

Below are the steps to upload your own web files to your own, individual NKU student server space, as indicated by NKU IT. If you're interested in viewing your site from your NKU URL, please try doing this with some dummy files (even before your design is complete), because the process can be inconsistent for people. As with cooking a new recipe, I recommend that you read through all of the instruction before doing the steps:

#### INSTRUCTIONS

- 1. CONNECT TO THE NKU NETWORK THROUGH VPN** (via Cisco software). If you need help gaining access via VPN, see notes at bottom before moving to the next step\*.
- 2. CONNECT TO THE SERVER** From the Desktop/Finder > Go > Connect To Server > Type in this server name (**smb://studenthome.nku.edu/username**) with your username where it says 'username' (the part of your e-mail address before the @ sign). Do not include the dollar sign (\$). Click Connect.
- 3. ENTER YOUR PASSWORD** (enter as a registered user).
- 4. UPLOAD YOUR FILES** It will automatically pull up your www folder, which is the campus version of your project root folder ( the folder called 'html' in *your* files). Put all of your site files in the www folder in the same way that they are in the root folder you created so that the paths to links stay intact.
- 5. DELETE THE PHP FILE** Make sure to delete the index.php file within the server www folder. If you don't, this blank file will supersede your index.html file and nothing will show up.

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\*VPN (Virtual Private Network) allows you to quickly reach ClassItems after a little bit of initial set-up. Instructions to install the Cisco app for VPN access and steps to reach ClassItems are as follows:

**Step 1)** If you don't already have the Cisco client/app installed on your computer, Scroll down to the bottom of this page: <https://inside.nku.edu/it/service-catalog/software/softwarecatalog/VPN.html> (Links to an external site.) (Links to an external site.), and choose the appropriate option for you where it lists four different "Installing VPN..." options (the options are based on the device you have), then follow the installation instructions.

**Step 2) On a Mac:** After installing Cisco and connecting with the [vpn.nku.edu](http://vpn.nku.edu) address in the little address bar, enter your NKU username and password when prompted, then go to your finder/desktop. Click on the Go menu at the top, and choose "Connect to Server..." It will then pull up a window. In the "server address" bar, type in: **smb://artshare.nku.edu/ClassItems\$** and click "Connect. After a moment, it will mount the ClassItems network drive and you can access the Design Fonts Master folder.

**Step 2) On a PC:** After installing Cisco and connecting with the [vpn.nku.edu](http://vpn.nku.edu) (Links to an external site.) address in the little address bar, enter your NKU username and password when prompted. Follow the instructions at the link in Step 1 (above) for a walk-through of steps for a Windows computer to map the network share to ClassItems. For PCs, you just need to replace the server address referenced in the walk-through with the artshare format for Windows, which is: **\\artshare\classitems\$**