

DCCC Teleworker Quick Reference Guide - Addendum

Password Reset: Please be mindful of password reset reminders. You can reset your Stormtrac password using the links on the College website > current students > StormTrac Activation & FAQ > Set up your StormTrac and DCCC E-mail accounts. This will affect your VPN, Etrieve, Stormtrac, Informer, Open LMS (Moodle) and Starfish log in.

You can reset your desktop/laptop login password **but you should only when connected to the VPN**. Make sure you are connected to the VPN. Select CTRL+ALT+DEL and select change password > enter your current password > enter your new password and confirm. You will need to disconnect from the VPN > log out > log back in > and reconnect to the VPN if needed.

Shared/Network Drives: For users with College provided laptops this may or may not apply. For employees with laptops that were loaned during this time you may need access to shared drives. This section is very general in nature as there are shared drives for specific areas that may be referenced differently by your business area (eg. T drive for the business area, etc.).

Some common shares are:

\\data\share (general share area where every employee has access)

\\data\cis share\$ (general share area where Colleague related documentation can be found)

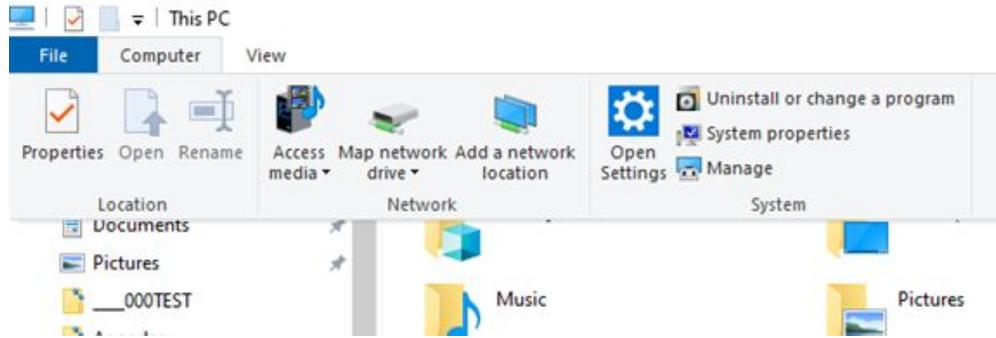
Your home drive, which for everyone is their H: drive, will look like this:

\\data\

So when logging into your computer/laptop that is the <insert your network username> username you should enter. If your username is jmsmith your home drive is:

\\data\jmsmith home\$

You can map these drives yourself by opening any folder > select This PC or My Computer > and from the banner select map network drive.



This will vary depending on your operating system. Any questions about network drives should be submitted to itsupport@davidsonccc.edu and an IT representative will assist.