Venus: Student Account Access (Windows 7)

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

Connection URL: https://venus.atlantic.edu:82/(last name + last three digits of Student ID)
User Name: Your seven-digit Student ID number
Password: Your six-digit date of birth (mmddyy)
Site URL: http://venus.atlantic.edu/(last name + last three digits of Student ID)

For example, student <u>John Doe</u>, born <u>June 1, 1990</u>, with Student ID# <u>0123456</u> would have:
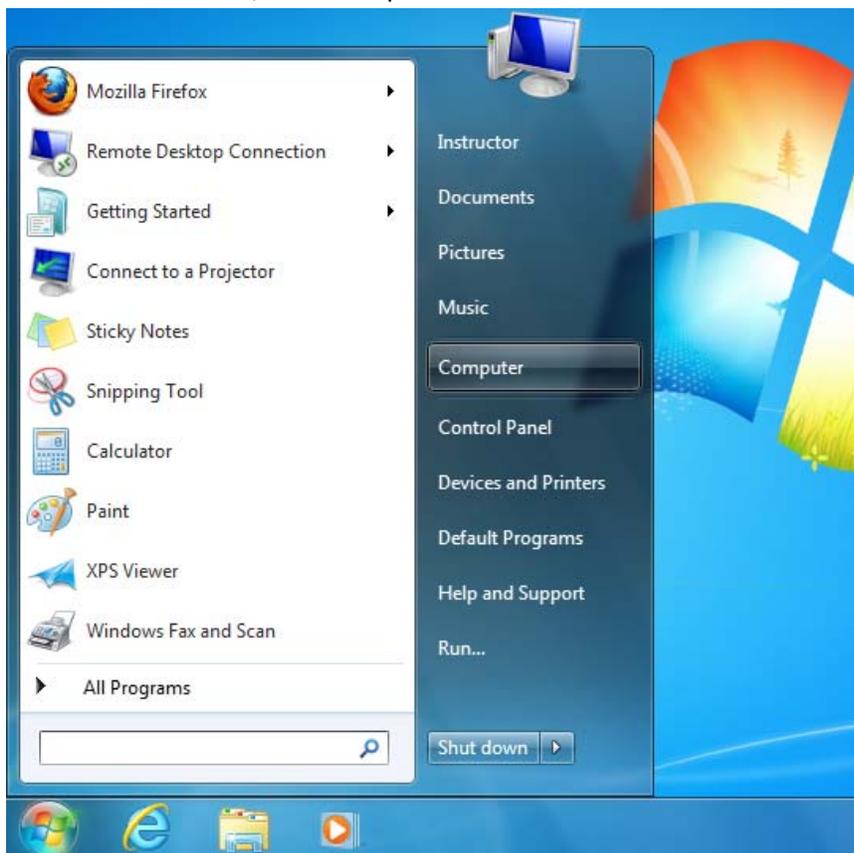
Connection URL: https://venus.atlantic.edu:82/doe456
User Name: 0123456
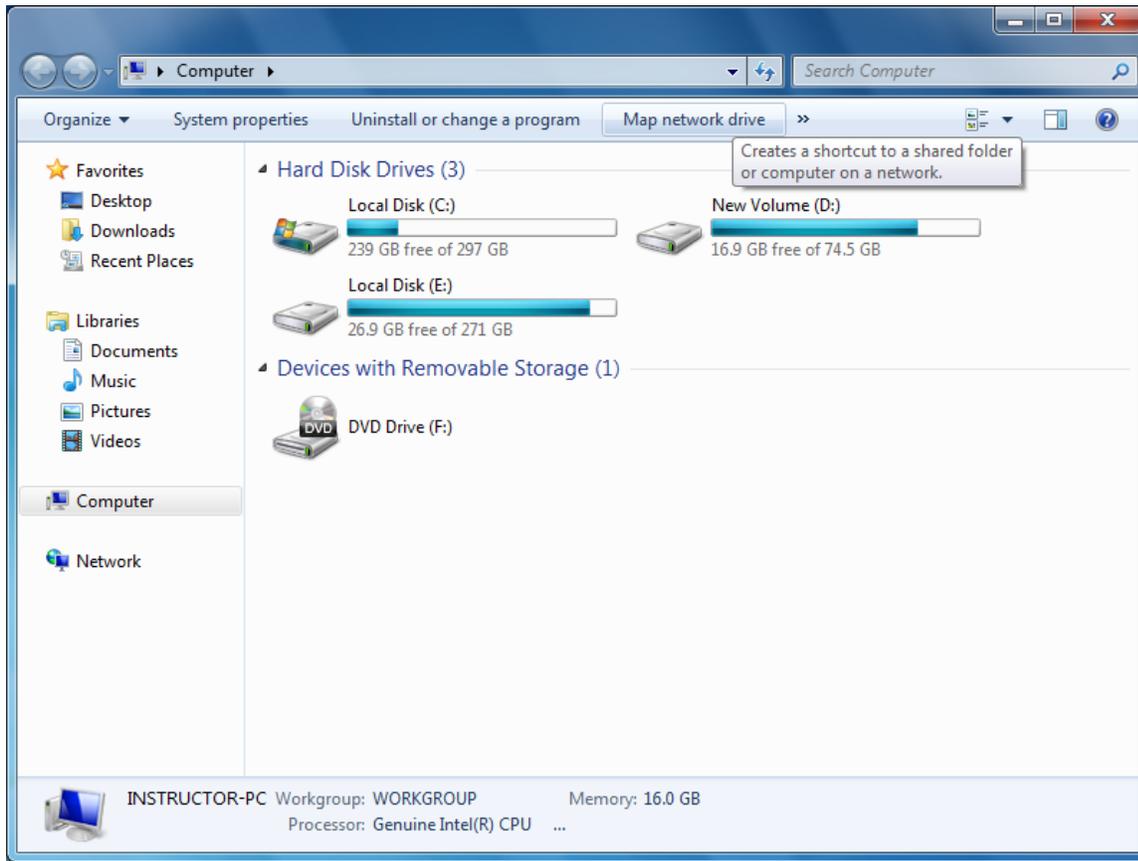**Password:** 060190
Site URL: http://venus.atlantic.edu/doe456

