

Venus: Student Account Access (Windows XP)

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>

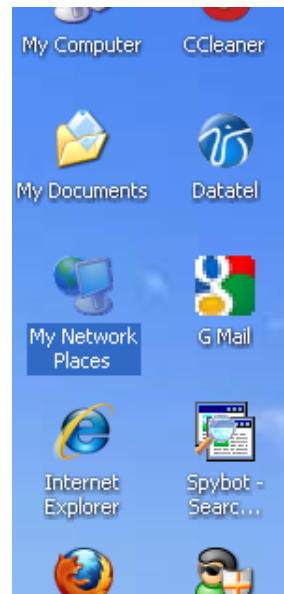
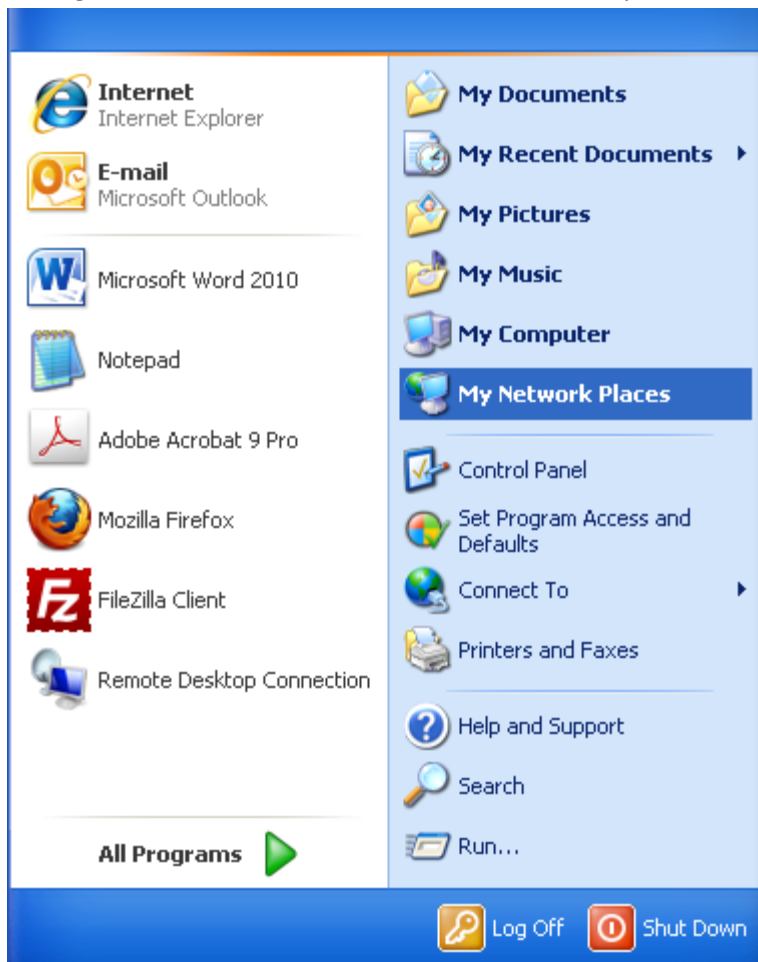
User Name: 0123456

