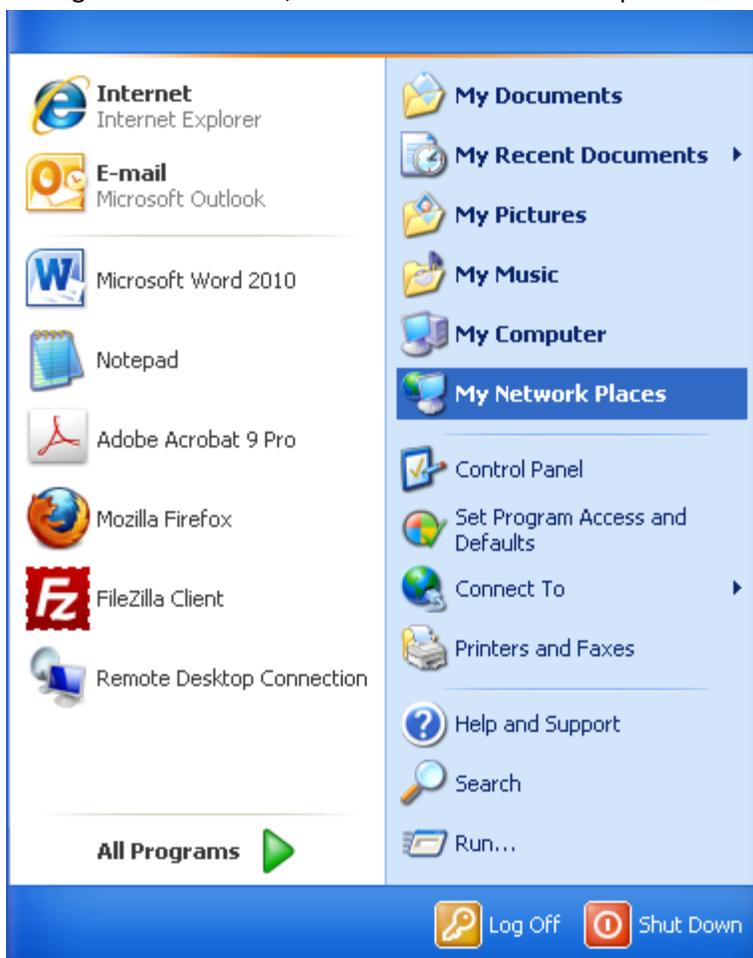
User Name: jdoe

Password: (her password)

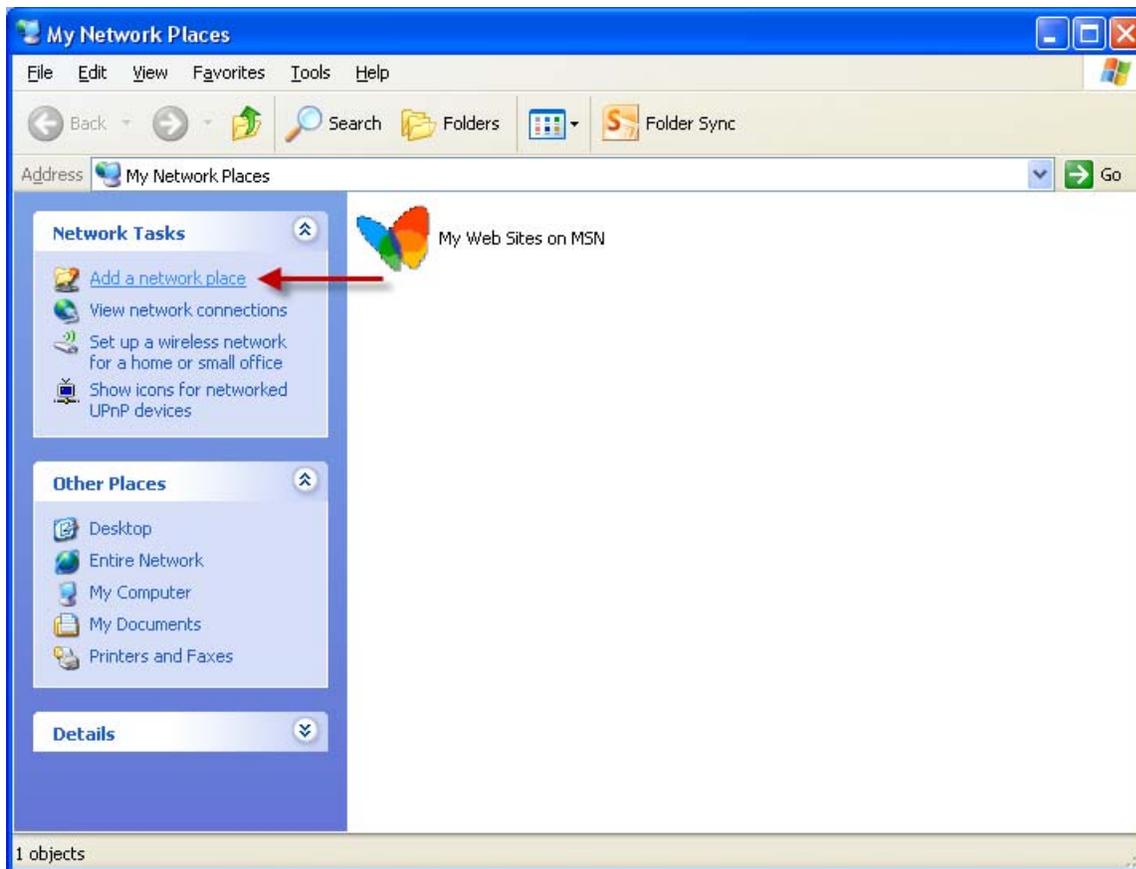
Site URL: `http://venus.atlantic.edu/jdoe`

