

Spring  
2023

# How-To Guide to MyDrive



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## Security Disclosure

Please note that content shared via “My Student Web Folder” or “My Faculty Web Folder” within MyDrive is considered **public**; meaning content is visible to anyone in the world.

Students with questions regarding appropriate content sharing should contact their professor or the NOVA Student Handbook, Code of Conduct for guidance. Faculty are encouraged to contact their Division Dean or Human Resources.

### **Helpful Notes:**

Chrome, Firefox and Safari web browsers are recommended.

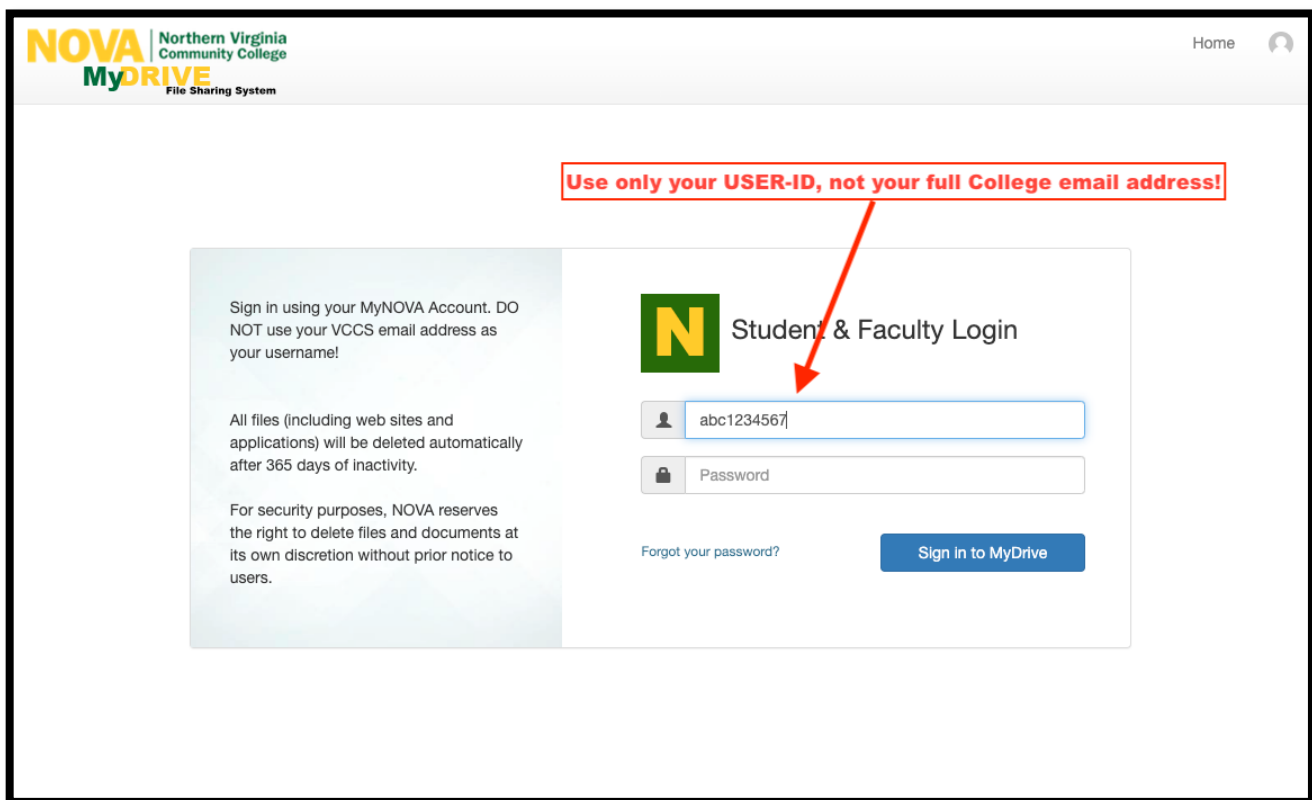
If you experience technical issues logging in or while using MyDrive, please contact the IT Help Desk at [ithelpdesk@nvcc.edu](mailto:ithelpdesk@nvcc.edu).



