

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

Step ONE: Activate your EAD account

1. 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.

Problems? Desktop Services is there to help.

604 827 4357

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

The screenshot shows the 'Campus-Wide Login myAccount' interface. On the left, a navigation menu includes 'Main Page', 'View or Update Login Details', 'Change Password' (circled in red), 'Update Password Recovery Questions', 'Assign Services', and 'Logout'. The main content area is titled 'Manage your Accounts' Services' and shows a table of services for a user logged in as '<username>'. The table has columns for 'Login Name', 'Wireless', 'EAD User', 'Exchange 2010', 'EAD Admin', and 'Grouper Admin'. The 'EAD User' row shows a checked radio button. Below the table is a 'Submit' button.

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

The screenshot shows the 'Change Password' form. The left menu has 'Logout' circled in red. The main form area is titled 'Change Password' and contains a sub-form 'Change Your CWL Password' with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Red arrows point to the 'New Password' and 'Confirm Password' fields with the text 'same:'. A 'Save' button is circled in red. To the right, there are sections for 'Password Requirements' and 'Password Security'.

4. After entering your old password three times, click **Save**.

5. Finally, **log out** from the left menu.

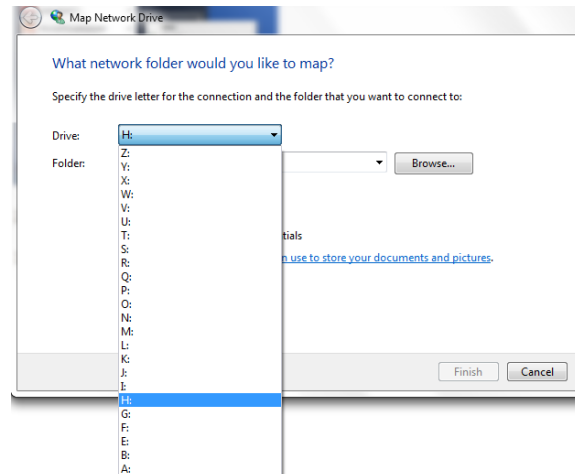
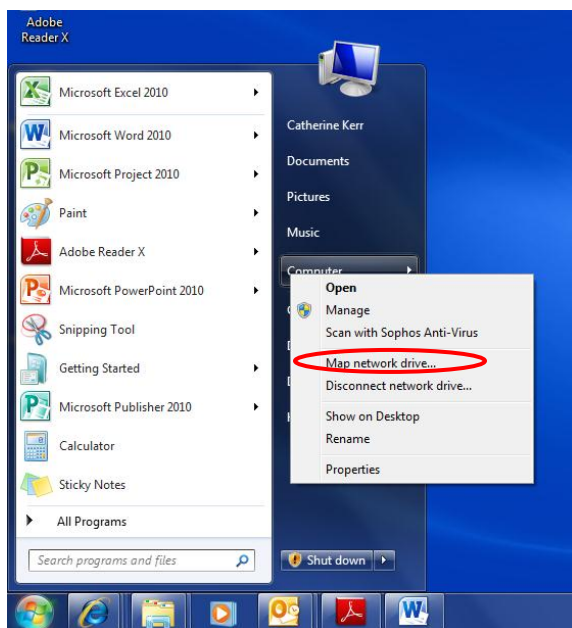
Step TWO: Map or mount your home drive, H:\ (*Secure File Service*)

Microsoft Windows Operating System

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

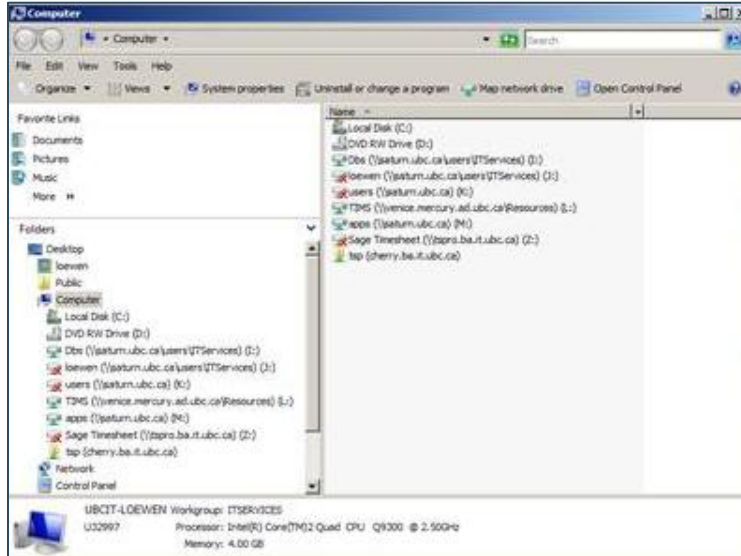
H:\ (home drive) mapping – Please use the following steps:

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.

continued



- 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 [\\home.ead.ubc.ca<username>](http://home.ead.ubc.ca/<username>) 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 www.hr.ubc.ca.

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](#)

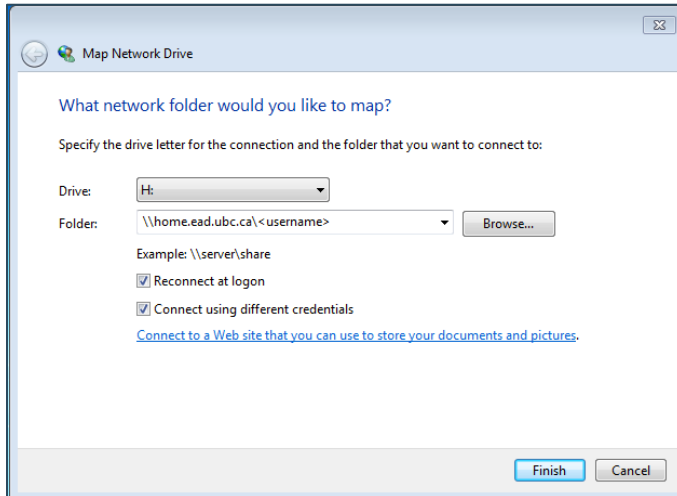
I Want / Need To...

(select from below)

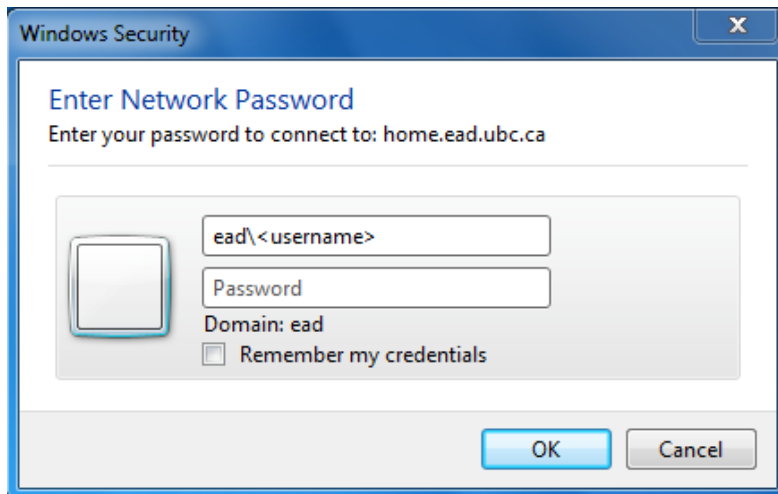
Log In

- [Faculty / Staff Self-Service Centre \(SSC\)](#)
- [Human Resources Management System \(HRMS\)](#)
- [MyPension](#)
- [Employee & Family Assistance Program \(EFAP\)](#)
- [Sun Life Benefits](#)
- [Apply for a UBC Campus-Wide Login \(CWL\)](#)

continued



4. **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:



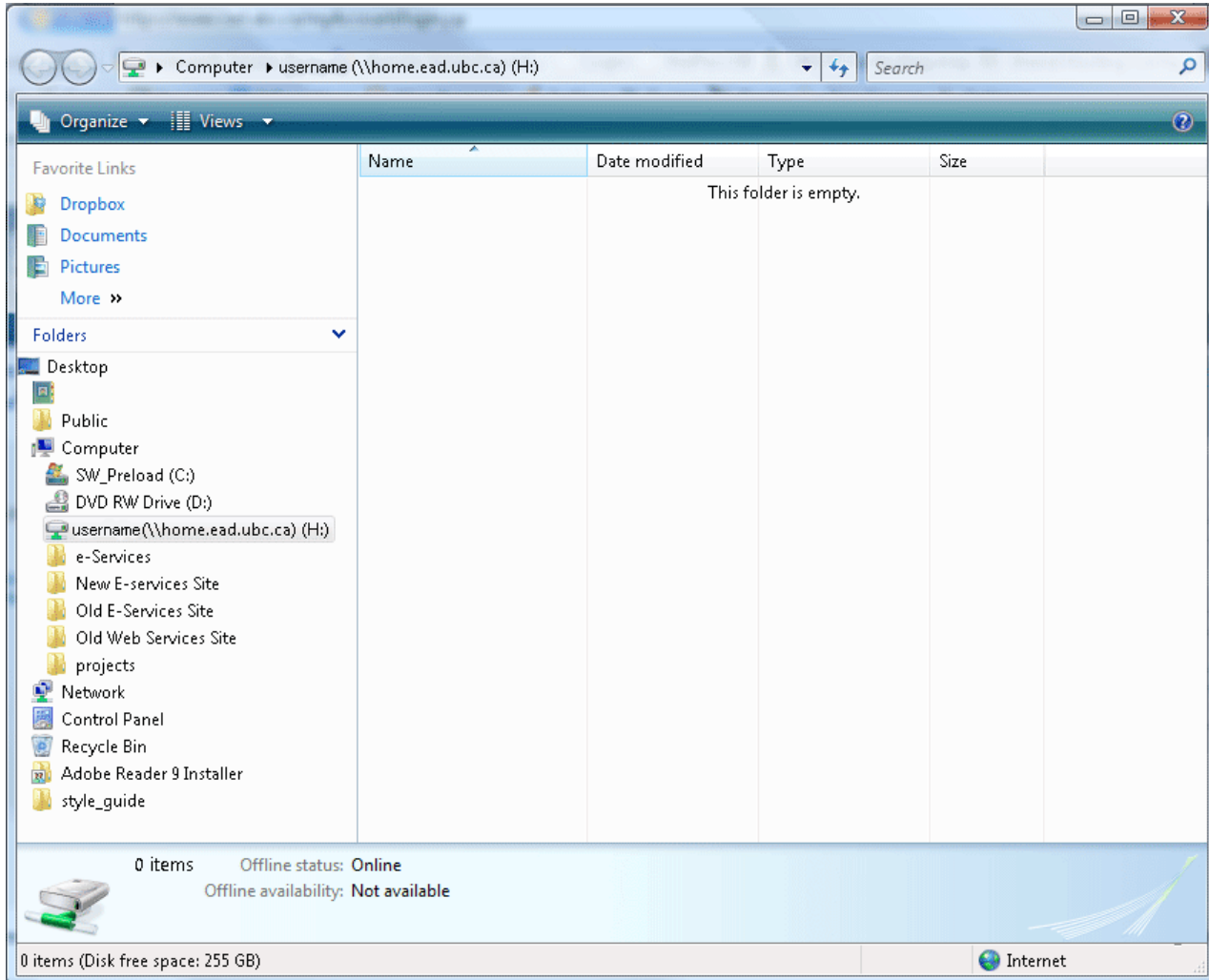
User name: enter **EAD\<username>** to save your CWL name in the <username> field.

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

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.*

continued



Thanks for your cooperation.

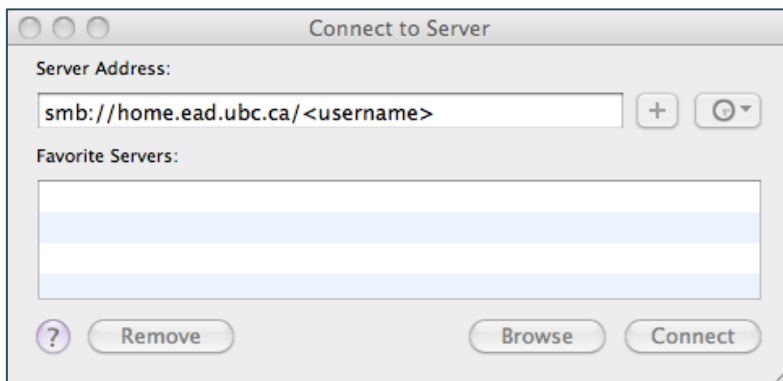
Expect further news and directions about Transformation services in the coming weeks.