(Note: There are multiple ways to connect to Venus depending on your operating system. The following should be the least complicated for Windows XP, but if you are more comfortable with an alternate method, feel free to use that.)

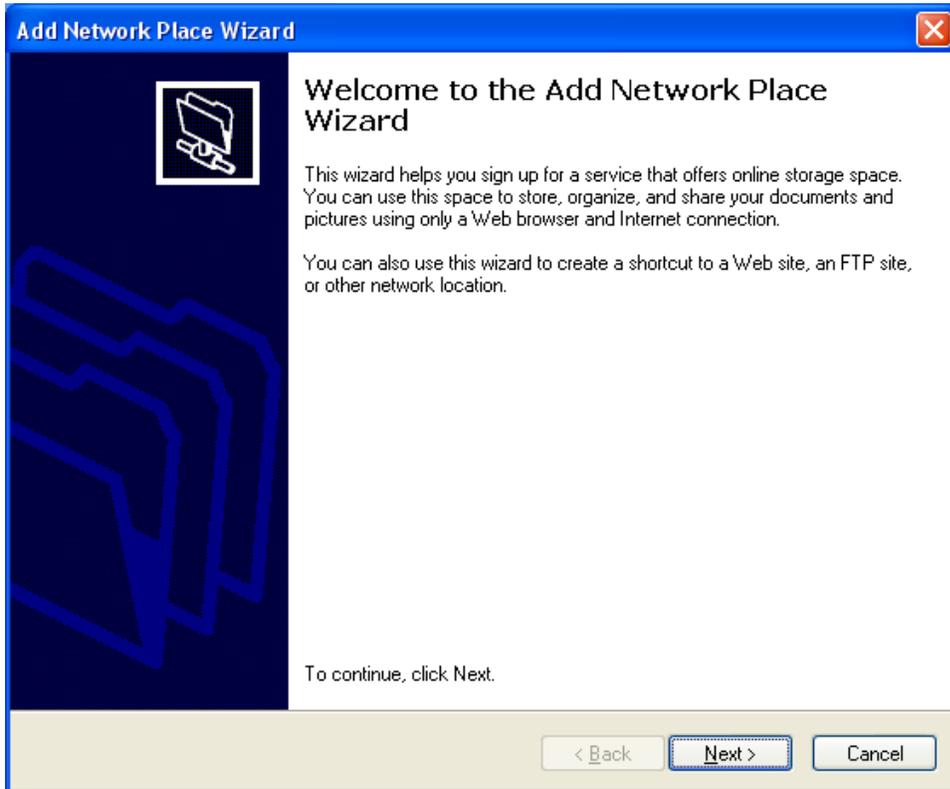
- 1.) Find and click on 'My Network Places.' Depending on your computer settings, this could either be accessible through the Start menu, or as an icon on the desktop.