## How to Login to MyDrive

### STUDENT & FACULTY LOGIN STEPS

1. Open your web browser and go to <https://MyDrive.nvcc.edu>
  2. Enter your **MyNOVA username** (ex: abc1234567) and password, then click the **Sign in to MyDrive** button.
- \* **Note:** Please be sure to use your MyNOVA user ID, **NOT** your full college email address ([user@email.vccs.edu](mailto:user@email.vccs.edu)):



Once you have successfully logged in, you will see the NOVA MyDrive home page:



Name	Type	Size	Date (Eastern Standard Time)
- My Home Folder -	folder		1/3/2023 9:11 AM
My Faculty Web Folder	folder		1/3/2023 11:15 AM
My Student Web Folder	folder		1/3/2023 8:31 AM

**Important Information:**

- **Both Students and Faculty** will see “- My Home Folder -“ in the explorer window. This folder can be used as a temporary storage location for your files. Files can be shared from within this folder, just as you would with Google Drive or Dropbox. Files will be automatically deleted from this folder if not accessed within 365 days.
- **Students** will not see “My Faculty Web Folder” in the explorer window in the middle of the screen.
- **Faculty** will likely not see “My Student Web Folder” in the explorer window in the middle of the screen.
- **Both Students and Faculty** will see “My Student Site” and “My Faculty Site” (under “File Manager” and at the top of the page).
- **Students** who click on “My Faculty Site” will receive a “403 – Forbidden” error. This can be ignored.
- **Faculty** who click on “My Student Site” will likely also receive a “403 – Forbidden” error. This can be ignored.
- **Uploads to “My Student Web Folder”** will be automatically deleted after a period of 1 year.
- **Uploads to “My Faculty Web Folder”** will be automatically deleted after a period of 3 years.



## How to Upload Files to MyDrive

1. Select either the “- My Home Folder -” or “My {Faculty or Student} Web Folder” in the center of the MyDrive Home Page.

NOVA Northern Virginia Community College MyDRIVE File Sharing System

Home Account My Shared Files My Student Site My Faculty Site

File Manager

- Home
- Account
- My Shared Files
- My Student Site
- My Faculty Site
- Logout

Home

Refresh Check All Delete Rename New Folder Zip Unzip

Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
- My Home Folder -	folder		1/3/2023 10:27 AM
My Faculty Web Folder	folder		1/3/2023 10:27 AM
My Student Web Folder	folder		1/3/2023 10:27 AM

Showing 1 to 3 of 3 entries

Previous 1 Next

2. Click the **Add files** button OR drag & drop the files anywhere on the page using Firefox, Chrome or Safari.



File Manager

Home

Account

My Shared Files

My Student Site

My Faculty Site

Logout

Home / - My Home Folder -

Refresh, Check All, Delete, Rename, New Folder, Zip, Unzip

Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		

Showing 0 to 0 of 0 entries Previous Next

+ Add files... + Add Folder... Start Upload Cancel Clear

Upload Drag & Drop on

English

3. The file will appear below the Add Files section. To initiate the upload, click **Start Upload** or **Start**.

File Manager

Home

Account

My Shared Files

My Student Site

My Faculty Site

Logout

Home / - My Home Folder -

Refresh, Check All, Delete, Rename, New Folder, Zip, Unzip

Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		
Global Economic Impact of Sub-Saharan Lithium Mining.docx		2.84 MB	

Showing 0 to 0 of 0 entries Previous Next

+ Add files... + Add Folder... Start Upload Cancel Clear

Upload Drag & Drop on

Start Cancel



- Once the file has successfully uploaded, you will see a green status bar and the file listed under the folder.
- You will also see the file under your upload history. You can choose to keep it or click Clear.

**NOVA** | Northern Virginia Community College  
**MyDRIVE**  
File Sharing System

Home | Account | My Shared Files | My Student Site | My Faculty Site

**File Manager**

- Home
- Account
- My Shared Files
- My Student Site
- My Faculty Site
- Logout

File 'Global Economic Impact of Sub-Saharan Lithium Mining.docx' successfully uploaded

/ - My Home Folder -

Check All | Delete | Rename | New Folder | Zip | Unzip

Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		
Global Economic Impact of Sub-Saharan Lithium Mining.docx	file	2.84 MB	1/3/2023 5:32 PM

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add files... + Add Folder... Start Upload Cancel Clear

Upload Drag & Drop on

Global Economic Impact of Sub-Saharan Lithium Mining.docx	2.84 MB	Clear
---	---------	-------

English Home | Account | My Shared Files | ?





