

EAD sign-on and home drive mapping for UBC IT staff

Step ONE: Activate your EAD account

- Log in to the Campus-Wide Login myAccount page. Its URL is https://www.cwl.ubc.ca/myAccount/index.jsp
- 2. From the left menu, choose **Change Password** -though your purpose is to refresh your password, not to change it.

	Campus-\	S-Wide Login a myAccount Manage your Accounts' Services					
	Main Page						
View or Update Login Details You are logged in as <username></username>							
	Change Password	Login Name	Wireless	EAD User	Exchange 2010	EAD Admin	Grouper Admin
	Update Password Recovery Questions	NONE		0	0	0	۲
Assign Services						-	
	Lonout	<username> Enable/Disable</username>					
	Logout	Submit					

3. Refresh your password (enter your old password three times)

Campus-	Wide Login 🗠 myAccount	
Main Page	Change Password	Password
View or Update Login Details	You must first enter your current CWL password correctly, then enter and confirm your new password before changes will take effect.	Passwords must be between 8 and 40 characters long and contain at least one letter and one number.
Change Password Update Password Recovery Questions	Change Your CWL Password Old Password	Password Security Passwords are: • Kept confidential. • Never shared with anyone.
Assign Services	Same: New Password Confirm Password Save	or used in plain sight of others. • Committed to memory and never be written down. • Changed frequently. (every 3-6 months) • Never used more than once. • Unique for each system you log into

- 4. After entering your old password three times, click Save.
- 5. Finally, log out from the left menu.

Problems? Desktop Services is there to help.

604 827 4357

http://web.it.ubc.ca/forms/internal/



Step TWO: Map or mount your home drive, H:\ (Secure File Service)

Microsoft Windows Operating System

(What you see on your screen may differ from the illustrations, depending on your operating system.)

H:\ (home drive) mapping - Please use the following steps:

1. In your Windows Startup menu, right-click the **Computer** icon and select **Map Network Drive.**



2. Select H: for the Drive letter, if it is not already assigned.

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File Edit Vew Tools Help Organize • / Vews • 19 System properties	🚝 Uninstall or change a program 🖓 Map network drive 🔡 Open Control Planel	
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- Is H:\ already mapped to a network? Please right-click the path and Disconnect. Before step 3, assign a new letter to the disconnected network
- Is H:\ mapped to a fixed drive (a DVD or second hard drive)?
 Before step 3, assign another letter to the fixed drive.
- 3. In the **Folder** field (see next page) enter <u>\\home.ead.ubc.ca\<username</u>> where <username> is your CWL username.

Do you have more than one CWL username? IMPORTANT:

Use the CWL name that gives you access to the Faculty and Staff Self Service Centre at <u>www.hr.ubc.ca</u>.

Any other login username will exclude you from your EAD account.

Career / Job Postings					
View All Open Job Postings at UBC					
Staff Careers: Apply Online Faculty Careers: View Faculty Postings Sign Up for Job Alerts Via Email					
I Want / Need To					
Log In					
Log In Faculty / Staff Self-Service Centre (SSC) Human Resources Management System (HRMS) 					
Log In Faculty / Staff Self-Service Centre (SSC) Human Resources Management System (HRMS) MvPension Employee & Family Assistance Program (EFAP) 					

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- Reconnect at logon
 Select this option if you want this drive to be mapped each time you boot your computer. Note: you will not have off-campus access to this drive until you connect via UBC IT VPN.
- 5. Click Connect using different credentials.
- 6. Click Finish.
- 7. On the Connect As window:

Windows Security	
Enter Network Password Enter your password to connect to: home.ead.ubc.ca	User name: enter EAD\ <username> to save your CWL name in the <username></username></username>
ead\ <username> Password Domain: ead Remember my credentials</username>	field. Use the CWL name that gives you access to the Faculty and Staff Self Service Centre at www.hr.ubc.ca
OK Cancel	Password: enter your CWL password

- Click **OK** and **Finish**. The mapped network drive will open. Expect it to look as pictured on the next page, reading "This folder is empty."
- Note: Now you can also access the share if you double-click the My Computer icon.

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Computer 🕨 username	(\\home.ead.ubc.ca) (H:)	angler (Magilina. 19)	🔹 🐓 Sea	rch	٩
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Favorite Links	Name	Date modified	Туре	Size	
👔 📴 Dropbox		This	folder is empty.		
Documents					
Pictures					
More »					
Folders 🗸					
Desktop Desktop Public Computer SW_Preload (C:) OVD RW Drive (D:) Questrame(\\home.ead.ubc.ca) (H:) Werstard (home.ead.ubc.ca) (home.ead.ubc.					
 Old E-Services Site Old Web Services Site projects Network Control Panel Recycle Bin 					
Adobe Reader 9 Installer Installer style_guide					
0 items Offline status: Offline availability:	Online Not available				
0 items (Disk free space: 255 GB) 😔 Internet					

Thanks for your cooperation.

Expect further news and directions about Transformation services in the coming weeks.

If you would like to begin relocating stored files and need the assistance of Desktop Services, please go to http://web.it.ubc.ca/forms/internal/



Macintosh Operating System

H:\ (home drive) mounting – Please use the following steps to mount your home drive:

1. On the Apple menu, click Go > Connect to server

2. In the **Server Address** field, enter the following information:

smb://home.ead.ubc.ca/<username>

where <username> is the CWL name with which you access the Faculty and Staff Self-Service Centre at www.hr.ubc.ca.

000	Connect to Ser	ver	
Server Address:			
smb://home.ead.	ubc.ca/ <username></username>		+ 0-
Favorite Servers:			
? Remove)	Browse	Connect

Click the **+ button** to add this server address to the list of your favorite servers. **Note:** If you have an old home server address listed in your favorites, select it and click **Remove**. The addresses to remove are:

- cifs://10.91.133.8/<username>
- cifs://home.ead.ubc.ca/<username>

3. Click Connect

4. Enter the following, then click OK:

Workgroup or Domain: EAD

Username: CWL name

Password: CWL password

Do you have more than one CWL username? IMPORTANT:

Use the CWL name that gives you access to the Faculty and Staff Self-Service Centre at <u>www.hr.ubc.ca</u>. Any other will exclude you from your EAD account.



***	Enter your name and password for the server "home.ead.ubc.ca".			
Connect as: O Guest				
	 Registered User 			
	Name: ead\ <username></username>			
	Password: •••••			
	Remember this password in my keychain Cancel Connect			

The window for your Home Drive will open. **Note**: A mounted network drive will appear on the desktop.

Thanks for your cooperation.

Expect further news and directions about Transformation services in the coming weeks.

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Linux Operating System

H:\ (home drive) mounting – Please use the following steps to mount your home drive:

For the GNOME Desktop:

1. In the top menu, select **Places > Connect to Server**...



2. Fill in the following information:



🗀 Connect to Server 🛛 🕅				
Service type: Window	s share			
Server:	home.ead.ubc.ca			
Optional informatio	n:			
Share:	user\$			
Folder:	<cwl></cwl>			
User Name:				
Domain Name:	EAD			
Add bookmark				
Bookmark name:				
Неір	Cancel Connect			

Alternatively, from the command line, enter (all one line):

sudo mount -t cifs -o user=<CWL> -o domain=EAD home.ead.ubc.ca:/<CWL> /mnt/tmp

For both options: replace <CWL> wherever it occurs with your CWL username

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