
A Guide to the Tufts Network

Fletcher School

Accessing your Network Drives

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

- 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 ...	
WebVPN	Access your P: and Q: drives using the internet on any computer.
Tufts VPN Client	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.

Accessing your Q: Drive

- Click on the link labeled **Fletcher School**.
- From the list of departments, click on the link labeled with the name of your department.

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, click on the button labeled **Connect**.
- In the **User Authentication** window, 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 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\DEPTSHARE`. *To obtain the name of your department's share, please contact the ITS Help Desk at X 75897.*
- 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 **Tufts 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.
- In the box labeled **Confirm New Password**, re-type 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.htm>
- 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**, type the new Tufts network password you wish to use.
- Click the button labeled **Submit**.



Getting help from ITS

- **Call:** x75898 (ITS Help Desk)
- **Email:** helpdesk@ase.tufts.edu