Password: 060190

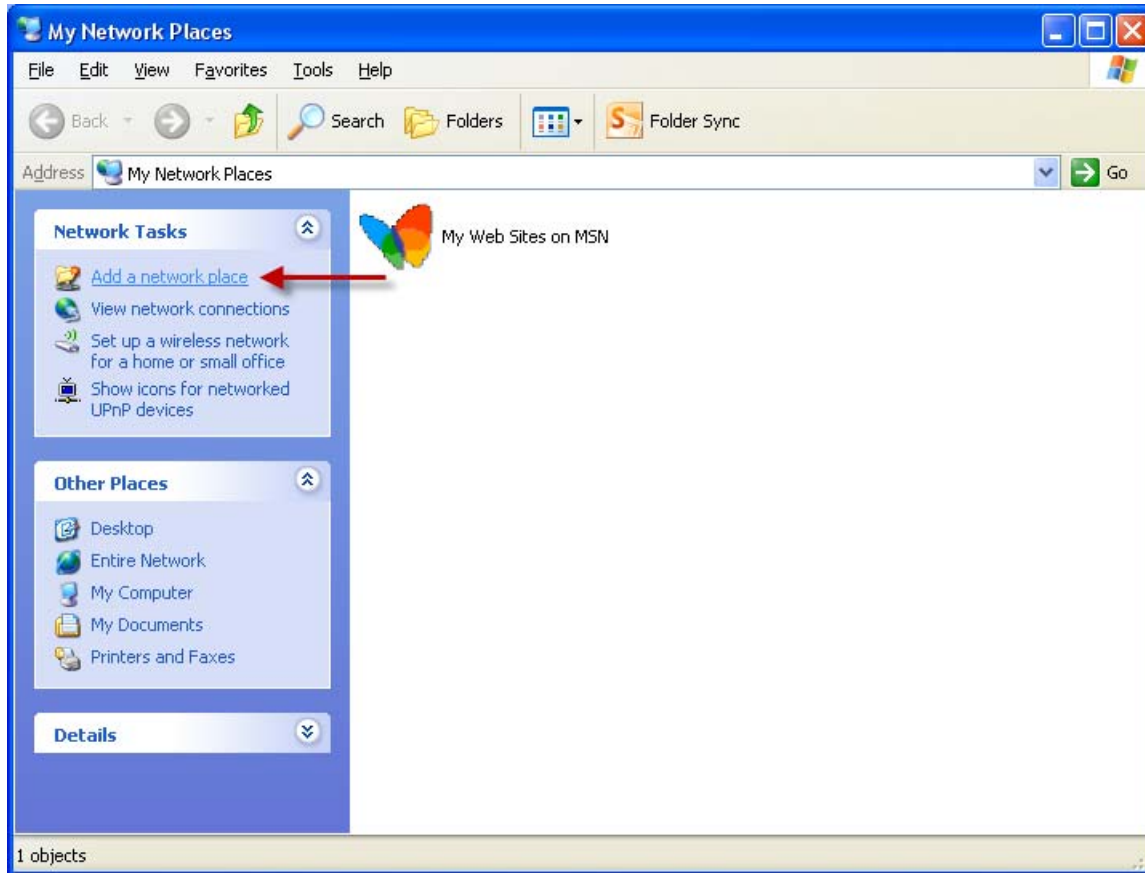
Site URL: <http://venus.atlantic.edu/does456>

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

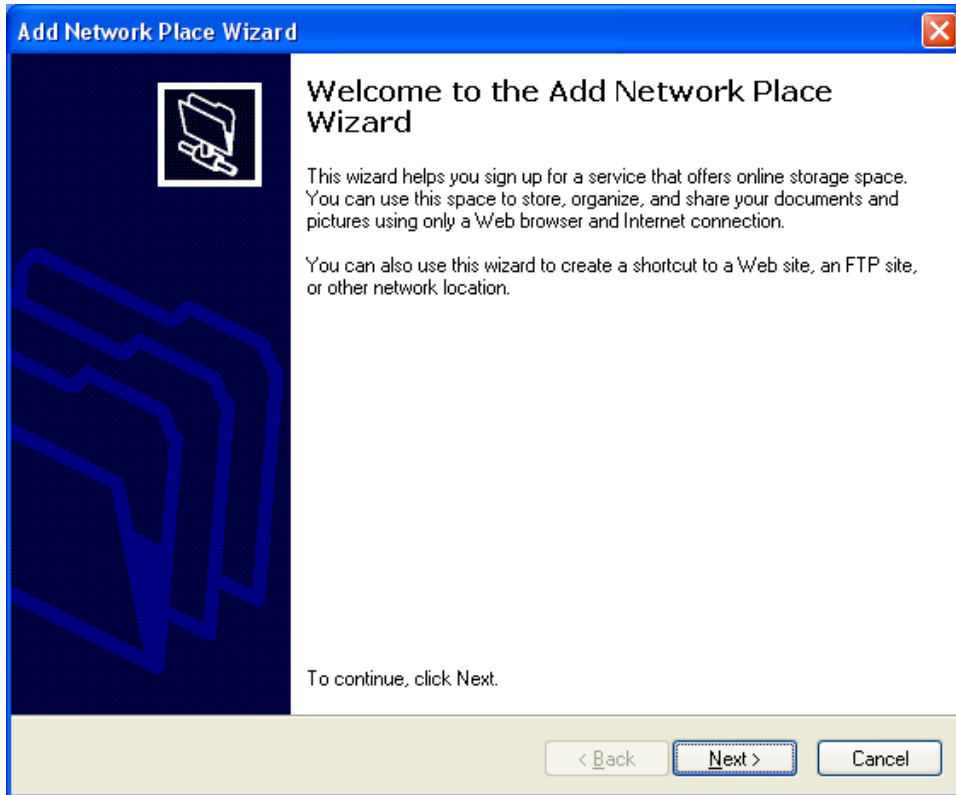
- 1.) Find and click on 'My Network Places.' Depending on your computer settings, this could either be accessible through the Start menu, or as an icon on the desktop.