(Note: There are multiple ways to connect to Venus depending on your operating system. The following should be the least complicated for Windows 7, but if you are more comfortable with an alternate method, feel free to use that.)
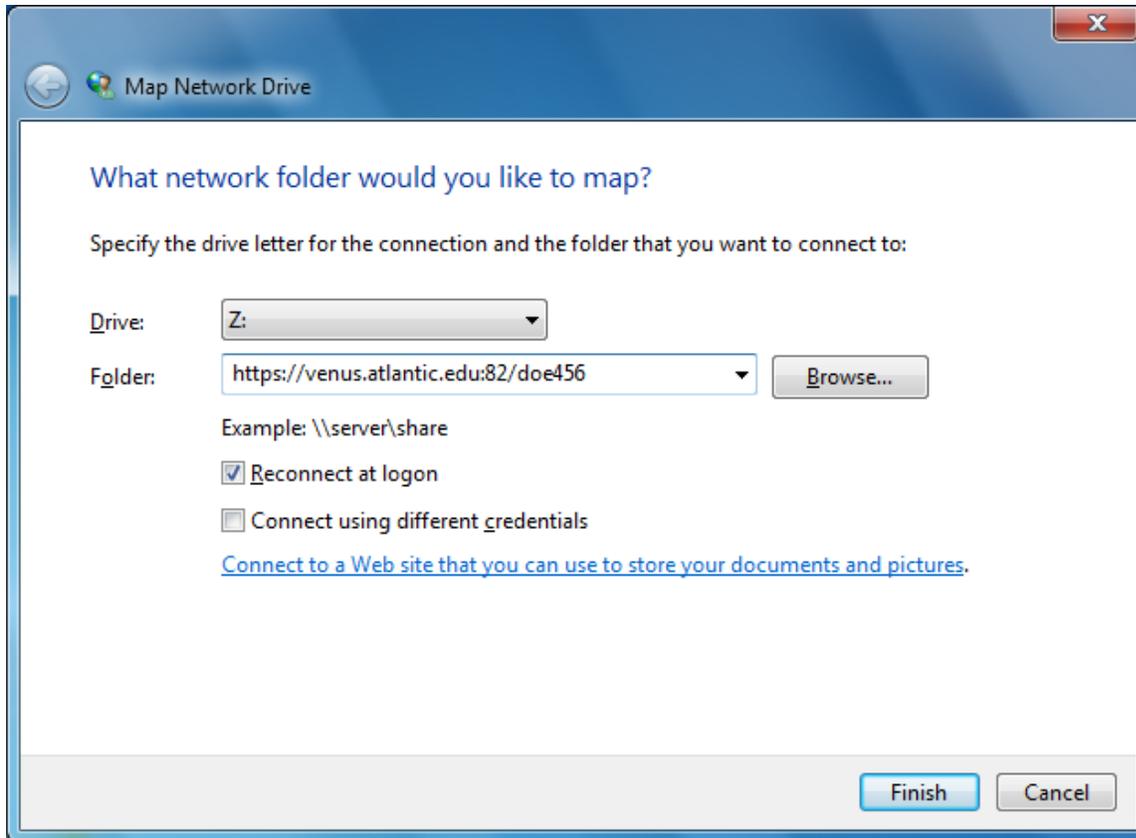
1.) From the Start menu, click 'Computer.'
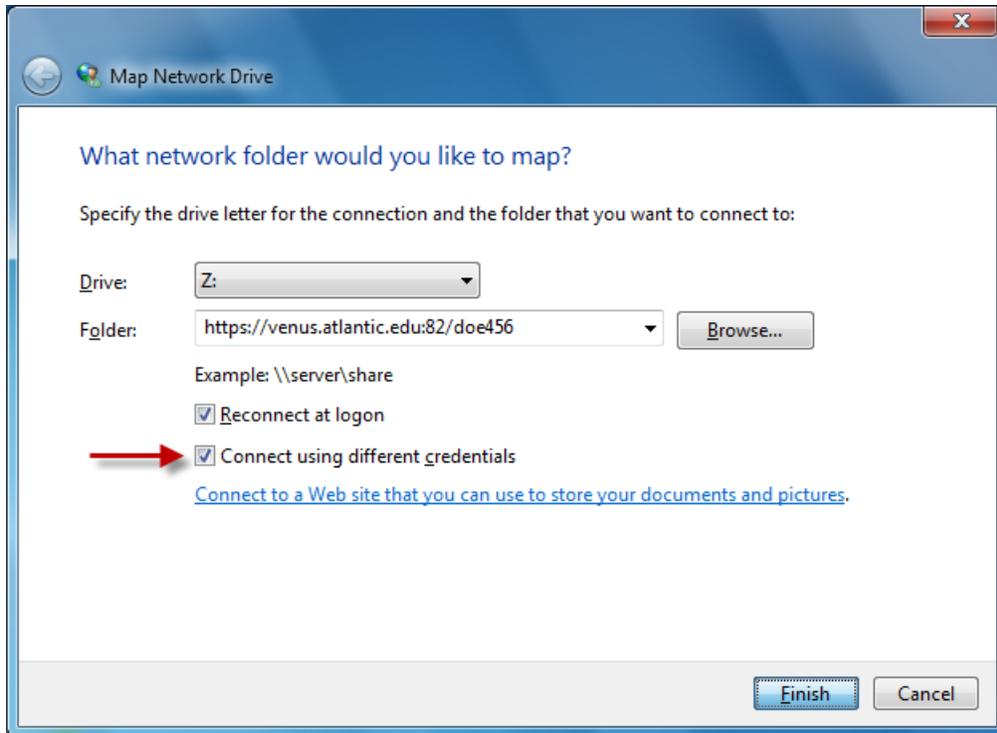
2.) From the 'Computer' window, click 'Map Network Drive.'