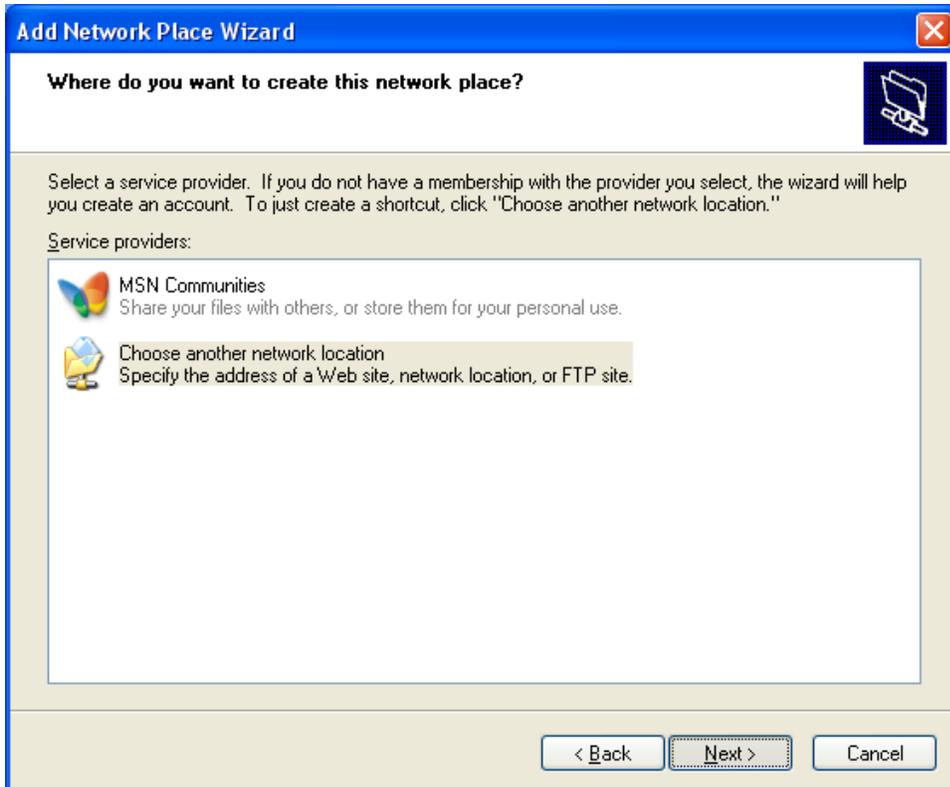
- 2.) From the 'My Network Places' window, make sure the 'Network Tasks' menu is expanded, then click 'Add a network place.'



3.) The 'Welcome to the Add Network Place Wizard' window appears. Click 'Next.'