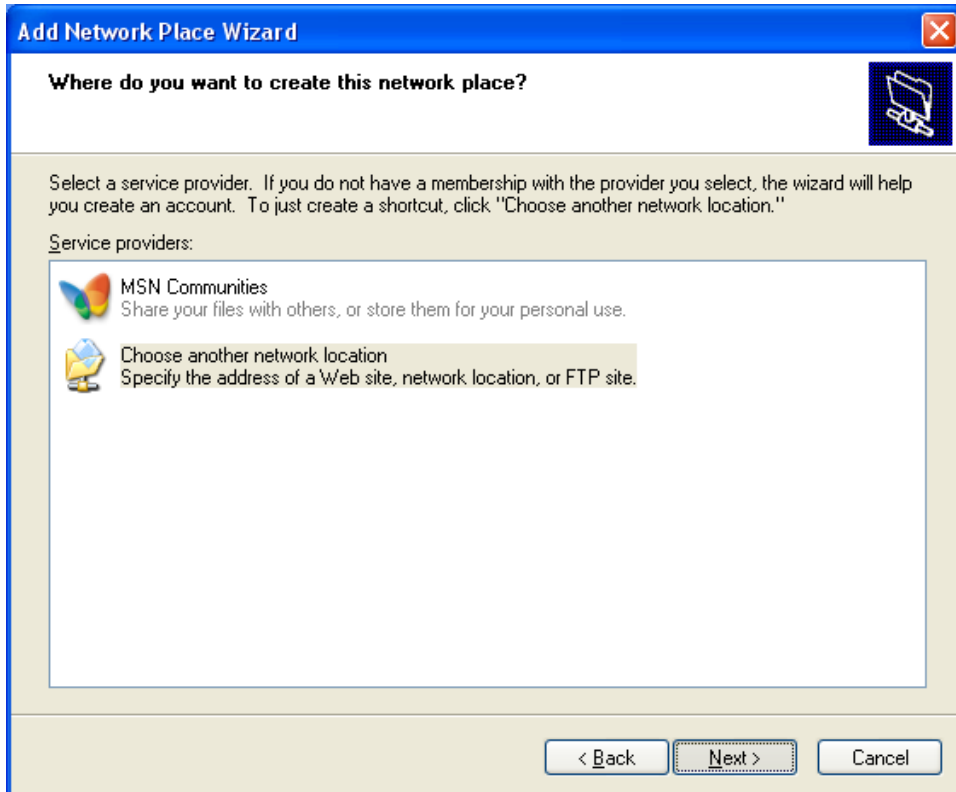
- 2.) From the 'My Network Places' window, make sure the 'Network Tasks' menu is expanded, then click 'Add a network place.'