## How to Delete Files

1. Open the folder where the file is stored.
2. To delete the file, highlight it by clicking the white space next to the file name, then select **Delete**.

The screenshot shows the NOVA MyDRIVE File Manager interface. The top navigation bar includes links for Home, Account, My Shared Files, My Student Site, and My Faculty Site. The left sidebar shows navigation options like Home, Account, My Shared Files, My Student Site, My Faculty Site, and Logout. The main content area displays a file list in a table format. The file "NOVA REQUEST FOR PORTFOLIO EVALUATION.pdf" is selected and highlighted in blue. A red box highlights the "Delete" button in the top toolbar, and a red arrow points to the selected file. Below the table, there are buttons for "Add files...", "Add Folder...", "Start Upload", "Cancel", and "Clear".


Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		
Global Economic Impact of Sub-Saharan Lithium Mining.docx	file	2.84 MB	1/3/2023 5:32 PM
NOVA REQUEST FOR PORTFOLIO EVALUATION.pdf	file	136 KB	1/3/2023 6:20 PM

**Important Information:**

- **Everyone** will see “ - My Home Folder -” in the explorer window. Files will be automatically deleted from this folder if not accessed within 365 days.
- **Uploads to “My Student Web Folder”** will be automatically deleted after a period of 1 year.
- **Uploads to “My Faculty Web Folder”** will be automatically deleted after a period of 3 years.



## How to Share Files Within MyDrive

1. You can share files in your “- My Home Folder -” with others by clicking the  icon to the right of the file name.

The screenshot shows the NOVA MyDrive File Manager interface. The top navigation bar includes the NOVA logo, the text "Northern Virginia Community College MyDRIVE File Sharing System", and links for Home, Account, My Shared Files, My Student Site, and My Faculty Site. The main content area is titled "File Manager" and shows the current location as "/ - My Home Folder -". Below this is a toolbar with icons for Refresh, Upload, Check All, Delete, Rename, and New Folder, along with Zip and Unzip options. A search bar with the text "Filter" and a "Find" button is present. The file list table has columns for Name, Type, Size, and Date (Eastern Standard Time). The files listed are "Go Up One Folder" (up), "Global Economic Impact of Sub-Saharan Lithium Mini..." (file, 2.84 MB, 1/3/2023 5:32 PM), and "NOVA REQUEST FOR PORTFOLIO EVALUATION.pdf" (file, 136 KB, 1/3/2023 6:20 PM). A red arrow points to the share icon (a square with a play symbol) to the right of the second file. Below the table is a pagination control showing "Showing 1 to 2 of 2 entries" and buttons for Previous, 1, and Next. At the bottom, there are buttons for "Add files...", "Add Folder...", "Start Upload", "Cancel", and "Clear", along with an "Upload Drag & Drop" area with icons for various file types.



2. To get a shareable hyperlink to this file (i.e. post on Canvas), click the **Share** button.

The screenshot shows the NOVA MyDRIVE File Sharing System interface. The top navigation bar includes 'Home', 'Account', 'My Shared Files', 'My Student Site', and 'My Faculty Site'. The left sidebar contains 'File Manager' with options for Home, Account, My Shared Files, My Student Site, My Faculty Site, and Logout. The main content area shows a file manager view for the 'My Home Folder'. A table lists files, with the first file, 'Global Economic Impact of Sub-Saharan Lithium Mining.docx', highlighted in yellow. The 'Share' button for this file is highlighted with a red box. Below the table, there are buttons for '+ Add files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. The bottom of the page features a footer with 'English', 'Home | Account | My Shared Files | ?' and a page number '1'.




- This link will be active for 72 hours unless you specify a different duration (maximum is 30 days). Password protection is optional. Set your preferences and click the **Share** button.

The screenshot displays the NOVA MyDRIVE File Sharing System interface. A modal dialog box titled "Share the selected item?" is open, centered over a file list. The dialog contains the following fields and options:

- A warning message: "A unique public link will be created to share the selected item. Are you sure?"
- File or Folder:** A text field containing "Global Economic Impact of Sub-Saharan Lithium Mining.docx".
- Available Until:** A date field set to "No later than 02/04/2023". Below it, a dropdown menu shows "Default hours: 72".
- Share Link Password:** A text field with "Leave blank for no password" and a "Share" button.
- Allow Public Downloads
- Notify me by email when file is downloaded or uploaded
- Buttons: "Cancel" and "Share" (highlighted with a red box).