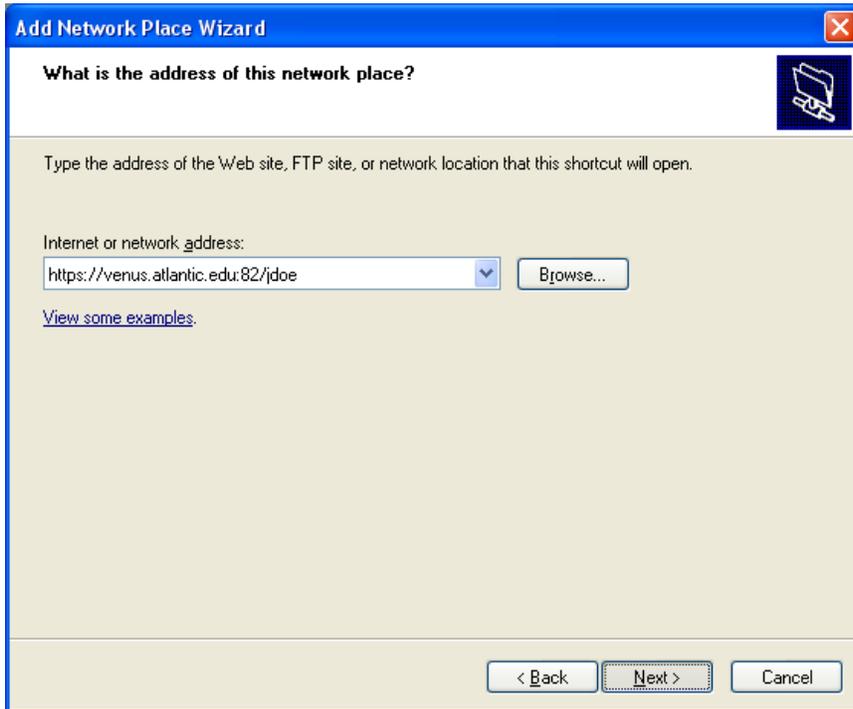


4.) In the 'Where do you want to create this network place?' window, highlight 'Choose another network location' and click 'Next.'



- 5.) From the 'What is the address of this network place?' window, under 'Internet or network address,' enter the URL: **https://venus.atlantic.edu:82/(user name)**. Your user name is typically your first initial and last name.

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



- 6.) Click 'Next.' The 'Connect to venus.atlantic.edu' box should appear. Enter your Venus 'User name' (typically your first initial and last name) and 'Password', then click 'OK.'

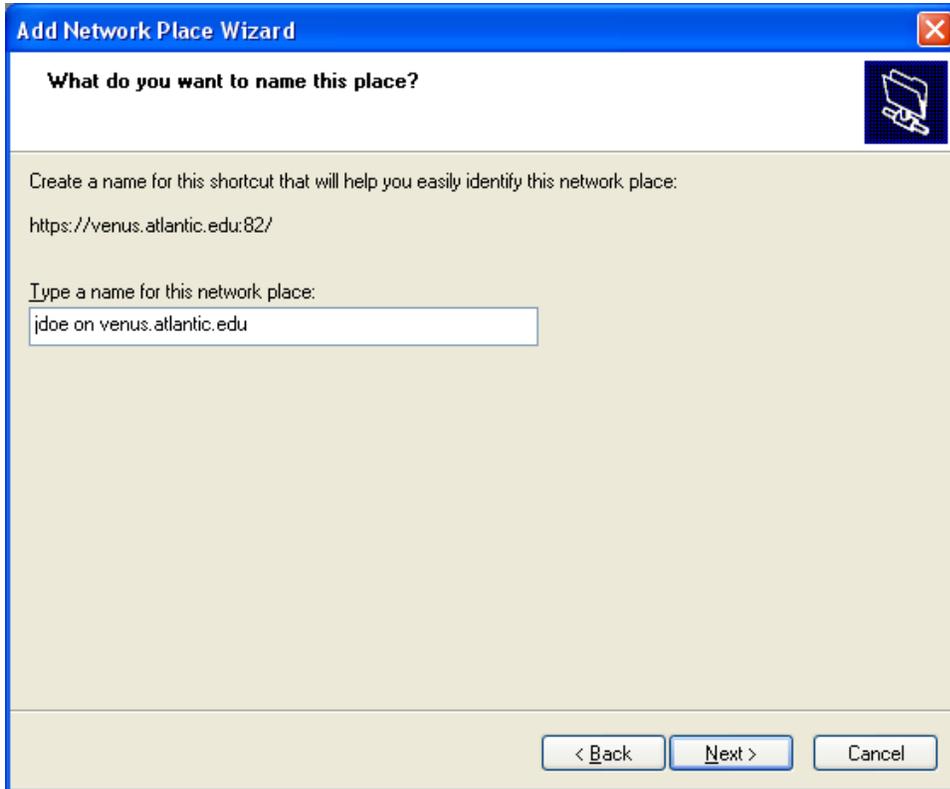
Example: Teacher Jane Doe would enter:

User name: jdoe

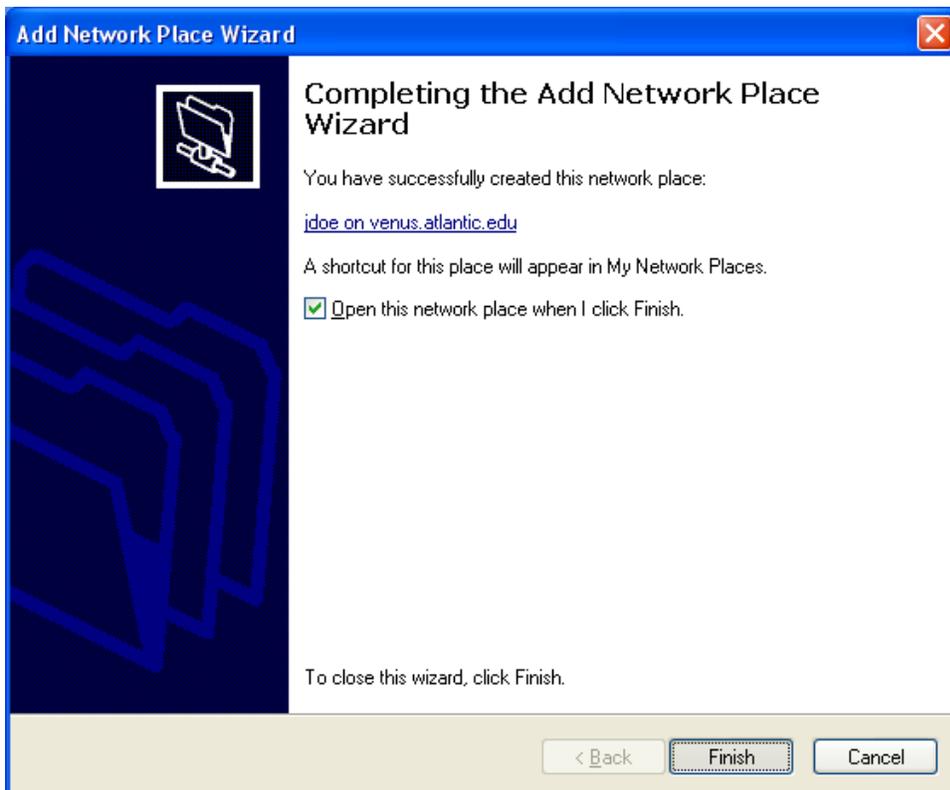
Password: (her password)



- 7.) If successful, the 'What do you want to name this place?' window will appear. Name it whatever you want and click 'Next.'



