

Venus: Student Account Access (Windows 8)

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

Connection URL: [https://venus.atlantic.edu:82/\(last name + last three digits of Student ID\)](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/\(last name + last three digits of Student ID\)](http://venus.atlantic.edu/(last name + last three digits of Student ID))

For example, student John Doe, born June 1, 1990, with Student ID# 0123456 would have:

Connection URL: <https://venus.atlantic.edu:82/does456>

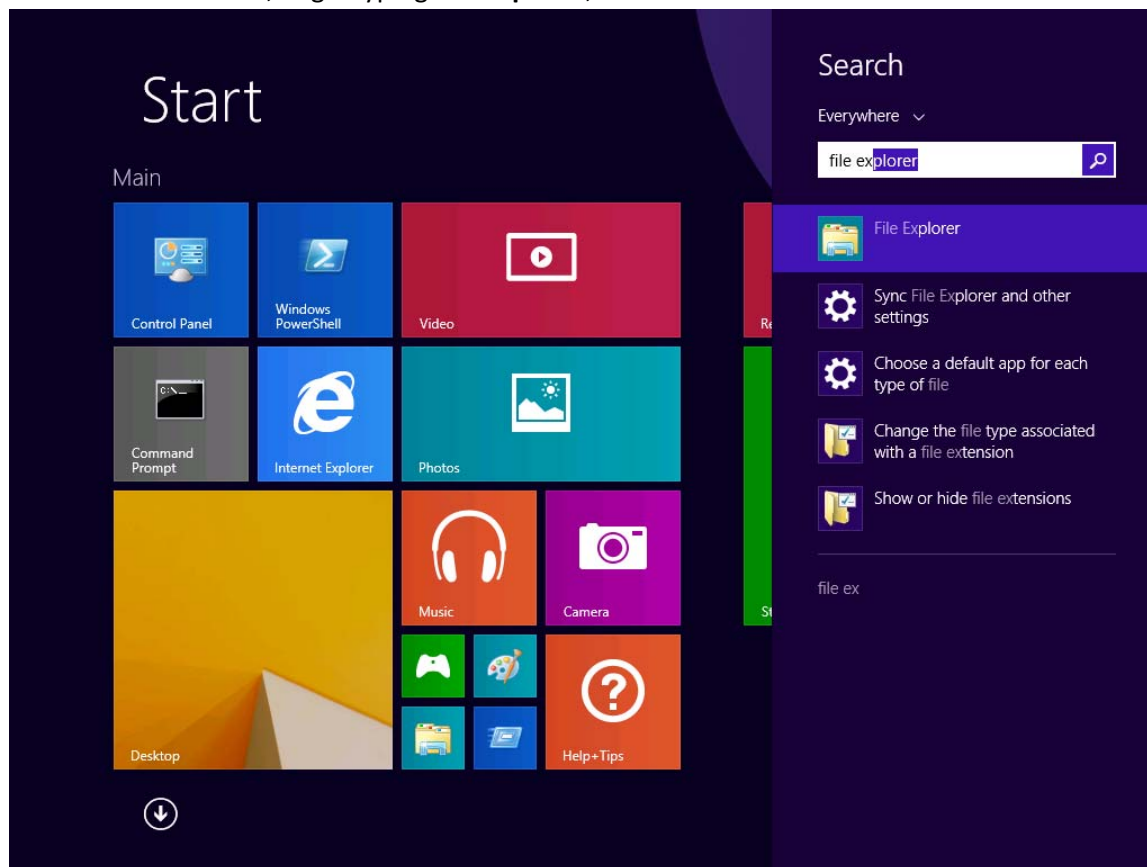
User Name: 0123456

Password: 060190

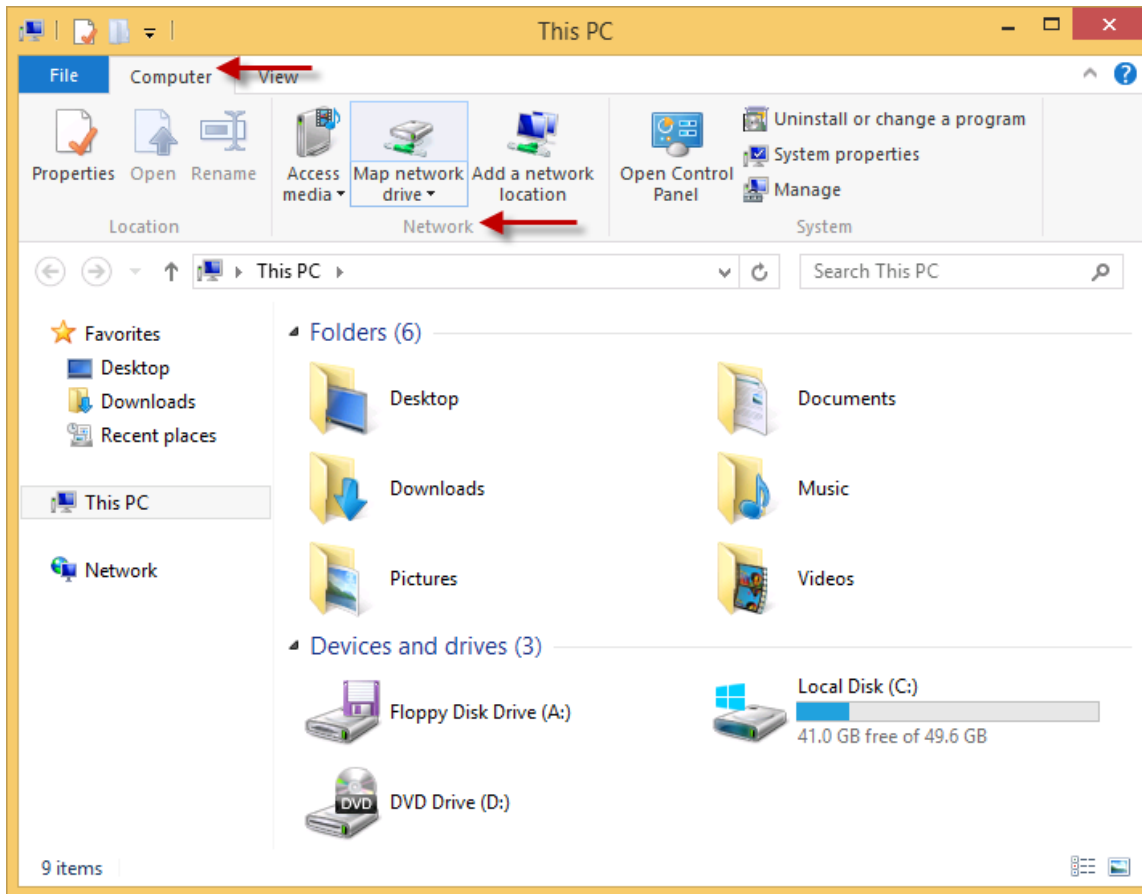
Site URL: <http://venus.atlantic.edu/does456>

(Note: There are multiple ways to connect to Venus depending on your operating system. The following should be the least complicated for Windows 8, but if you are more comfortable with an alternate method, feel free to use that.)

- 1.) From the Start screen, begin typing **File Explorer**, and click on the first search result.



2.) From the 'This PC' window, click 'Computer.' Locate the 'Network' group and 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/does456**

(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.)

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Folder: https://venus.atlantic.edu:82/does456 Browse...