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.



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 www.hr.ubc.ca. Any other will exclude you from your EAD account.



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.

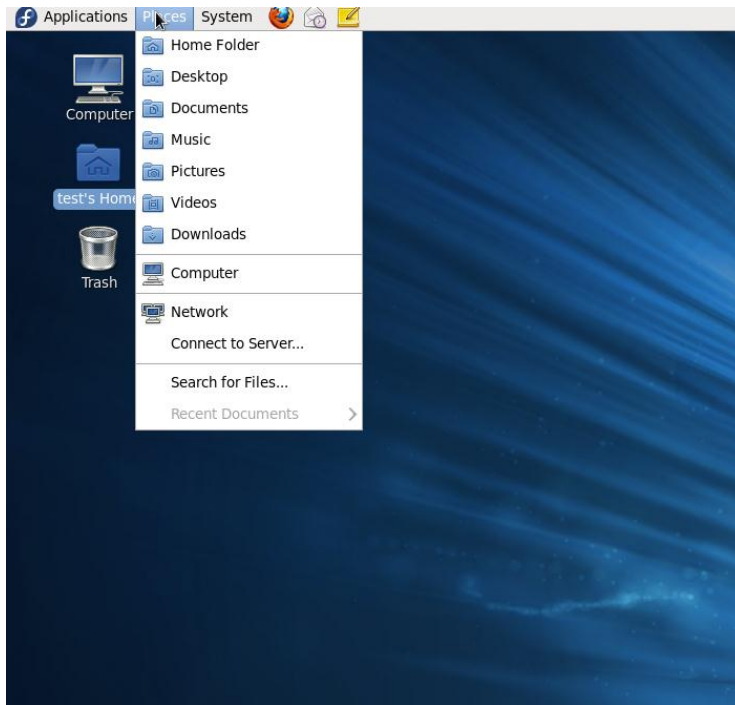
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Linux Operating System

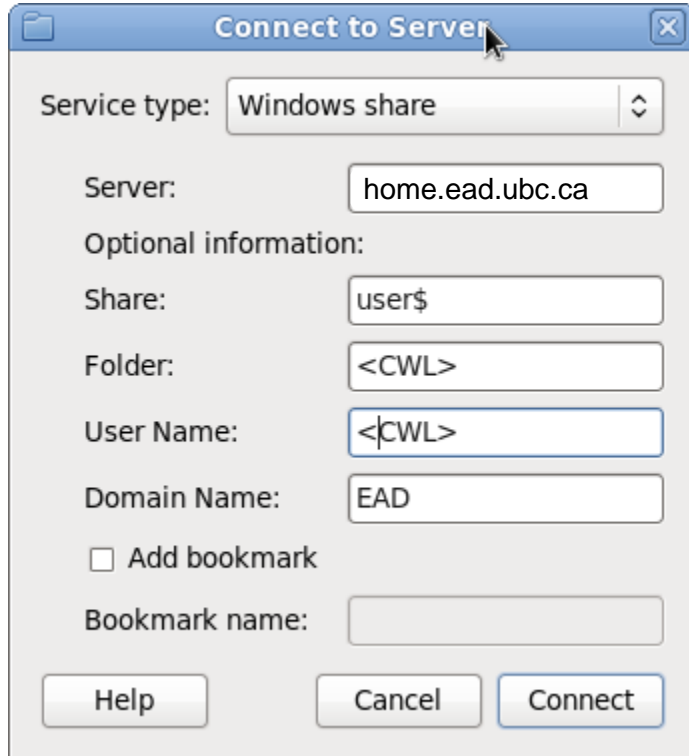
H:\ (home drive) mounting – Please use the following steps to mount your home drive:

For the GNOME Desktop:

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



2. Fill in the following information:



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

Do you have more than one CWL username? IMPORTANT:

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