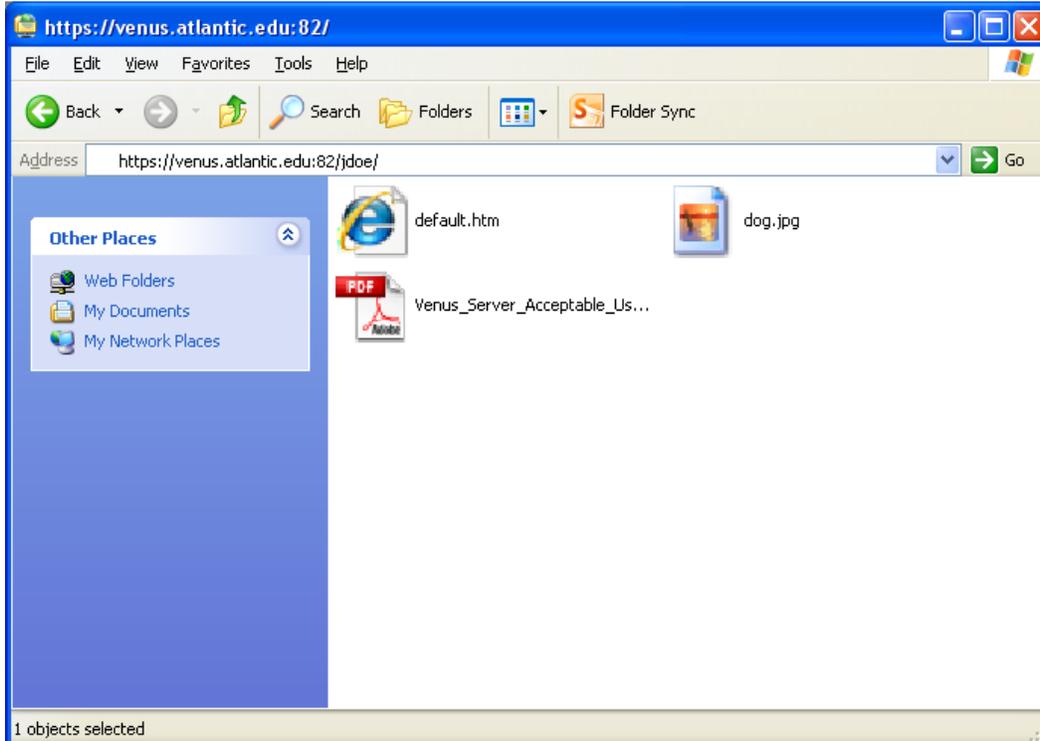
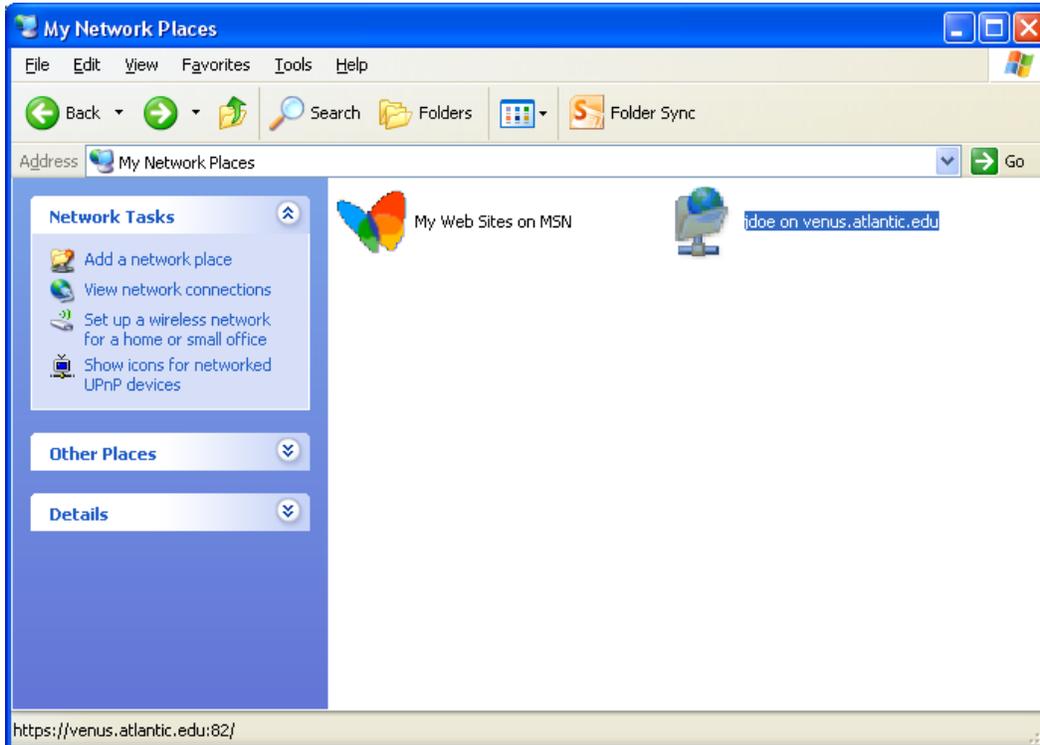
- 8.) The 'Completing the Add Network Place Wizard' window will appear. Make sure 'Open this network place when I click Finish' is checked, then click 'Finish.'



- 9.) Depending on your computer settings, your account window might automatically appear at this point. If the 'My Network Places' window returns, there will be a new icon with the name given in Step 7. Double-click this icon to access your account.

(Note: Depending on your computer settings, the 'Connect to venus.atlantic.edu' window from Step 6 might appear again. Re-enter your user name and password to access your account.)