The background interface shows a "File Manager" sidebar with options like Home, Account, My Shared Files, My Student Site, My Faculty Site, and Logout. The main area displays a file list with columns for file name, type, size, and date. The file "NOVA REQUEST FOR PORTFOLIO EVALUATION.pdf" is visible. At the bottom, there are buttons for "Add files...", "Add Folder...", "Start Upload", "Cancel", and "Clear".



4. Once you click Share, you will see a confirmation status bar. To capture the public link, Click the  icon.

The screenshot shows the NOVA MyDRIVE File Manager interface. At the top, there is a navigation bar with links for Home, Account, My Shared Files, My Student Site, and My Faculty Site. A green confirmation bar at the top of the file manager area states: "Publicly sharing file 'Global Economic Impact of Sub-Saharan Lithium Mining.docx' for 72 hours until 1/8/2023 12:10 PM". A red arrow points to a share icon in this bar. Below this, the file manager shows a list of files in the "My Home Folder". The file "Global Economic Impact of Sub-Saharan Lithium Mining.docx" is selected, and its details are shown in a yellow highlight. The details include the file name, type (file), size (2.84 MB), and date (1/3/2023 5:32 PM). Below the details, there are buttons for Preview, Download, Share, and Email. The Public Link is displayed as "https://mydrive.nvcc.edu:8443/public/file/puUDn16UvUu5645ontjzTQ/Global%20Economic%20Impact%20of%20Sub-S", and a red square highlights the share icon next to the link. At the bottom of the interface, there are buttons for "Add files...", "Add Folder...", "Start Upload", "Cancel", and "Clear".



- 5. The public link is now copied. You may paste the link into a Canvas message or email to share it. Shared files are also located in the My Shared Files folder.

File Manager

- Home
- Account
- My Shared Files**
- My Student Site
- My Faculty Site
- Logout

Publicly sharing file 'Global Economic Impact of Sub-Saharan Lithium Mining.docx' for 72 hours until 1/8/2023 12:10 PM

/ - My Home Folder -

Check All Delete Rename New Folder Zip Unzip

Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		
Global Economic Impact of Sub-Saharan Lithium Mining.docx	file	2.84 MB	1/3/2023 5:32 PM
NOVA REQUEST FOR PORTFOLIO EVALUATION.pdf	file	136 KB	1/3/2023 6:20 PM

Showing 1 to 2 of 2 entries

+ Add files... + Add Folder... Start Upload Cancel Clear

Upload Drag & Drop on

New Window: Global Economic Impact of Sub-Saharan Lithium Mining.docx

Last Modified: 2 days ago

Public Link: <https://mydrive.nvcc.edu:8443/public/file/puUDn16UvUu5645ontjzTQ/Global%20Economic%20Impact%20of%20Sub-S>

Preview Download Share Email Copied!



## How to View and Edit Share Settings in MyDrive

1. To see the list of files you're currently sharing, select **My Shared Files** from the left-hand menu.

The screenshot shows the NOVA MyDRIVE File Manager interface. The top navigation bar includes 'Home', 'Account', 'My Shared Files', 'My Student Site', and 'My Faculty Site'. The left-hand menu is titled 'File Manager' and contains 'Home', 'Account', 'My Shared Files' (highlighted with a red box), 'My Student Site', 'My Faculty Site', and 'Logout'. The main content area displays a home icon, action buttons (Refresh, Check All, Delete, Rename, New Folder), and a search filter. Below is a table of shared folders:

Name	Type	Size	Date (Eastern Standard Time)
- My Home Folder -	folder		1/3/2023 6:20 PM
My Faculty Web Folder	folder		1/3/2023 10:27 AM
My Student Web Folder	folder		1/4/2023 9:45 AM


Showing 1 to 3 of 3 entries

English | Home | Account | My Shared Files | ?