3.) In the 'Map Network Drive' window, for 'Folder,' enter the URL: **https://venus.atlantic.edu:82/(last name + last three digits of Student ID)**

Example: Student John Doe with Student ID# 0123456 would enter **https://venus.atlantic.edu:82/doe456**

(Note: Windows should automatically select an unused drive letter next to 'Drive.' "Z:" was chosen in this example, but you might see a different letter depending on your computer settings.)

4.) Still on the 'Map Network Drive' screen, make sure the checkbox next to 'Connect using different credentials' is selected, then click 'Finish.'
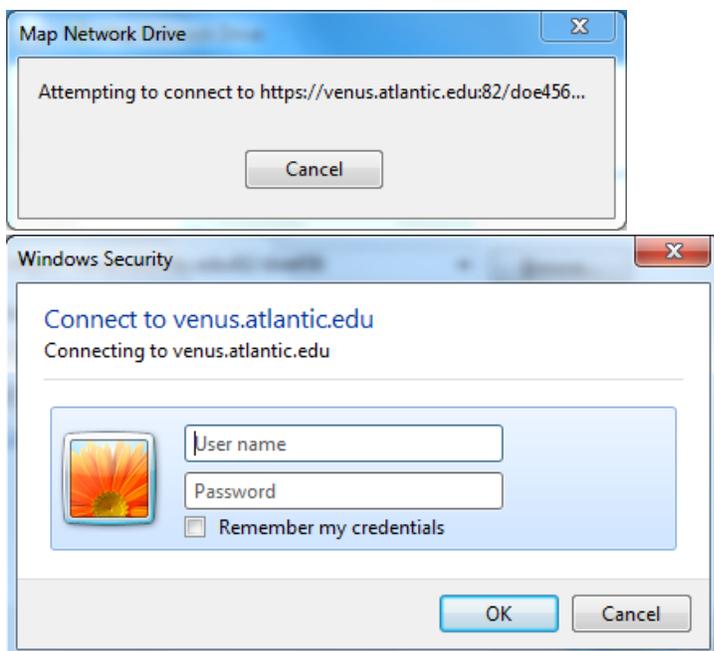

5.) The 'Connect to venus.atlantic.edu' box should appear. Enter your Venus 'User name' (seven-digit Student ID) and 'Password' (six-digit date of birth), then click 'OK.'