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

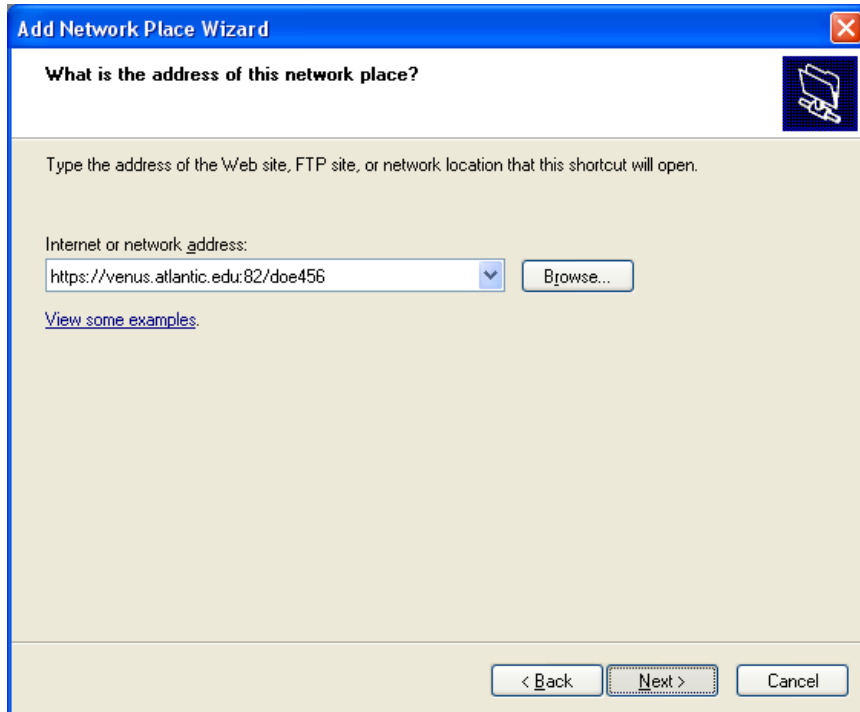


4.) In the 'Where do you want to create this network place?' window, highlight 'Choose another network location' and click 'Next.'



- 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/(last name + last three digits of Student ID)**

Example: Student John Doe with Student ID# 0123456 would enter **https://venus.atlantic.edu:82/does456**



- 6.) Click 'Next.' 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.'

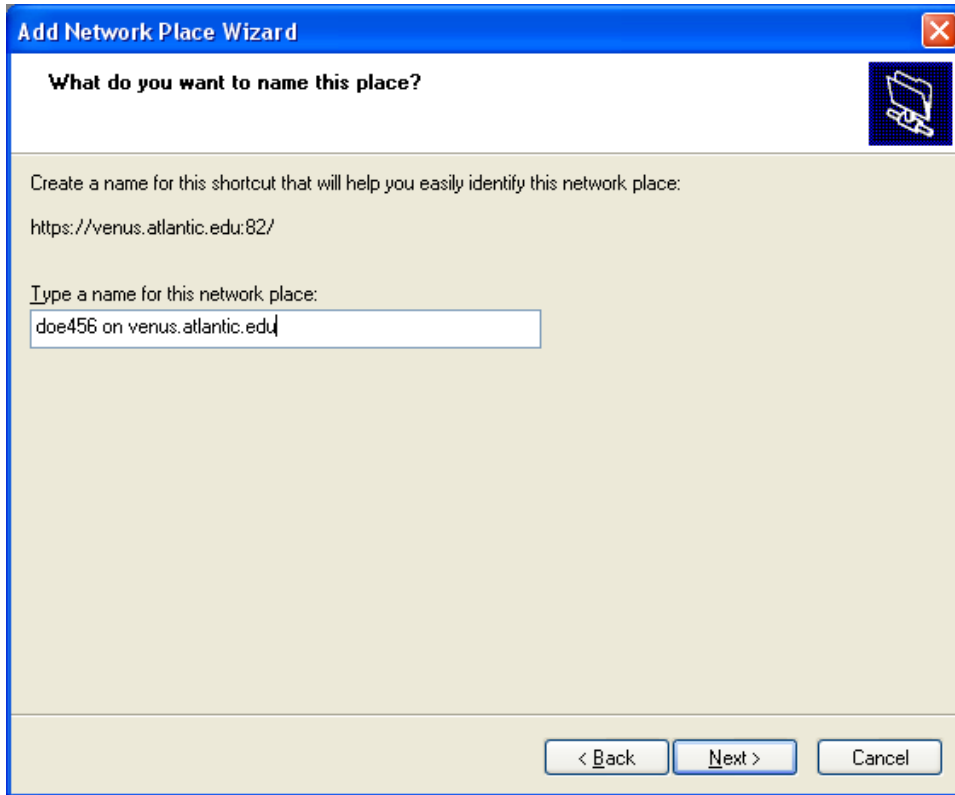
Example: Student John Doe, born June 1, 1990 with Student ID# 0123456 would enter:

User name: 0123456

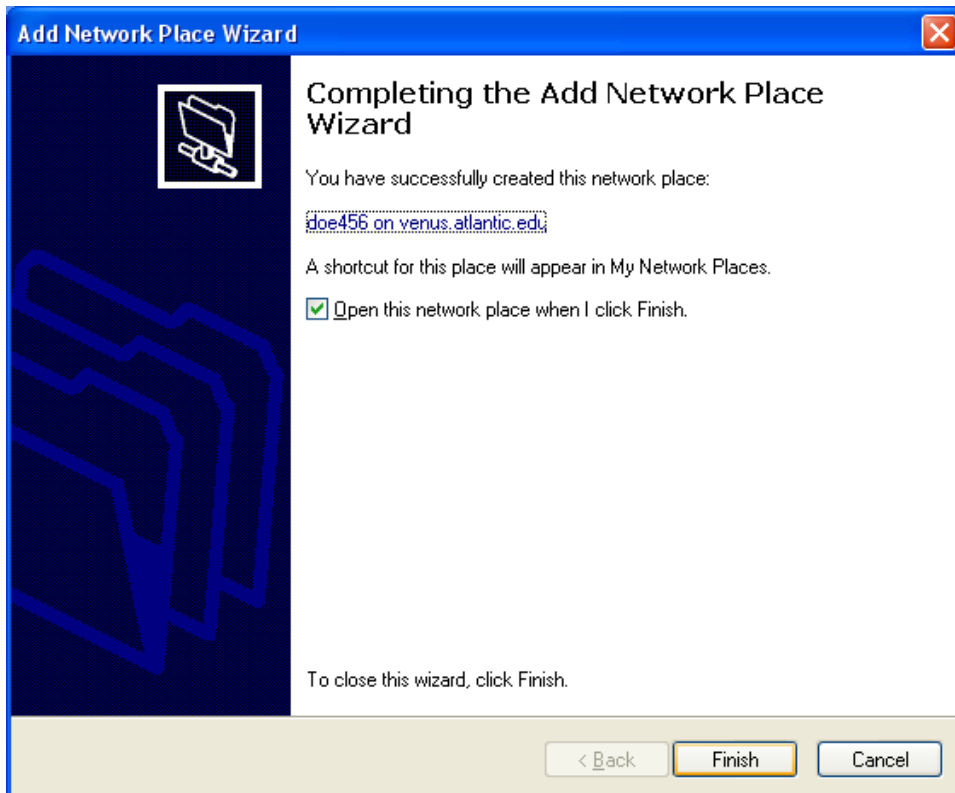
Password: 060190



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



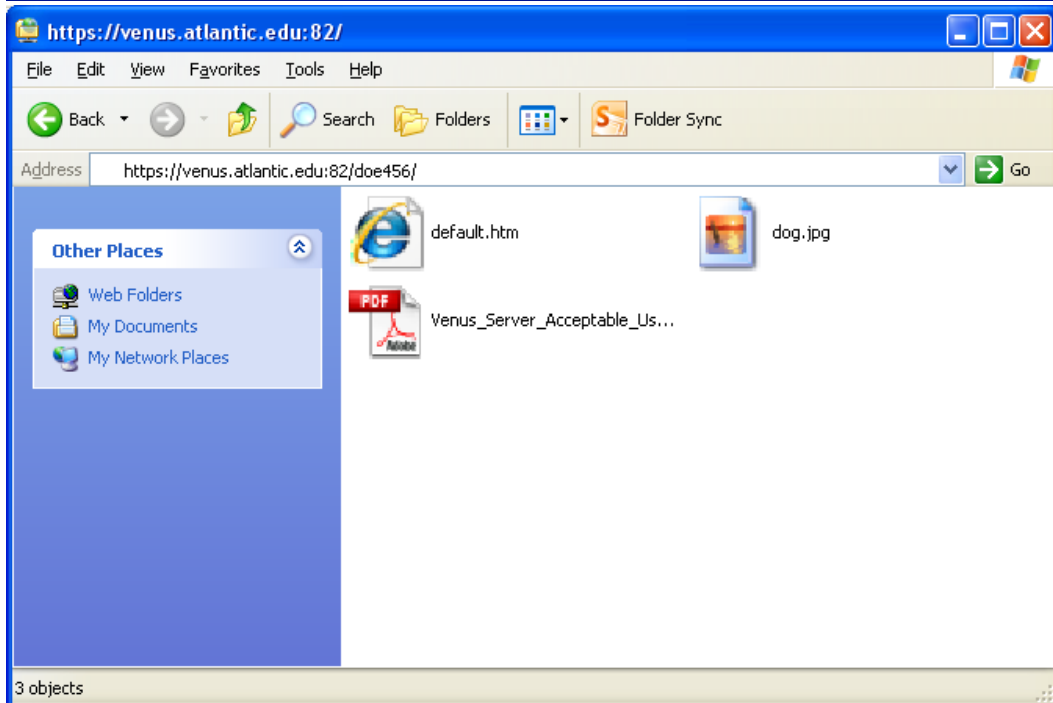