2. The file name, date shared, expiration date and download status are visible.

The screenshot shows the 'MyDRIVE File Sharing System' interface. On the left is a 'Share Settings' sidebar with options: Home, Account, My Shared Files (selected), My Student Site, My Faculty Site, and Logout. The main content area is titled 'Shared Files for jld224' and contains a list of shared files. The first file is '/- My Home Folder -/Global Eco...Saharan Lithium Mining.docx'. Below the file name, the following information is displayed: 'Shared on: 1/5/2023 12:10 PM', 'Expires: 1/8/2023 12:10 PM (3 days from now)', 'Downloaded: Never', and a 'Share URL' field containing a long URL. A red arrow points to the file name, another red arrow points to the 'Shared on' date, and a third red arrow points to the 'Expires' date. A blue share icon with a dropdown arrow is visible to the right of the file name.

3. Click the  drop-down to extend the sharing deadline or revoke access.

This screenshot is identical to the one above, showing the same shared file information. However, a red box highlights the blue share icon with a dropdown arrow located to the right of the file name. The rest of the interface, including the sidebar and file details, remains the same.





NOVA Northern Virginia Community College MyDRIVE File Sharing System

Home Account My Shared Files My Student Site My Faculty Site

Share Settings

- Home
- Account
- My Shared Files
- My Student Site
- My Faculty Site
- Logout

English

Home | Account | My Shared Files | ?

### Edit the selected Share?

You are editing a public share link. Are you sure?

**File:**  
/- My Home Folder -/Global Economic Impact of Sub-Saharan Lithium Mining.docx

**Current Availability:**  
1/8/2023 12:10 PM

**New Availability:**  
Default hours: 72

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Cancel Save

NOVA Northern Virginia Community College MyDRIVE File Sharing System

Home Account My Shared Files My Student Site My Faculty Site

Share Settings

- Home
- Account
- My Shared Files
- My Student Site
- My Faculty Site
- Logout

English

Home | Account | My Shared Files | ?

Public shared file '/- My Home Folder -/Global Economic Impact of Sub-Saharan Lithium Mining.docx' edited

### Shared Files for jld224

The files and directories you are currently sharing are listed below. You can view, update, and revoke access to your shares from this page.

/- My Home Folder -/Global Eco...Saharan Lithium Mining.docx	
<b>Shared on:</b>	1/5/2023 12:10 PM
<b>Expires:</b>	2/3/2023 12:00 PM (3 days from now)
<b>Downloaded:</b>	Never
<b>Share URL:</b>	<a href="https://mydrive.nvcc.edu:8443/public/file/puUDn16UvUu5645ontjzTQ/Global%20Economic%20Impact%20of%20Sub-Saha">https://mydrive.nvcc.edu:8443/public/file/puUDn16UvUu5645ontjzTQ/Global%20Economic%20Impact%20of%20Sub-Saha</a>



## How to View Your MyDrive Webpage

- To view your published webpage, Students will click **My Student Site** and Faculty will click **My Faculty Site** in the left menu or in the header at the top of the page.

The screenshot shows the NOVA MyDRIVE File Sharing System interface. At the top, there is a navigation bar with links for Home, Account, My Shared Files, My Student Site, and My Faculty Site. On the left, a 'File Manager' sidebar contains links for Home, Account, My Shared Files, My Student Site, My Faculty Site, and Logout. The 'My Student Site' and 'My Faculty Site' links are highlighted with a red box. The main content area displays a file manager interface with a search bar, action buttons (Check All, Delete, Rename, New Folder, Zip, Unzip), and a table of files. The table has columns for Name, Type, Size, and Date (Eastern Standard Time). The entries are:

Name	Type	Size	Date (Eastern Standard Time)
- My Home Folder -	folder		1/3/2023 6:20 PM
My Faculty Web Folder	folder		1/3/2023 10:27 AM
My Student Web Folder	folder		1/4/2023 9:45 AM

At the bottom of the interface, there is a footer with 'English' and navigation links for Home, Account, My Shared Files, and a help icon.

- Your personal site URL is on the MyDrive console.

Students will use: <https://student.nvcc.edu/Username>

Faculty will use: <https://Faculty.nvcc.edu/Username>

- 'Username' will be replaced with your **MyNOVA username**.
- DO NOT use your full VCCS email address (abc1234567@email.vccs.edu), ONLY use the MyNOVA username (abc1234567).
- Example: <https://student.nvcc.edu/abc1234567>