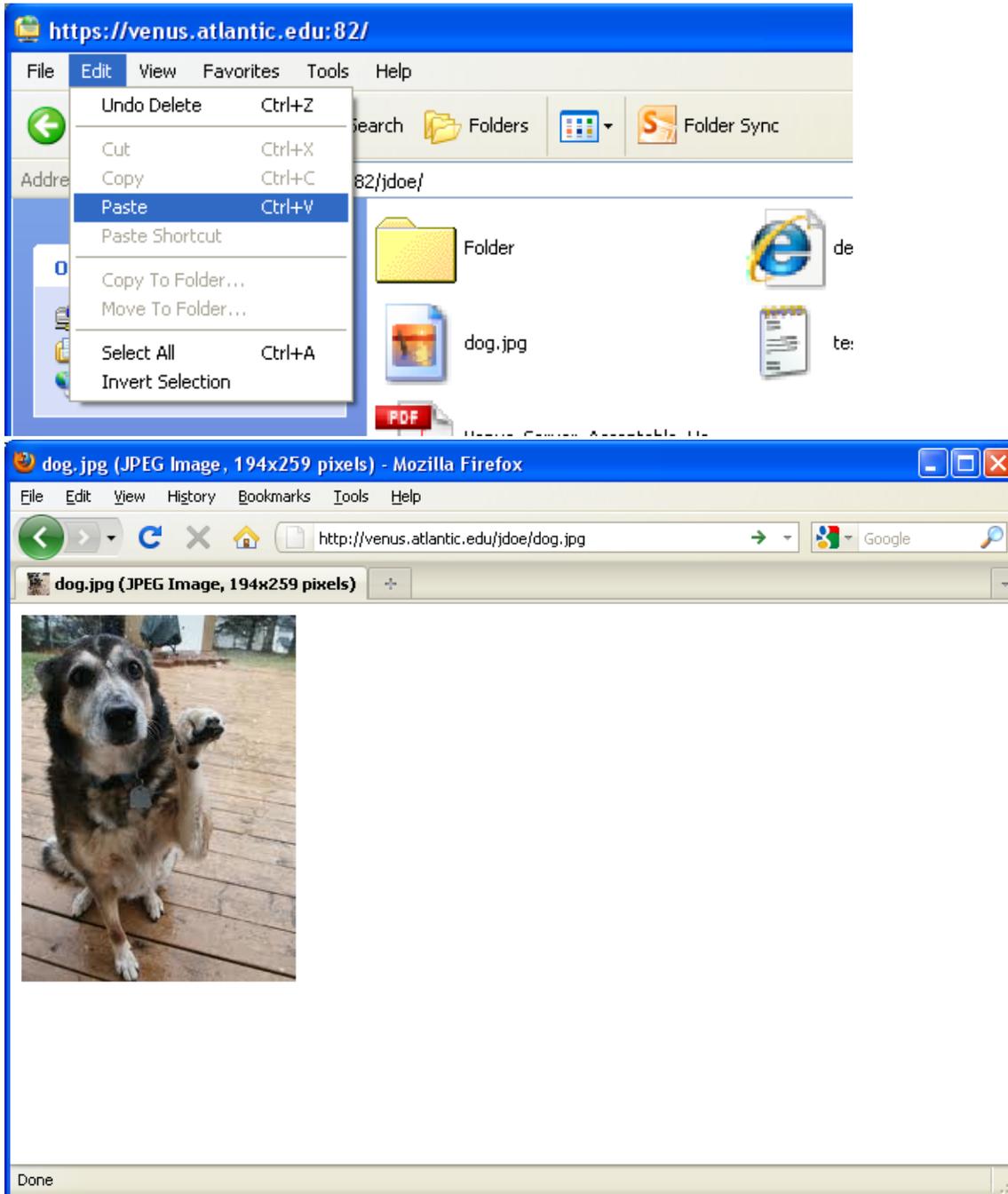
(Note: The contents of your folder will likely differ from the images below.)



10.) Add files and folders to your Venus account window just like you would on your local computer (drag-and-drop, copy-and-paste, etc.). Content will be accessible through any Web browser by typing in your URL and the file name.

Example: Teacher Jane Doe's file dog.jpg can be accessed entering **http://venus.atlantic.edu/jdoe/dog.jpg**

(Note: The 'Internet or Network Address' entered in Step 5 is the address needed to transfer files to and from the server. The address in this step displays content in a Web browser.)



11.) For security reasons, if accessing your account on a public computer, it is good practice to manually disconnect from the Venus server when finished. From the 'My Network Places' window, right-click your account icon and select 'Delete.' At the 'Confirm File Delete' box, click 'Yes.'

(Note: This will only remove your connection settings from the current computer. This will not alter your Venus account or its files in any way.)