Example: Student <u>John Doe</u>, born <u>June 1, 1990</u> with Student ID# <u>0123456</u> would enter:
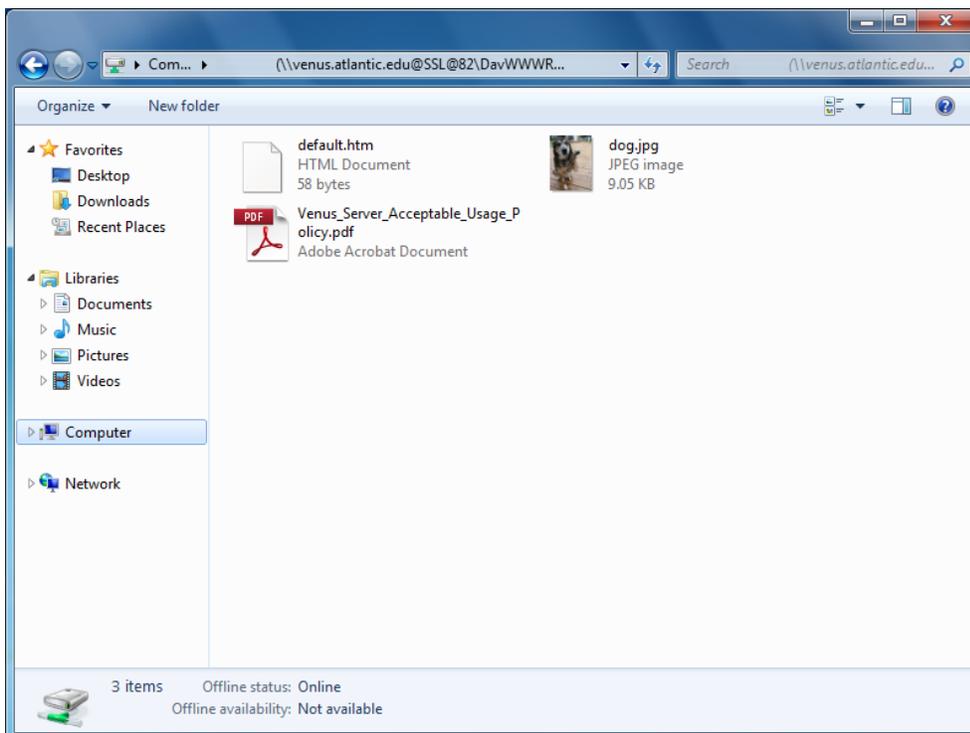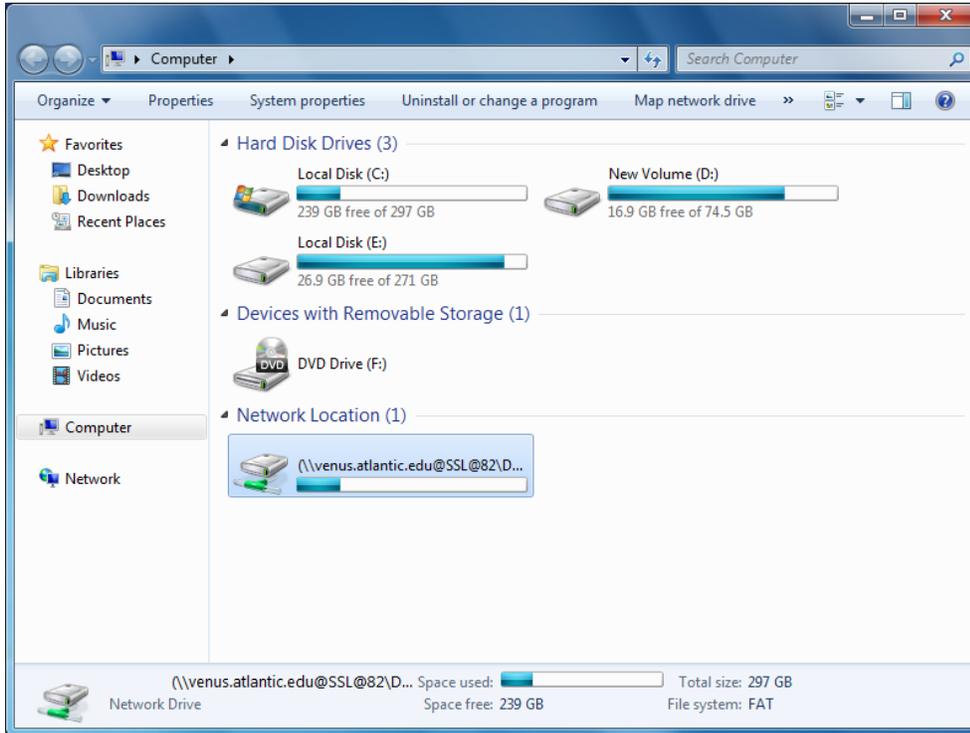 **User name:** 0123456
  Password: 060190

6.) Depending on your computer settings, your account window might automatically appear at this point. If the 'Computer' window returns, there will be a new icon under the 'Network Location' heading with your user name. Double-click this icon to access your account.

