

# Accounts

## How do I map Banner Jobs?

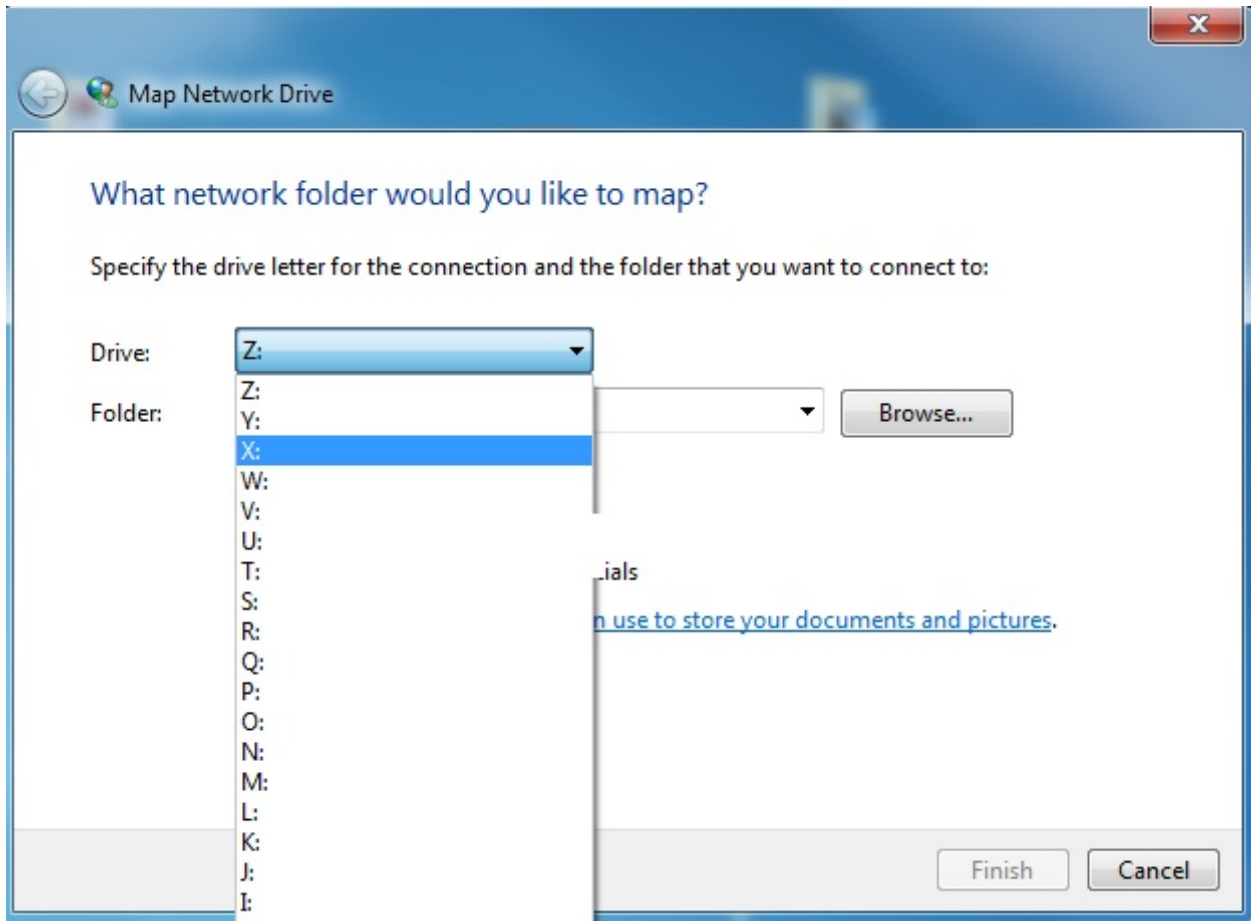
The Banner Jobs shared drive contains user folders and needs to be mapped to your particular folder. You will need to be connected to the VPN in order access this folder off-campus.

Open File Explorer.

Left-click "This PC" on the left side of the window, then right-click "Map network drive..."

In the Map Network Drive window, select the drive letter from the dropdown list adjacent to Drive.  
Note: The selected letter is a personal choice and will not impact the ability to map a shared folder.  
Many users select P for Banner Jobs.

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For Banner Jobs select the folder `\\sdrive.fit.edu\bannerjobs\YOURUSERNAME`

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Check the checkbox for "Connect using different credentials"

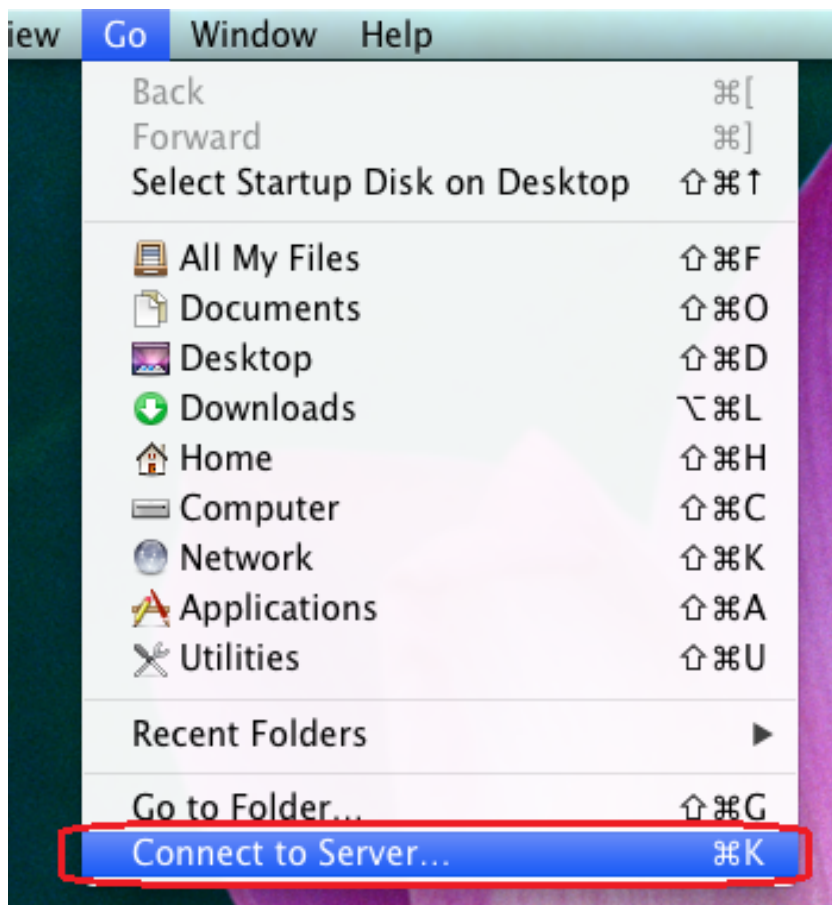
Click Finish button in the Map Network Drive window

When a dialog box appears, enter your username as FLTECH\[TRACKS USERNAME] and your TRACKS account password in the password field.

You can now see the mapped network drive on the Computer window.

## Mac OS X 10.7

From the Apple Menu, select the "Go" menu.



Type smb://sdrive.fit.edu/bannerjobs/yourTRACKS in the server address box, click the + to add the server to the list

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The home directory will now be available on your desktop and the finder. You may have to browse to your specific folder with your username to open it.

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