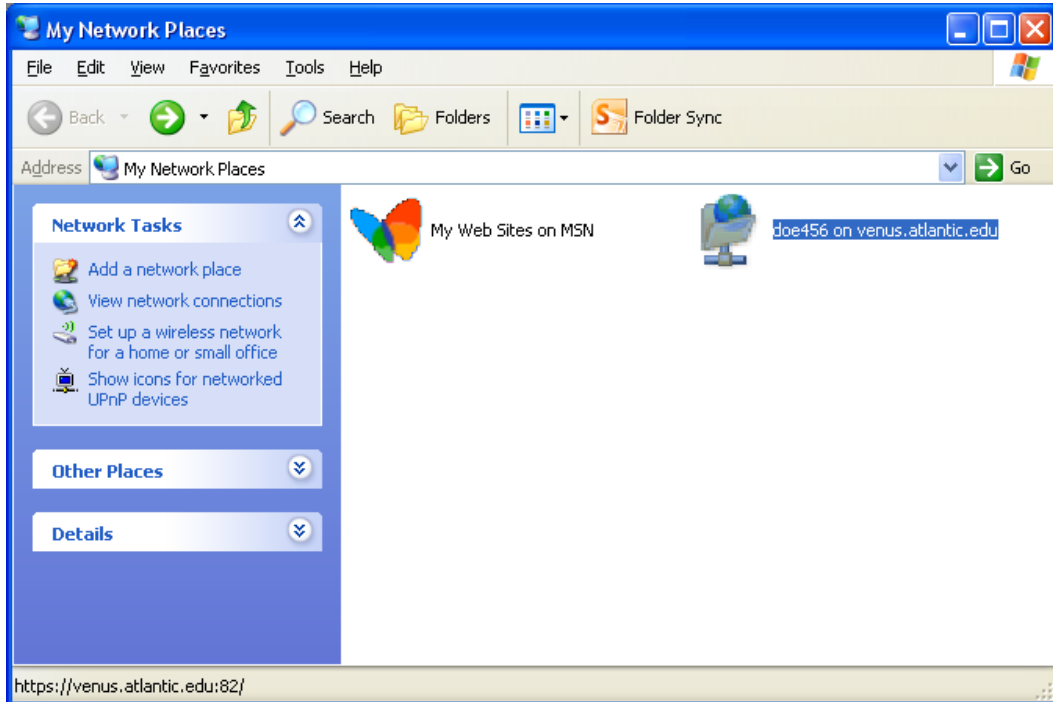
- 8.) The 'Completing the Add Network Place Wizard' window will appear. Make sure 'Open this network place when I click Finish' is checked, then click 'Finish.'