(Note: Depending on your computer settings, the 'Connect to venus.atlantic.edu' window from Step 5 might appear again. Re-enter your user name and password to access your account.)
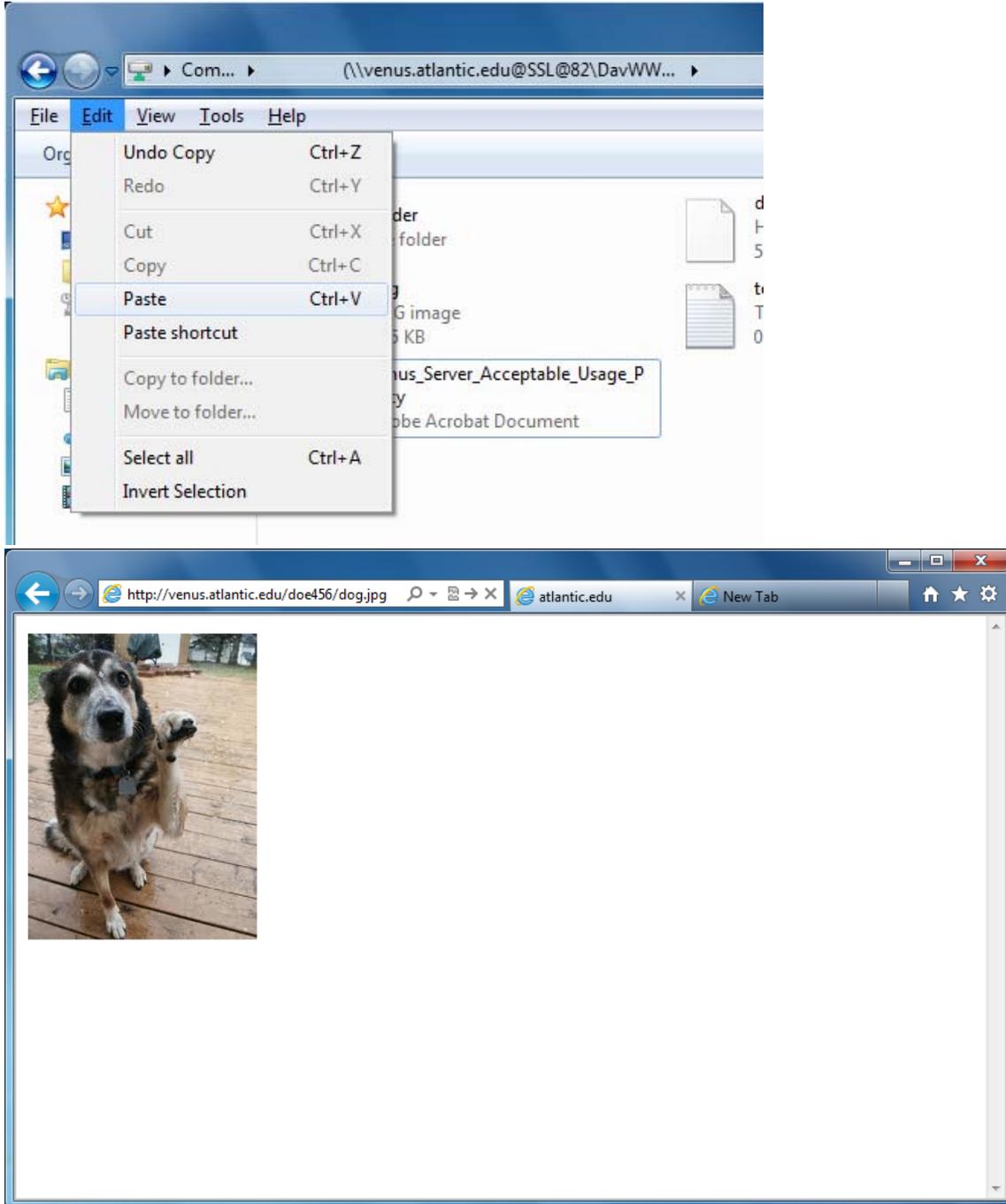
(Note: The contents of your folder will likely differ from the images below.)

7.) 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: Student <u>John Doe</u>'s file <u>dog.jpg</u> can be accessed entering **http://venus.atlantic.edu/doe456/dog.jpg**

(Note: The 'Folder' address entered in Step 3 is the address needed to transfer files to and from the server. The address in this step displays content in a Web browser.)

8.) 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 'Computer' window, right-click your account icon and select 'Disconnect.'