How to Access your Professional Web Site on Campus

1. Check that your Web folder has been created.
   a. Open a browser such as Chrome
   b. Navigate to http://www.nvcc.edu/home/your-username (such as ‘dsmith’)
   c. If you see a message that states “We're sorry, but the requested page cannot be found. The page may have been removed, had its name changed, or is temporarily unavailable.” your folder has not yet been created. Please contact the Help Desk (ithelpdesk@nvcc.edu or x24141) to request a web folder before you continue to step 2.

2. Contact Kama Storie at kstorie@nvcc.edu to set up the NOVA Web Template for your site.

3. Map a Drive to your web folder:
   a. Open the Computer window by choosing Start (That’s the blue circle with the Windows logo at the bottom left of your screen) → Computer.
   b. Click the Map Network Drive button on the toolbar to open the Map Network Drive dialog box.
   c. Select Drive Letter: U in the Drive drop-down list (or a different letter if U is already being used)
   d. In the Folder Box, type: \novaweb\home\your-username (i.e. \novaweb\home\dsmith)
   e. Make sure Reconect at logon is checked. Click Finish.

4. Your mapped drive should pop open, and you will see the contents of your web folder. (Note: This is LIVE, so any changes you make will be immediately reflected on your web site).

5. Right click index.html and select “Open With” Choose the software you would like to use to edit your website, Dreamweaver or Notepad are recommended.

If you have questions or would like to learn how to do more with your site, please contact your campus Webmaster, Kama Storie at kstorie@nvcc.edu.