

Information about Network Shares Groups for Windows PC

In order to provide faculty and staff with a storage system that is secure, mobile and provides sharing capabilities, we have implemented the use of Network Shares, Microsoft OneDrive and Group Drive.

Network Shares makes file storage possible on our University server. **It is the only location where you can store restricted data.**

RESTRICTED DATA

Data is one of the University's most valuable assets. Because the majority of our employees rely on this information to conduct their day-to-day operations, we must learn to properly handle and secure it.

Restricted data is the most important or sensitive type of information. It relates to University information that pertains to information protected by

- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Graham Leach Bliley (GLB) Act
- Payment Card Industry Data Security Standard (PCI DSS)
- Federal Trade Commission Red Flag Rules, Pennsylvania Senate Bill 712, or any other federal, state, industry, or local law.

This information makes the University liable for costs or damages due to unauthorized disclosure under laws, government regulations, or contract (e.g. Social Security numbers, passwords, credit or debit card numbers, driver's license numbers, private keys). This includes authentication secrets exclusive to the university. Personally Identifiable Information (PII) includes any of the restricted data elements listed above in combination with an individual's first name, or initial, and last name.

! YOUR FILES NEED TO GET MOVED BEFORE DECEMBER 2018.

Select individuals in each division/department have been selected to move folders in shared group locations. If you are the person managing a groups folder, please consider the following when moving files:

- If your department is sharing **RESTRICTED DATA**, your folders need to be moved to Network Shares Groups (G:)
- If your department **does not share any restricted data**, you may decide to move your information to either Network Shares Groups (G:) or Group Drive for additional mobility features.

Until October 29, you can choose to have IT copy all of your department files to Network Shares Groups (G:) automatically. In order to opt-into having IT move your files, please go to:

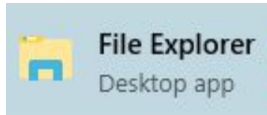
ACCESSING YOUR NETWORK SHARES



Please note: Network Shares is only available on our campus network. If you need to access Network Shares while working off-campus, you need to request access to our remote.scranton.edu by emailing techsupport@scranton.edu.

TO VIEW YOUR NETWORK SHARES

- Type “File Explorer” in the search box in the bottom left corner of your screen
- Click on the File Explorer icon



The following drives will be available:

- **Groups (\\files.scranton.edu) (G:)**

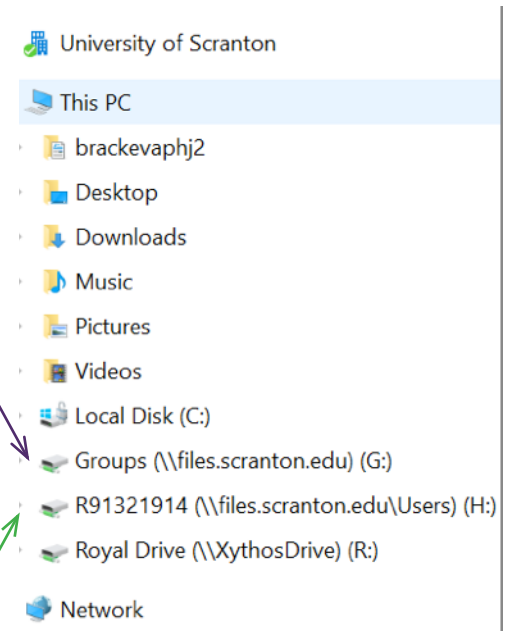
This is your shared workspace for your division, department, and for collaborative work (AdHoc). You cannot change folder and file permissions.

When you click on the Network Shares Groups (G:) drive, you will see all the group folders that you have access to. This includes AdHoc, Divisional and Department folders. The numbers behind the folder name indicate your budget number.

Name	Date modified	Type
AdHoc	12/20/2017 12:31...	File folder
Dept_600698	12/14/2017 8:53 ...	File folder
Div_053	12/14/2017 8:51 ...	File folder

- **Rnumber (\\files.scranton.edu\Users) (H:)**

This is your individual storage area. You cannot change folder and file permissions.

