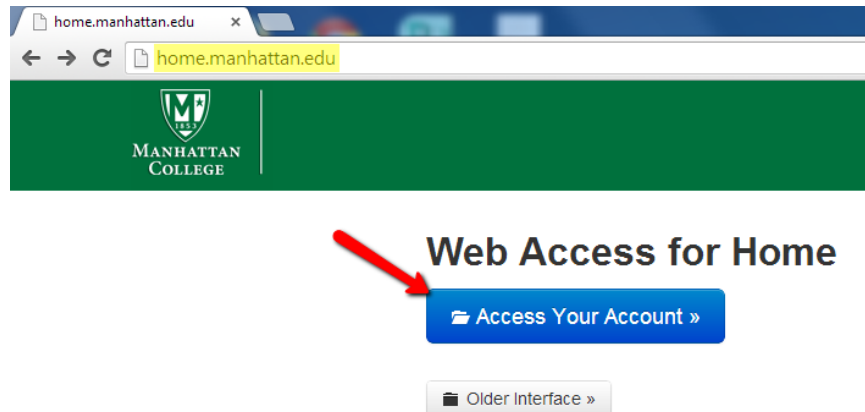


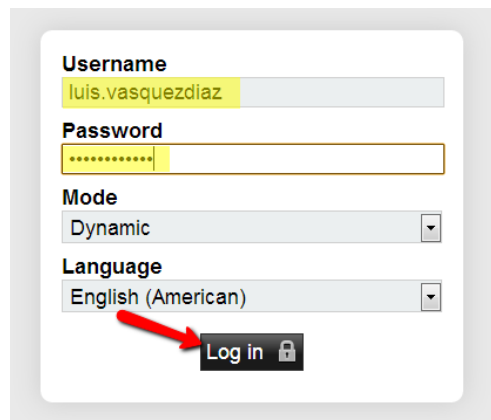
How to Access Home Server Online

All active members of the Manhattan College community have access to password-protected storage space on our servers, ideal for storing files and accessing them on campus or anywhere there is an internet connection. This individual storage space is called Home Server and features a “public_html” used for Personal Webspaces. Html files and other web content may be hosted from the “public_html” folder on Home Server and are visible to anyone on the ‘JasperNet’ network. The following steps will guide you through the online interface of Home Server.



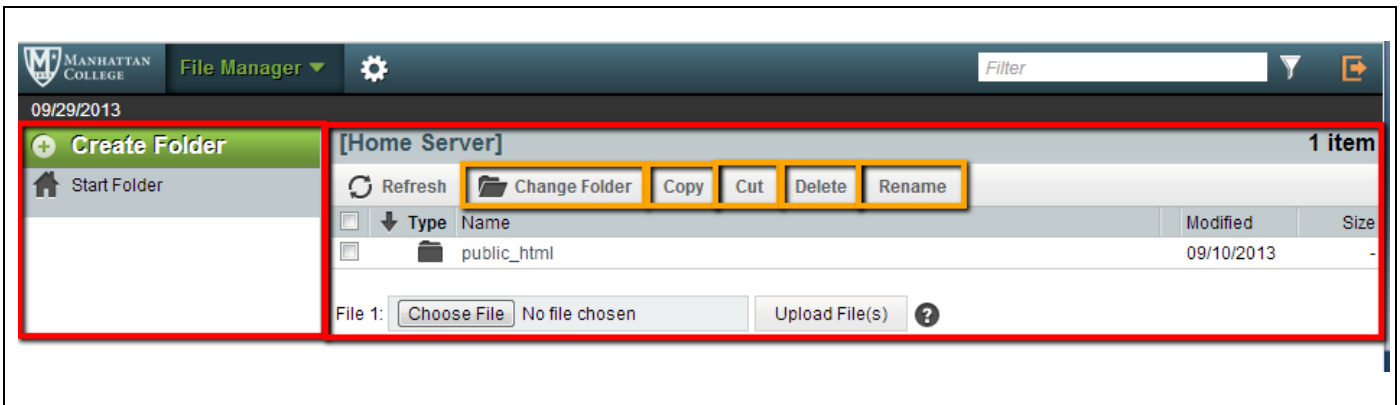
Step 1.

Open a web browser and navigate to home.manhattan.edu. Click on **Access Your Account** in the blue box near the center of the screen.

A screenshot of a login form. The form is enclosed in a light grey border. It contains four input fields: "Username" with the text "luis.vasquezdiaz" entered; "Password" with a series of dots; "Mode" with a dropdown menu showing "Dynamic"; and "Language" with a dropdown menu showing "English (American)". At the bottom of the form is a black button with the text "Log in" and a small lock icon. A red arrow points from the left towards this "Log in" button.