Example: \\server\share

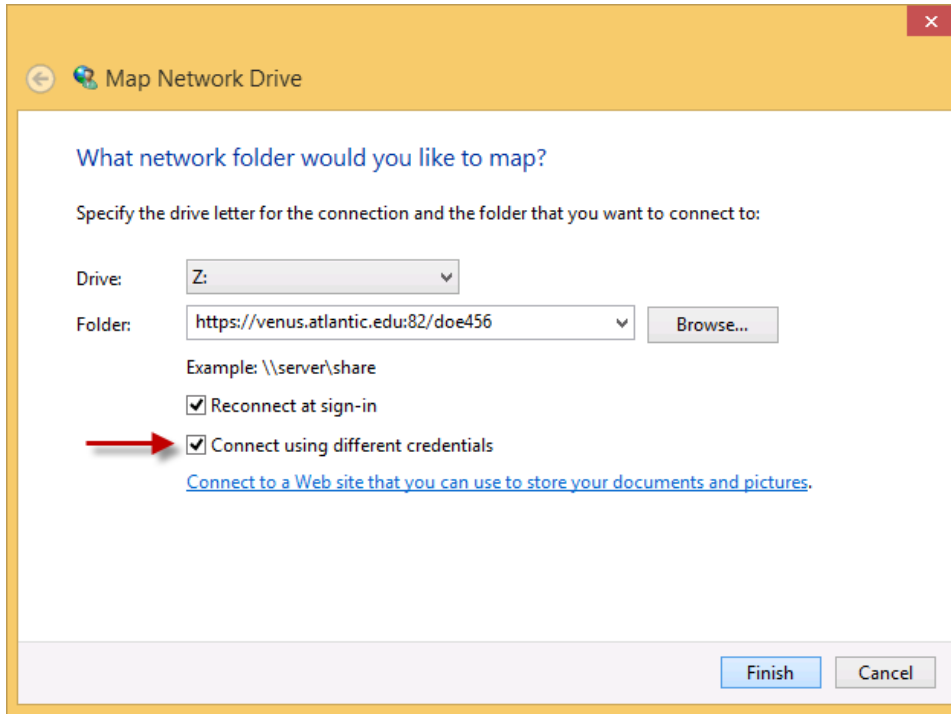
Reconnect at sign-in

Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish Cancel

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

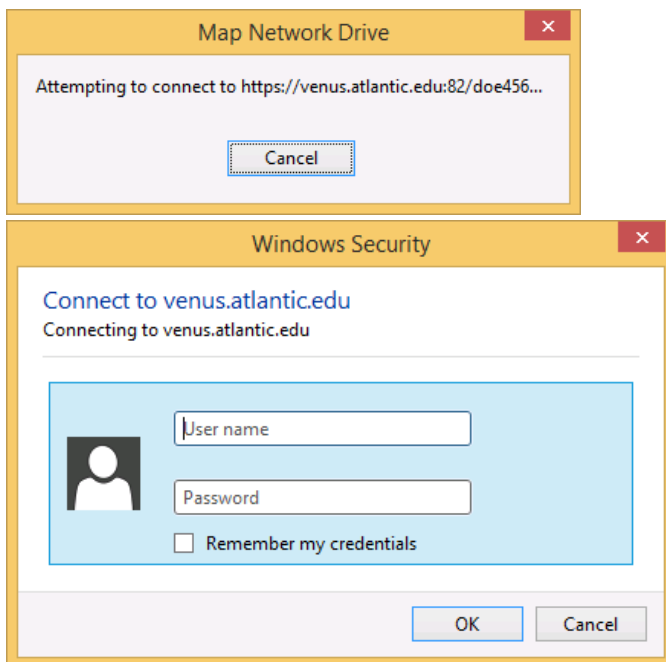


- 5.) The 'Windows Security' box should appear. Enter your Venus 'User name' (seven-digit Student ID) and 'Password' (six-digit date of birth), then click 'OK.'

Example: Student John Doe, born June 1, 1990 with Student ID# 0123456 would enter:

User name: 0123456

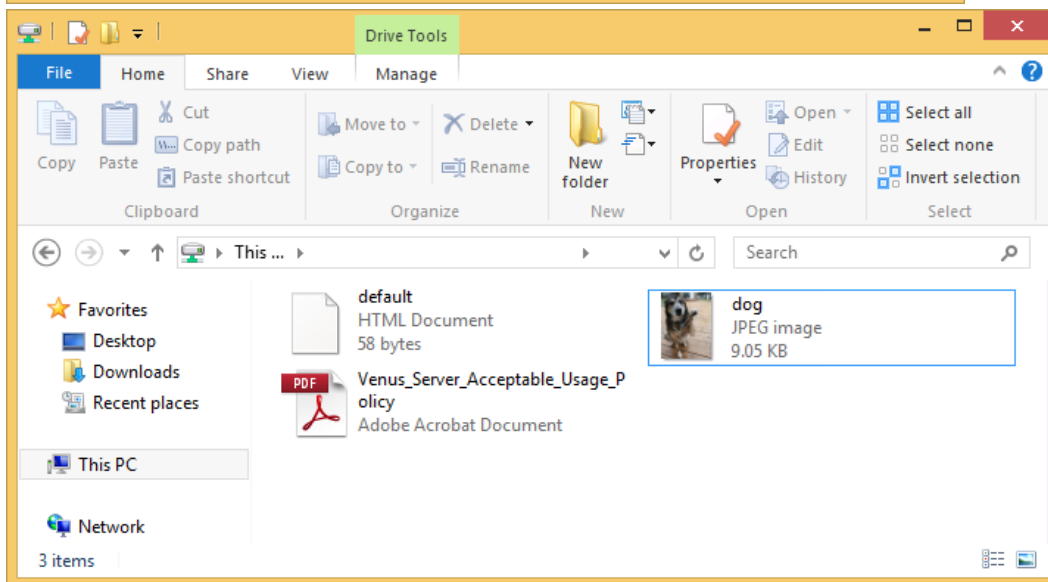
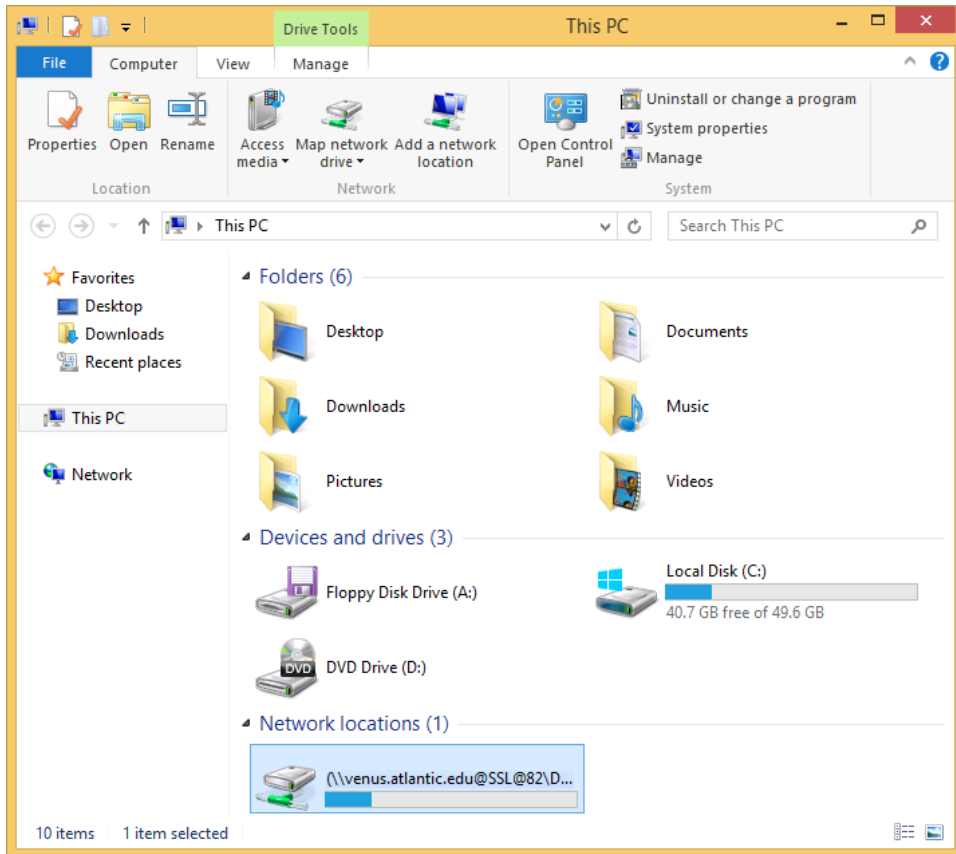
Password: 060190



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

(Note: Depending on your computer settings, the 'Windows Security' window from Step 5 might appear again. Re-enter your user name and password to access your account.)

