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.'

Add Network Place Wizard		
	Welcome to the Add Network Place Wizard	
201	This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a Web browser and Internet connection.	
	You can also use this wizard to create a shortcut to a Web site, an FTP site, or other network location.	
	To continue, click Next.	
	< <u>B</u> ack <u>N</u> ext > Cancel	

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

Add Network Place Wizard
Where do you want to create this network place?
Select a service provider. If you do not have a membership with the provider you select, the wizard will help you create an account. To just create a shortcut, click "Choose another network location."
MSN Communities Share your files with others, or store them for your personal use. Choose another network location Specify the address of a Web site, network location, or FTP site.
< <u>B</u> ack <u>N</u> ext > Cancel

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

Add Network Place Wizard		
What is the address of this network place?		
Type the address of the Web site, FTP site, or network location that this shortcut will open.		
Internet or network <u>a</u> ddress:		
https://venus.atlantic.edu:82/jdoe		
<u>View some examples</u> .		
< <u>B</u> ack Next > Cancel		

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 <u>Jane Doe</u> would enter: User name: jdoe Password: (her password)

Connect to venus.	atlantic.edu 🛛 🛛 🛛 🤇			
	EF			
The server venus.atlantic.edu at venus.atlantic.edu requires a username and password.				
<u>U</u> ser name:	2			
<u>P</u> assword:				
<u>R</u> emember my password				
	OK Cancel			

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

Add Network Place Wizard
What do you want to name this place?
Create a name for this shortcut that will help you easily identify this network place:
https://venus.atlantic.edu:82/
<u>T</u> ype a name for this network place:
jdoe on venus.atlantic.edu
< <u>B</u> ack <u>N</u> ext > Cancel

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.'

Add Network Place Wizard		
(CH)	Completing the Add Network Place Wizard You have successfully created this network place:	
	jdoe on venus.atlantic.edu	
	A shortcut for this place will appear in My Network Places.	
	☑pen this network place when I click Finish.	
	To close this wizard, click Finish.	
	< <u>B</u> ack Finish Cancel	

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.)

Venus_Faculty_Accounts_WinXP

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.)

🕲 My Network Places				
File Edit View Favorites Tools Help				
Ġ Back 🔹 🌍 🝷 🏂 🔎 Search 🎼 Folders 🛄 🔹 🔙 Folder Sy	nc			
Address 🧐 My Network Places	🛩 🄁 Go			
Network Tasks Add a network place View network connections Set up a wireless network for a home or small office Show icons for networked UPnP devices Other Places Details	Idoe on venus.atlantic.edu Open Explore Combine supported files in Acrobat WinZip Shared Folder Synchronization Send To Cut Copy Create Shortcut Delete Rename Properties			
Seletes the selected items.				
Confirm File Delete	3			
Are you sure you want to send 'jdoe on venus.atlantic.edu' to the Recycle Bin?				