- 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.)

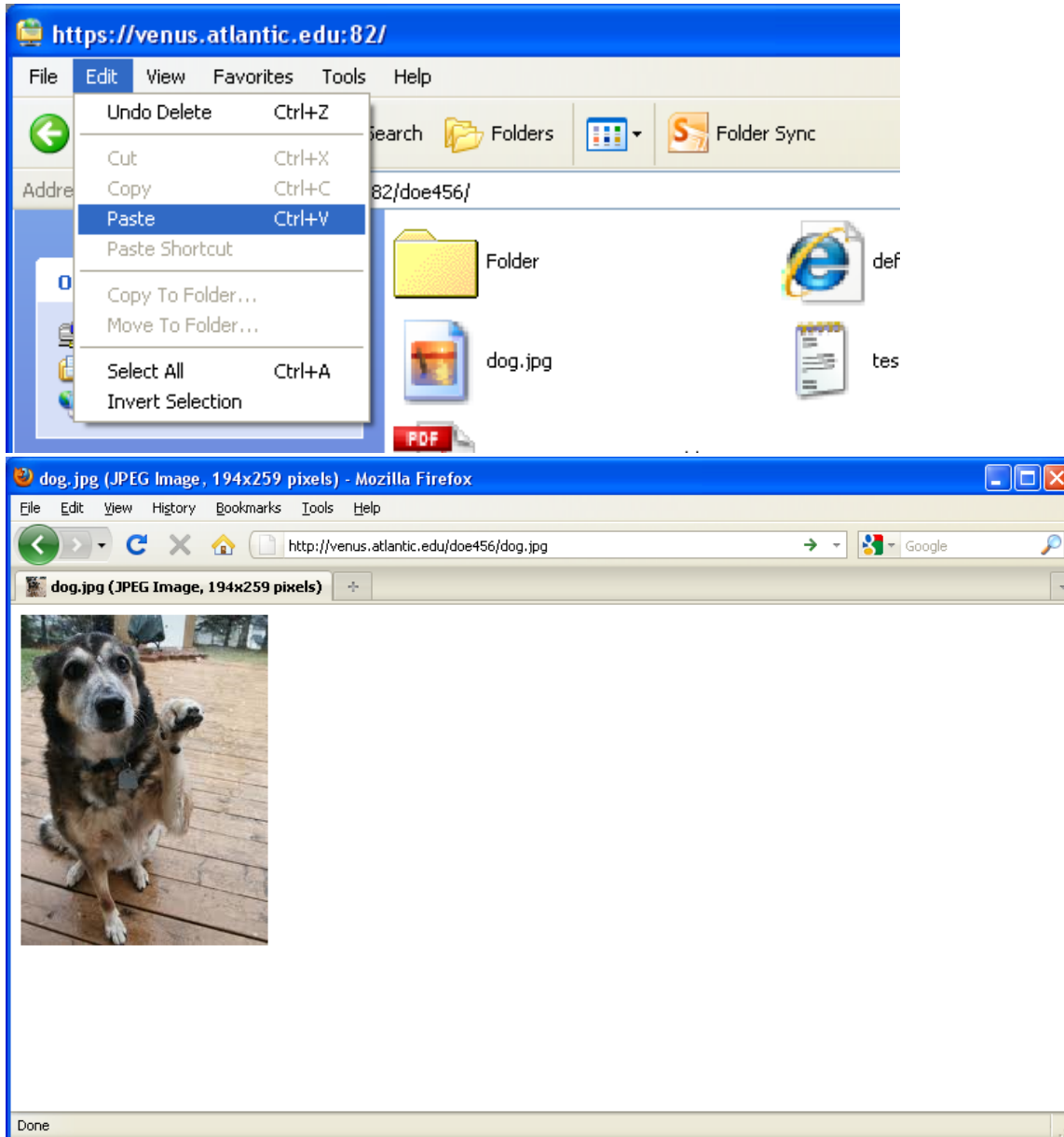
(Note: The contents of your folder will likely differ from the images below.)



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: Student John Doe's file dog.jpg can be accessed entering **http://venus.atlantic.edu/does456/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.)

