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# A Guide to the Tufts Network

## Department of Civil and Environmental Engineering

Determining the network you log on to

- Simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- On the **Log On to Windows** window that appears, locate the box labeled **Log on To**.

If the Log on to box says ...	You log on to the ...
CADLAB	CADLAB network
TUFTS	Tufts network.

Accessing the Tufts Network while logged on to the CADLAB Network

### Logging on to the CADLAB Network

- Simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- On the **Log On to Windows** window that appears, type your CADLAB network username in the box labeled **User name**.
- In the box labeled **Password** type your CADLAB network password.
- Click on the button labeled **Ok**.

### Mapping the P: and Q: drives

#### Mapping the P: drive

- From the **Start** menu, select **My Computer**
- The **My Computer** window will appear.
- From the **Tools** menu, select **Map Network Drive**.
- On the **Map Network Drive** window that appears, click on the down facing arrow next to the box labeled **Drive**.
- Select **P:**
- In the box labeled **Folder**, type `\\titan\username`. *Your username is your Tufts Network username.*
- Confirm that a check mark appears in the box labeled **Reconnect at logon**.

- Click on the link labeled **Connect using a different user name**
- On the **Connect As** window that appears, type your Tufts network username in the box labeled **User name**. *Your username is your Tufts Network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**
- On the **Map Network Drive** window, click on the button labeled **Finish**.
- If have problems mapping the P: drive, please call the ITS Help Desk at X 75898.

#### Mapping the Q: drive

- From the **Start** menu, select **My Computer**
- The **My Computer** window will appear.
- From the **Tools** menu, select **Map Network Drive**.
- On the **Map Network Drive** window that appears, click on the down facing arrow next to the box labeled **Drive**.
- Select **Q:**
- In the box labeled **Folder**, type `\\tftmas1\cee`.
- Confirm that a check mark appears in the box labeled **Reconnect at logon**.
- Click on the link labeled **Connect using a different user name**
- On the **Connect As** window that appears, type your Tufts network username in the box labeled **User name**. *Your username is your Tufts Network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**
- On the **Map Network Drive** window, click on the button labeled **Finish**.
- If you have problems mapping the Q: drive, please call the ITS Help Desk at X 75898.

## Reconnecting to the P: and Q: drives

### Reconnecting to the P: drive

- From the **Start** menu, select **My Computer**
- The **My Computer** window will appear
- Double-click on the folder labeled **P: Drive**
- On **Connect to** window that appears, type **tufts\username** in the box labeled **User name**. *Your username is your Tufts network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.

### Reconnecting to the Q: drive

- From the **Start** menu, select **My Computer**
- The **My Computer** window will appear
- Double-click on the folder labeled **Q: Drive**
- On **Connect to** window that appears, type **tufts\username** in the box labeled **User name**. *Your username is your Tufts network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.

## Accessing your network drives while logged on to the Tufts Network

### Logging on to the Tufts Network

- Simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- On the **Log On to Windows** window that appears, type your Tufts username in the box labeled **User name**.
- In the box labeled **Password** type your Tufts network password.
- Click on the button labeled **OK**.

### Accessing your Network Drives

- From the **Start** menu choose **My Computer**.
- Navigate to your P: and Q: drives.

## Accessing the Tufts Services menu while logged on to the Tufts Network

- To access the **Tufts Services Menu** with Windows XP:
  - From the **Start** menu select the **All Programs** submenu.
  - From the **All Programs** submenu, select **Tufts Services**.
- To access the **Tufts Services Menu** with Windows 2000:
  - From the **Start** menu select **Tufts Services**.

## Logging on to the Tufts Network with VPN

Tufts provides you with two options to remotely log on to the Tufts Network.

Allows you to ...	
<b>WebVPN</b>	Access your P: and Q: drives using the internet on any computer.
<b>Tufts VPN Client</b>	Access your P: and Q: drives, file services, applications, and other websites restricted to the Tufts network.

## Logging on to the Tufts Network with WebVPN

### Logging on to WebVPN

- Visit <https://webvpn.tufts.edu>
- On the **Tufts University WebVPN Services** page that appears, type your Tufts network username in the box labeled **User name**.
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Login**.

### Accessing your P: Drive

- Click on the link labeled **“P” Drive Access**.
- Click on the link labeled with your Tufts username.

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## Accessing your Q: Drive

- Click on the link labeled **College of Arts and Sciences**.
- From the list of departments, click on the link labeled **CEE\_Office**.

## Logging on to the Tufts Network with Tufts VPN Client

- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select **Cisco Systems VPN Client**.
- Select **VPN Client**.
- From the VPN Client window that appears, click on the button labeled **Connect**.
- On the **User Authentication** window that appears, type your Tufts network username in the box labeled **User name**.
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.

## Mapping the P: and Q: Drive

### *Mapping the P: Drive*

- From the **Start** menu, select **My Computer**
- From the **Tools** menu, select **Map Network Drive**.
- Click on the down-facing arrow next to the box labeled **Drive** and select **P:**
- In the box labeled **Folder**, type **\\titan\username**. *Your username is your Tufts network username.*
- Confirm that there is a check in the box labeled **Reconnect at logon**.
- Click on the button labeled **Finish**.

### *Mapping the Q: Drive*

- From the **Start** menu, select **My Computer**
- From the **Tools** menu, select **Map Network Drive**.
- Click on the down-facing arrow next to the box labeled **Drive** and select **Q:**
- In the box labeled **Folder**, type **\\tftmas1\cee**.

- Confirm that there is a check in the box labeled **Reconnect at logon**.
- Click on the button labeled **Finish**.

## Reconnecting to the P: and Q: Drives

### *Reconnecting to the P: Drive*

- From the **Start** menu, select **My Computer**
- Double-click on the folder labeled **P: Drive**
- On the **Connect to** window that appears, type **tufts\username** in the box labeled **User name**. *Your username is your Tufts network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.

### *Reconnecting to the Q: Drive*

- From the **Start** menu, select **My Computer**
- Double-click on the folder labeled **Q: Drive**.
- On the **Connect to** window that appears, type **tufts\username** in the box labeled **User name**. *Your username is your Tufts network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.

## Changing your Tufts Password with the Tufts Services Menu

- Log on to the Tufts Network.
- Use the techniques previously described in the **Accessing the Tufts Services Menu** section to access the Tufts Services Menu.
- From the **Tuft Services Menu** select **Change Password**.

## Changing your Password

- In the **Password Change** window, type your current Tufts network password into the box labeled **Old Password**.
- In the box labeled **New Password**, type the new Tufts network password you wish to use.

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- In the box labeled **Confirm New Password**, retype the new Tufts network password you wish to use.
  - Click on the button labeled **Ok**.

## Changing your Tufts Password with the Internet

- Visit the **Password Change Form** at <https://outlook.web.tufts.edu/iisadmpwd/tuftsPasswordCng.htr>
- In the box labeled **Account**, type your Tufts username after the text **tufts\**.
- In the box labeled **Old Password**, type your current Tufts network password.
- In the box labeled **New Password**, type the new Tufts network password you wish to use.
- In the box labeled **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Submit**.

### Getting help from ITS

- **Call:** x 75898 (ITS Help Desk)
- **Email:** helpdesk@ase.tufts.edu