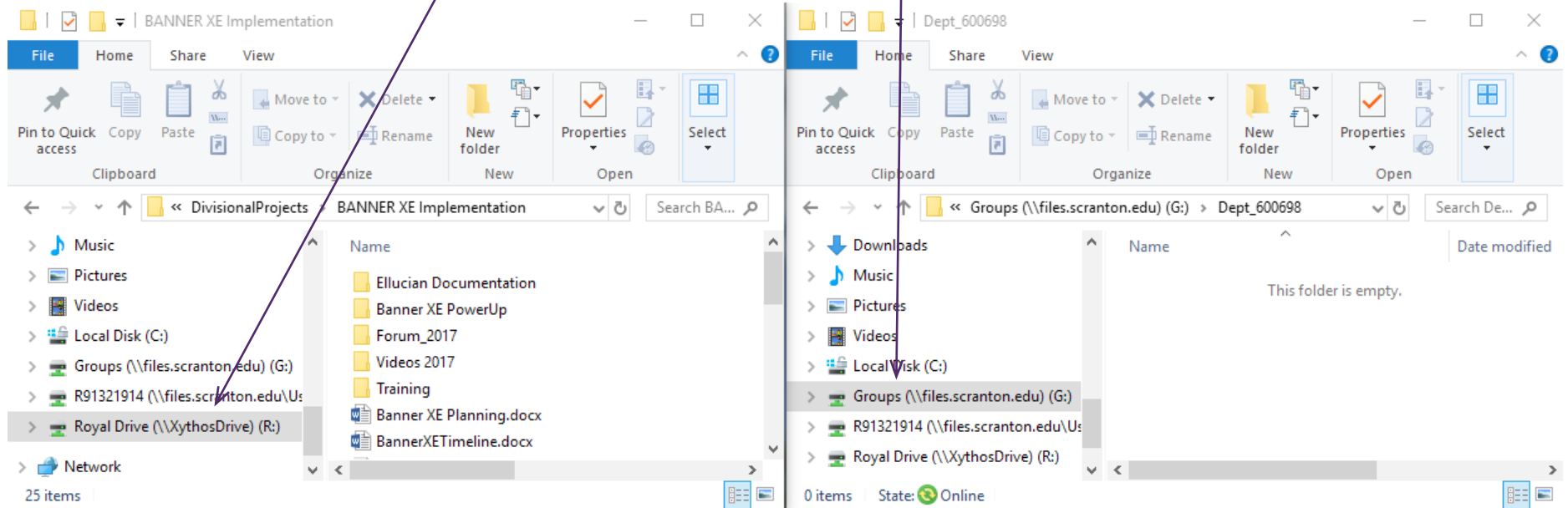


MOVING YOUR INDIVIDUAL FOLDERS/FILES FROM ROYALDRIVE

The most efficient manner to move files from RoyalDrive is to open two File Explorer windows side by side, and to click, hold and drop items from one place to the other.

In the first window, open your Royal Drive Groups folder

1. Place the windows side by side.



In the second window, open your Groups G: drive.

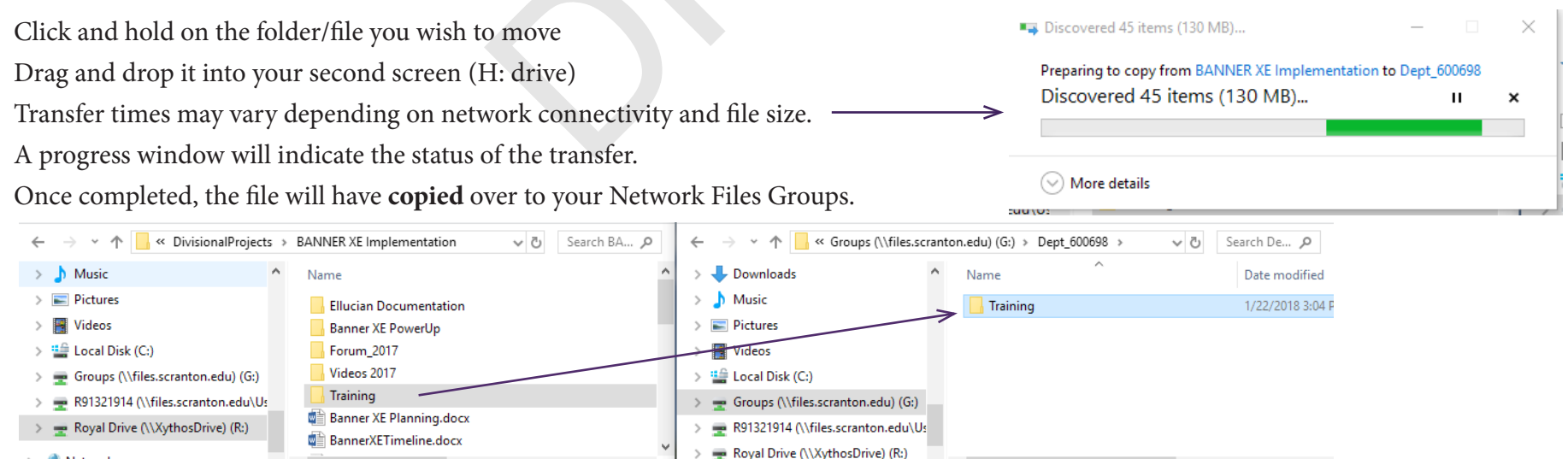
2. Click and hold on the folder/file you wish to move

3. Drag and drop it into your second screen (H: drive)

⚠ Transfer times may vary depending on network connectivity and file size.

A progress window will indicate the status of the transfer.

4. Once completed, the file will have **copied** over to your Network Files Groups.



IT RESOURCES

As we migrate our campus to new storage systems, IT has made various resources available for our campus. To view available training sessions and materials, please visit **SCRANTON.EDU/FILESTORAGE**. For questions, please contact the Technology Support Center at 570-941-4357 or techsupport@scranton.edu.

DRAFT