Net App Instructions for Faculty

Here are the instructions for accessing any Net App Folder. If you follow these instructions and you still cannot access the Net App Folder, then you will need to put in a Hotline to ITS to connect you to the Domain. Apparently, some computers on campus are still not connected, but it does not take long. Also, you will want to make certain that your department secretary has given you access to this folder.

Connecting to the Net App Folder
To get to the Network Wizard:
Click, Start (If your name does not appear at the top of this box, you are not connected to the Domain and must call ITS.)
Click, My Network Places located on the right hand side of the menu
Click, Add a Network Place
Once the Wizard pops up, click, Next
Select, Choose another Network location, then click, Next
In the text box type \navajo.nation.citadel.edu\cit101, for example. So after edu\, you will type in your department abbreviation, for example, post, athl, areo, faid. If you do not know your department abbreviation, please ask the department secretary.

Click, Next
You will be prompted to provide a username and password to continue. Make sure to type nation\ and then your username, otherwise it won’t authenticate.
Remove “on Net App(Navajo.nation.citadel.edu)”, then click, Next
You should be left with only the department abbreviation as the folder icon name.
Click, Finish

To make a shortcut on the Desktop for the Net App folder, go to My Network Places and drag the folder icon to the Desktop.