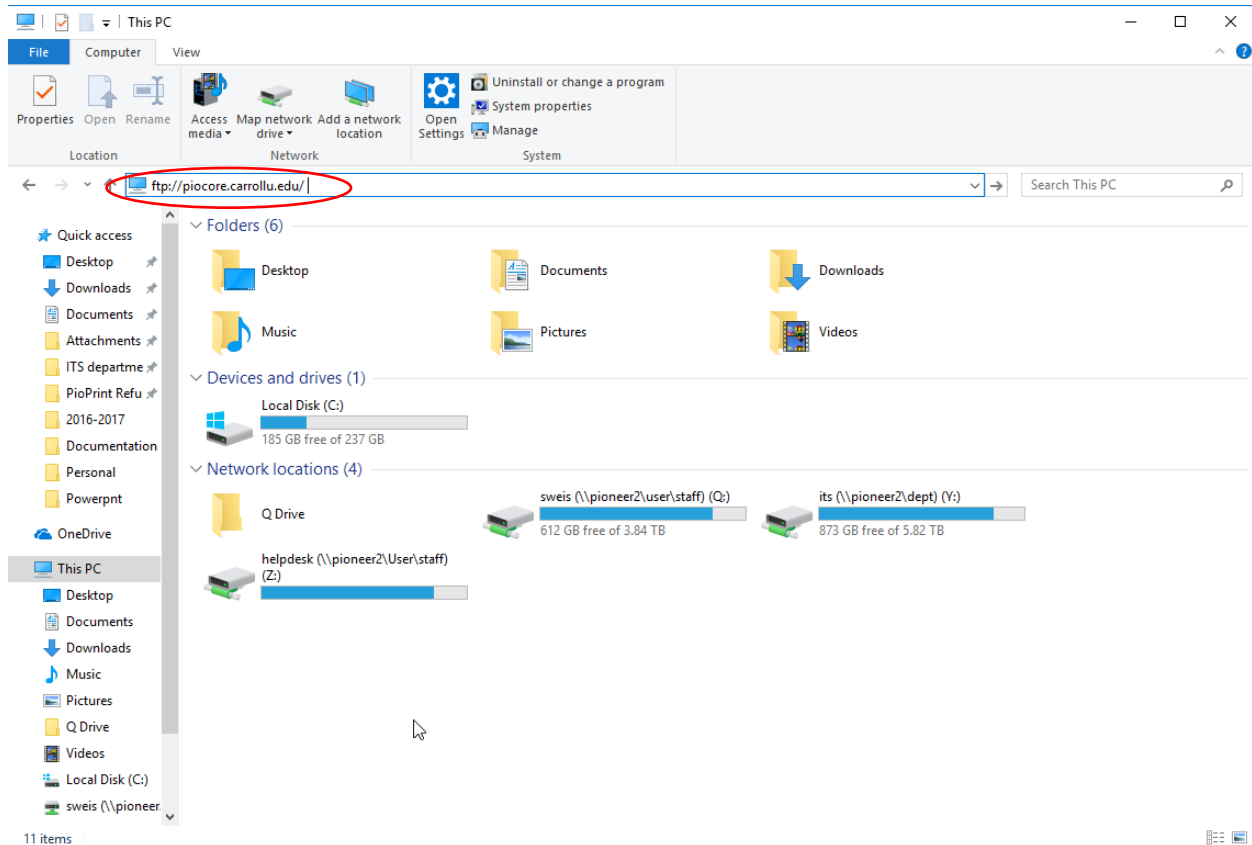


Remote X:\ Drive Access Instructions

Carroll University Information Technology Services

To map your X:\ drive to your personal computer, first open Windows explorer by either clicking on the folder icon on your task bar. At the top of this window in the address bar type <ftp://piocore.carrollu.edu/>



Hit the enter key and a log in window should pop up. In the username field enter Carroll_NT<your username>, your password, and check the box that says save password.

Log On As



Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: piocore.carrollu.edu

User name: Carroll_NT\Piostu

Password:

After you log on, you can add this server to your Favorites and return to it easily.



FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.

☐ Log on anonymously

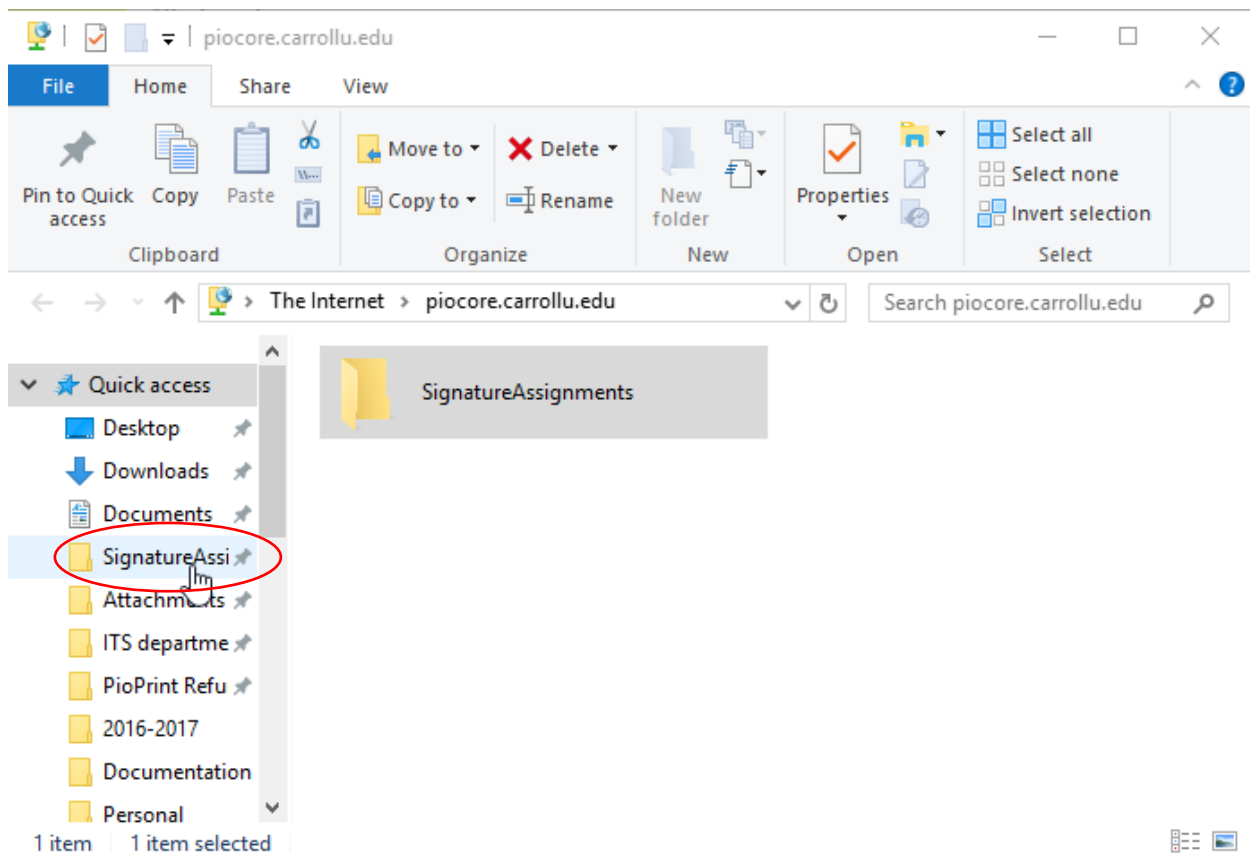
☒ Save password



Log On

Cancel

You should now see a folder called signature assignments. Click and drag that folder to the favorites on the left hand side and use that for easy access.



When attempting to save to the X:\ drive it may give you an error saying that the destination is read only. If it does, save the file to your documents or desktop and then click and drag the file into the signature assignments folder.

For additional assistance, contact the ITS Help Desk at helpdesk@carrollu.edu or 262.524.7229