

Instructions for the Shared Computers

1. How to log in:

Use following login data in order to log into the computers (all in lower case):

Benutzername (user name): `.\gcsc-gast`

Kennwort (password): `graduierzentrum`

The user “gcsc-gast” is saved as standard user by default, so in most cases, you will only need to type in the password. If you are prompted to enter the username as well, do not forget the “.\” before the username.



Please do not save any files on the computers and do not forget to log out of websites and accounts before shutting down the PCs!

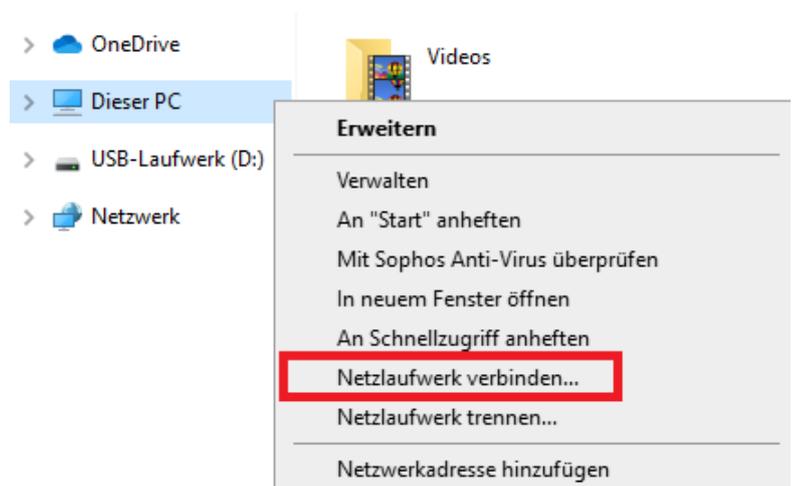
You can save your personal files on the JLUbox or on your personal home drive:

2. How to connect to your personal 'Home Drive':

(For more information – in German – please see: <https://www.uni-giessen.de/fbz/svc/hrz/svc/daten/home/windows>)

1) Open the *Windows Explorer* by clicking the  folder icon on the task bar.

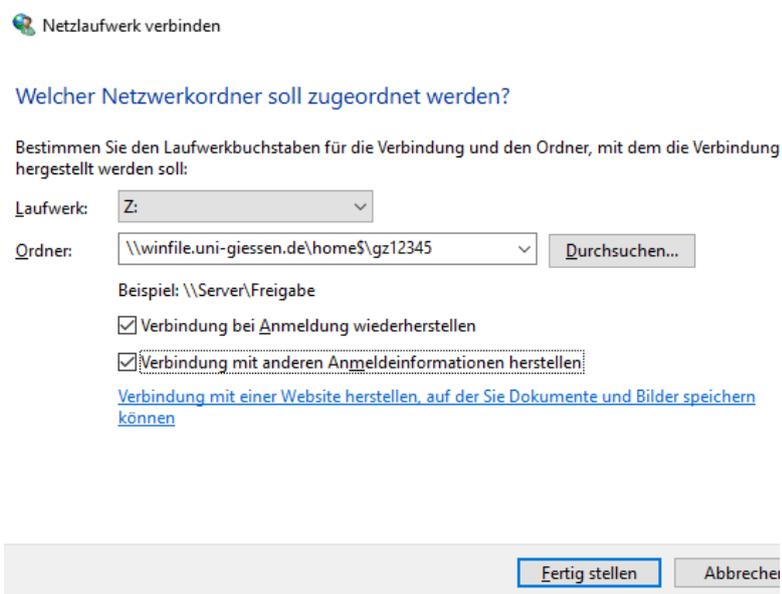
2) Right-click  *Dieser PC* on the sidebar and **choose** *Netzlaufwerk verbinden...*



3) Select “Z:” (or any other available letter) in the drop-down menu. In the “Ordner:” field, enter:

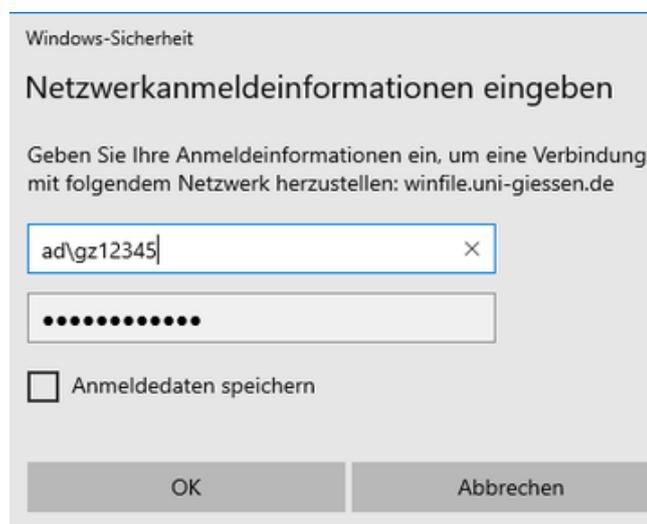
“\\winfile.uni-giessen.de\home\$\yourKennung”.

Check both *Verbindung bei Anmeldung wiederherstellen* and *Verbindung mit anderen Anmeldeinformationen herstellen*. Click the *Fertig stellen*-button.



4) Enter “ad\” followed by your JLU User ID (g-/s-Kennung), and your password. The user name should look like this:

“ad\gz1234”. **Do not check** Anmeldeinformationen speichern, then click *OK*. Now the PC should be connected to the personal ‘Home Drive’. (If the username field contains another person’s login information, click on “*weitere Optionen*”, then “*Anderes Konto verwenden*”. You should then be able to enter your own username.)



Hint: A successfully connected network drive is visible as -icon named “yourKennung (\\winfile.uni-giessen.de) (Z:)” on the *Windows Explorer*). If the connection has failed, a similar icon with a red cross will appear. Retry the previous steps and check your credentials for any typos.

***** **IMPORTANT!** *****

- Please **do not save any files** on the computers and **do not forget to log out** of websites and accounts before shutting down the PCs!
- Please remember to always **log out of the JLUbox** and **disconnect the drive** before shutting down the PC.
- To disconnect the network drive from the PC, open the *Windows Explorer*, right-click the  icon named “yourKennung (\\winfile.uni-giessen.de) (Z:)” and choose the option *Trennen*. This is a **crucial step** in order to protect your personal data.