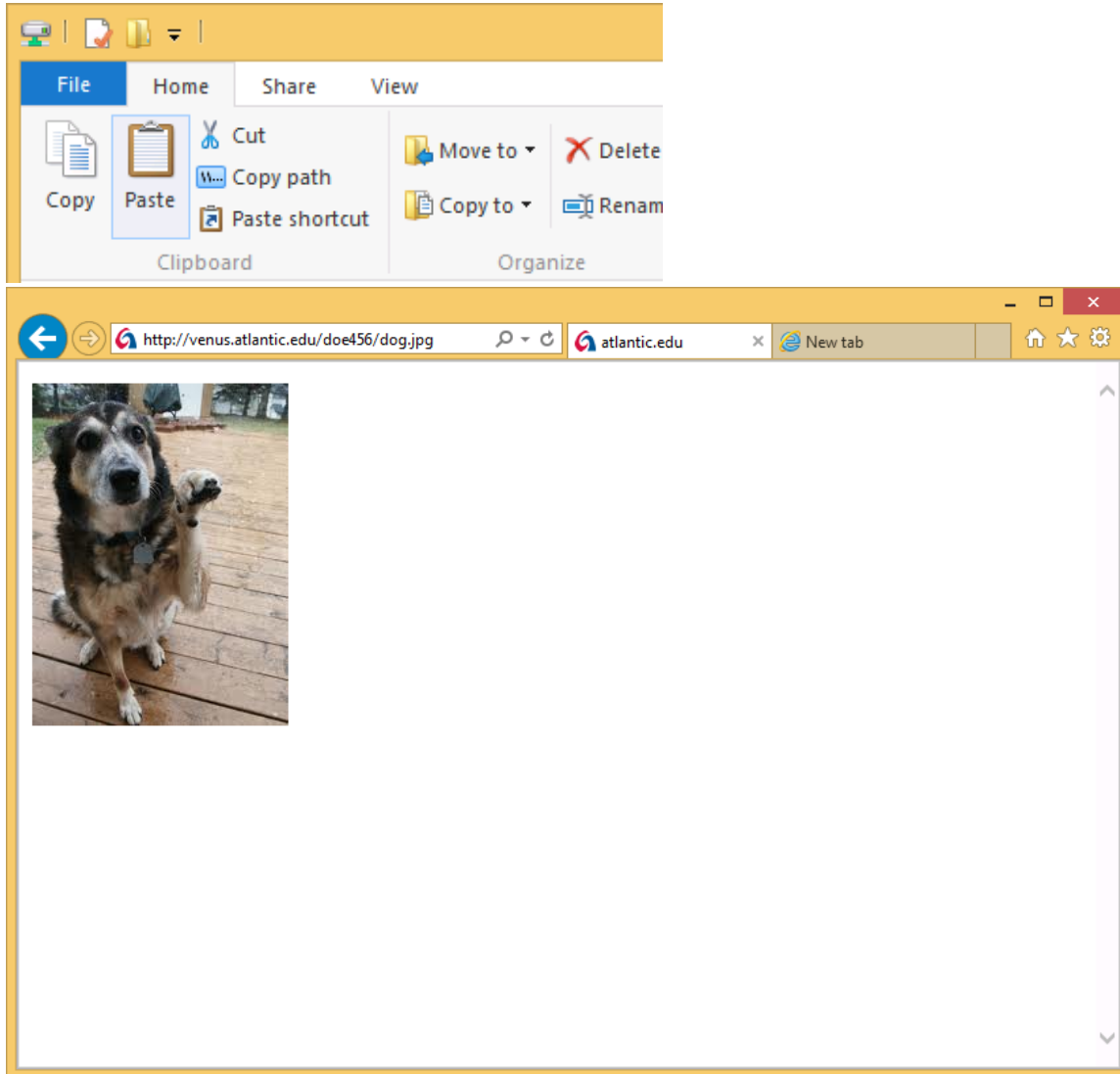
(Note: The contents of your folder will likely differ from the images below.)



- 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 browser by typing in your URL and the file name.

Example: Student John Doe's file dog.jpg can be accessed entering **<http://venus.atlantic.edu/does456/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 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 'This PC' window, right-click your account icon and select 'Disconnect.'