Step 2.

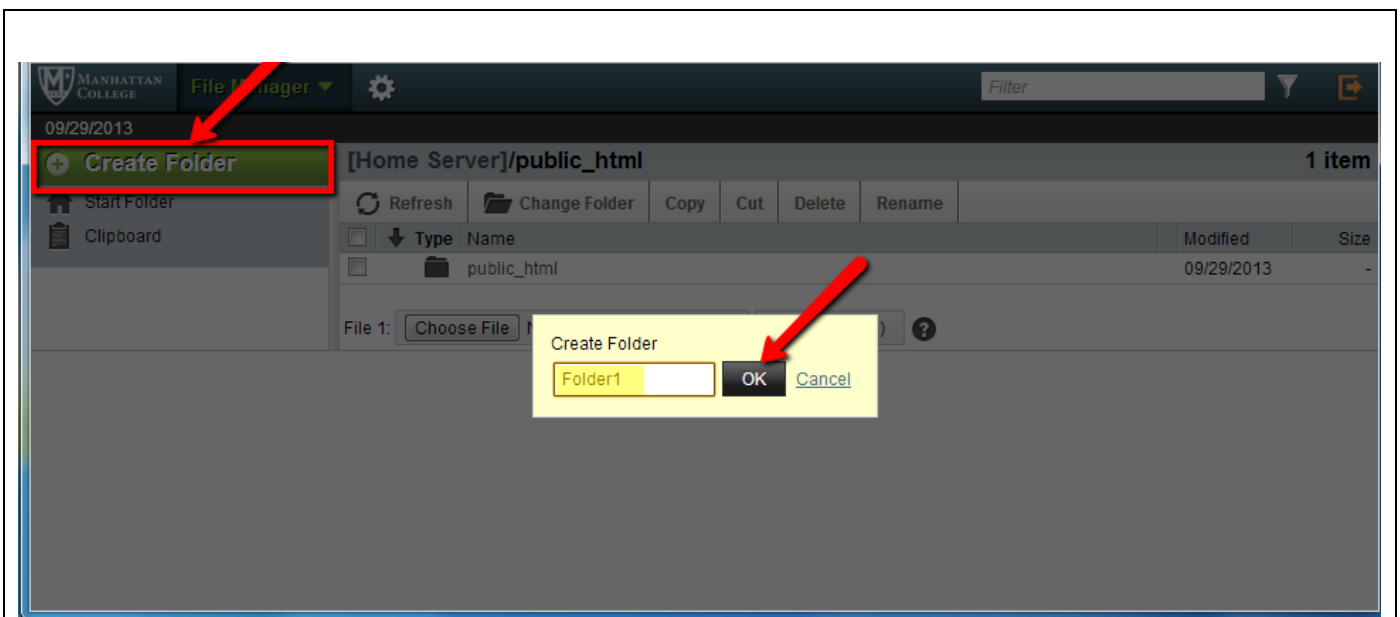
In the box below **Username**, type in your JasperNet ID. In the box below **Password**, type in your JasperNet Password. **Dynamic** should be selected from the drop-down menu under **Mode**. Select your language of preference from the drop-down menu under **Language**. Then click on **Log in** at the bottom of the page.



Step 3.

After logging in you will see a page split into 2 columns. The left column allows you to return to the **Start Folder** from any location within the Home Server, and to create a new folder within the directory being displayed in the right column.

The path to the current folder is displayed near the top of the right column. You can return to any of the current folder's parent folders by clicking on the appropriate name in the folder's path. This column also allows you to **Copy**, **Cut**, **Delete**, and **Rename** any selected file/s or folder/s. You can switch the current folder by clicking on **Change Folder** at the top left of the right column, and entering its path.



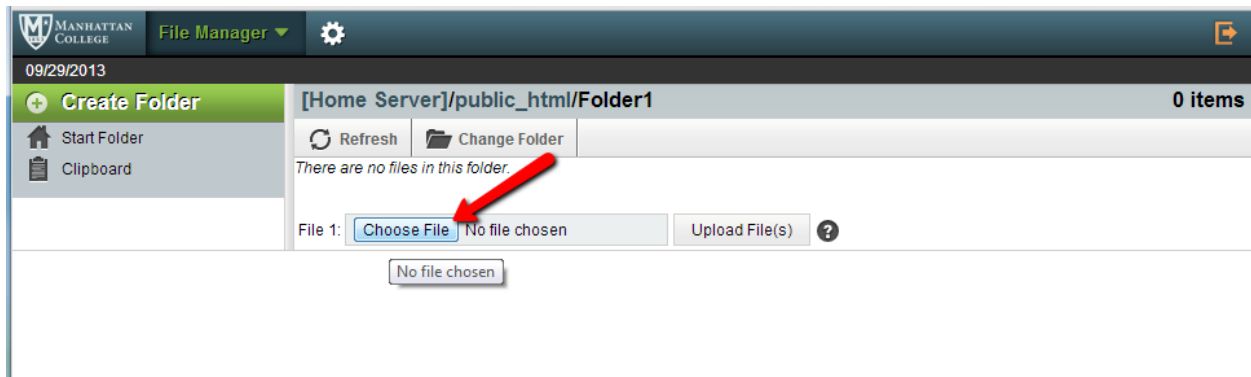
Step 4.

