

# **IMPORTANT STUDENT INFORMATION FOR CLASSES THAT REQUIRE WEB FOLDERS OR FTP**

## **Spring 2017**

### **myNOVA Passwords**

The VCCS has fixed the self-service password reset tool. So, if you are need to reset your myNOVA password (for BlackBoard, student email, or PeopleSoft) go to myNOVA from the college website, and then click "Forgot Password". Follow the directions and you can reset your own password. Please do not call the Help Desk until you have gone through the Forgot Password link.

You can use your myNOVA password to login to computers on campus. The username will be in the following format:

- Windows: DIRECTORY\Username
- Mac: DIRECTORY\Username

### **Web Folders and FTP**

A number of classes require students to have a web folder on the college servers or use FTP to submit large files. These require a special NVSTU login. Students should not need to contact the IT Helpdesk for NVSTU accounts or web folders. You can check on your account at .

If you already enrolled in credit and non-credit courses, click [here and log in](#) with your myNOVA account to see your NVSTU account. (<https://dashboard.nvcc.edu/Default.aspx>)

The NVSTU password follows the format of: (8 digits) month of birth + date of birth + year of birth (4 digits)

**Example:** John was born on Jan 15 and his year of birth is 1985. His NVSTU password is: 01151985.

Your username should be in the following format:

- Windows: NVSTU\UserID
- Mac: NVSTU\UserID

The NVSTU ID and password act as your login ID for Web folders only.

### **Student Web folders**

The student WEB folders will be automatically created prior to the start of the spring semester. The information below describes how to obtain your account ID, access your web folder, use FTP or request an account if it was not automatically generated (such as if you are in at another college taking a NOVA online class through SSDL, or a late registrant, etc.)

## FTP Information

<http://www.nvcc.edu/ithd/students/ftp.html>

### FTP Settings

If you are a NOVA student, please make sure to look up your NVSTU account first. If your account is not found, please E-Mail the IT Accounts team at [its\\_accounts@nvcc.edu](mailto:its_accounts@nvcc.edu) for assistance getting the LAN account/password.

If you are a student at another VCCS college, use your Blackboard username and password to access your student Web folder. NOTE: You will need to replace the domain setting NVSTU with DIRECTORY in the instructions below. Example: UserID: DIRECTORY\UserID.

### General FTP Settings

The following settings can be used for any FTP client such as Core FTP, Total Commander and Cyber Duck (Mac). Some FTP Programs are below.

**Profile Name:** studentweb

**Host:** www.student.nvcc.edu

**URL:** http://www.student.nvcc.edu/home/UserID

**UserID:** NVSTU\UserID (for Windows)

NVSTU\UserID (for Mac)

**Password:** month of birth + date of birth + four digits of the year of birth

Web pages can be created and edited using a web editor such as Dreamweaver, Notepad, etc. Once a website is created, it must be transferred or uploaded to the web folder. It can be sent to the web folder via FTP (File Transfer Protocol).

Some FTP Client tools (no support or endorsed by NVCC or the IT Helpdesk)

FileZilla - <https://filezilla-project.org/>

Core FTP - <http://www.coreftp.com/>

FireFTP - <http://fireftp.net/>