To create a folder click on **Create Folder** at the top left of the screen and type the name of this new folder in the box that appears. Click on **OK** to the right of the new folder's name.



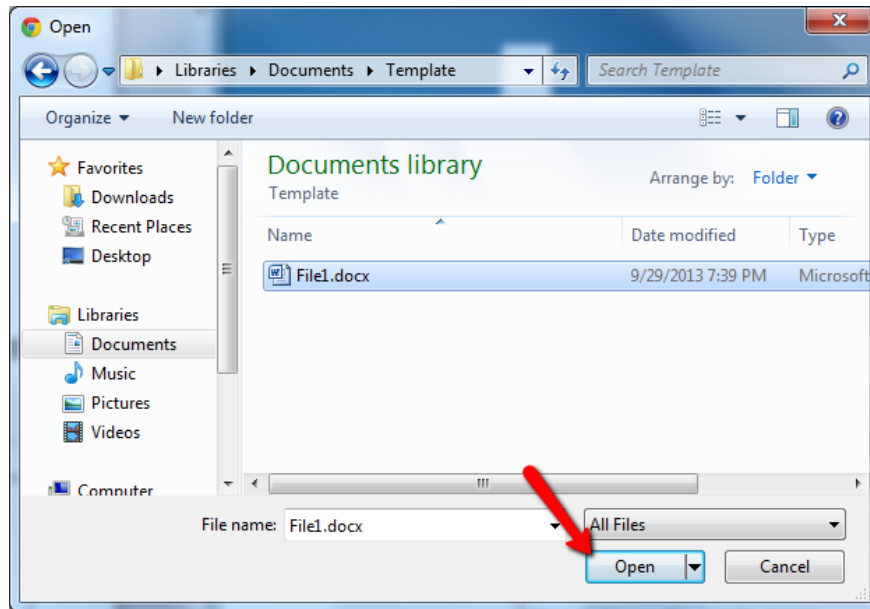
Step 5.

A new folder, with the name selected in step 4, will now be visible in the list of folders. Click on the name of a folder to view its contents.



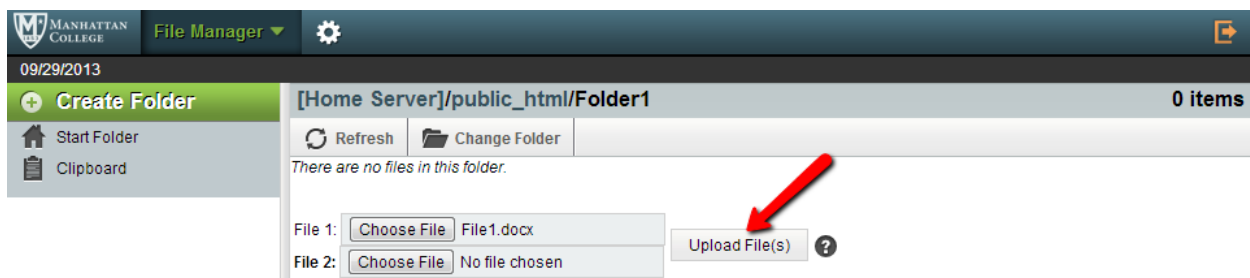
Step 6.

To upload a file from your computer to the current folder in Home Server, click on **Choose File** at the left side of the right column.



Step 7.

Browse your computer for the file you would like to upload and select it. Click on **Open** at the bottom of the window.



Step 8.

To select another file click on **Choose File** to the right of **File 2**: at the left of the right column. When you are done selecting all of the files you would like to upload to the current folder click on **Upload Files** to the right of the list of files.



Step 9.

The file/s selected in **Step6-8** are now visible in the contents of the current folder. To delete a file or folder, select the file/s or folders/s you would like to delete by clicking on the small box to the left of its name, and click on **Delete** near the center of the top of the right column. Click on **OK** in the confirmation window that pops up.

* Home Drive can be mapped on your computer to allow for easier drag and drop management of multiple files/folders like you would on your computer's hard drive. Please see the appropriate guide on the home.manhattan.edu web page.