

# Introduction to MyDRIVE.nvcc.edu

Beginning Spring 2018, MyDRIVE will replace all of the file transfer protocol (FTP) software used by students to submit large file assignments.

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## Logging into MyDRIVE

1. Go to [mydrive.nvcc.edu](http://mydrive.nvcc.edu)

**Please Note:**

This system provides you with the ability to easily share documents and files with others. If you are developing web applications for a class, you must use the following URL format in order for your web applications to perform properly:

**http://MyDrive.nvcc.edu/username/public**

Any files uploaded to this file sharing system will be deleted automatically after 365 days of inactivity. Additionally, in order to protect internal systems and personal information of students, faculty and staff, Northern Virginia Community College reserves the right to delete files and documents at its own discretion without prior notice to users. Please share responsibly.

**N** User Login

**TIP:** Use your MyNOVA user ID to sign in, not your full VCCS email address.

Username: ttest6240

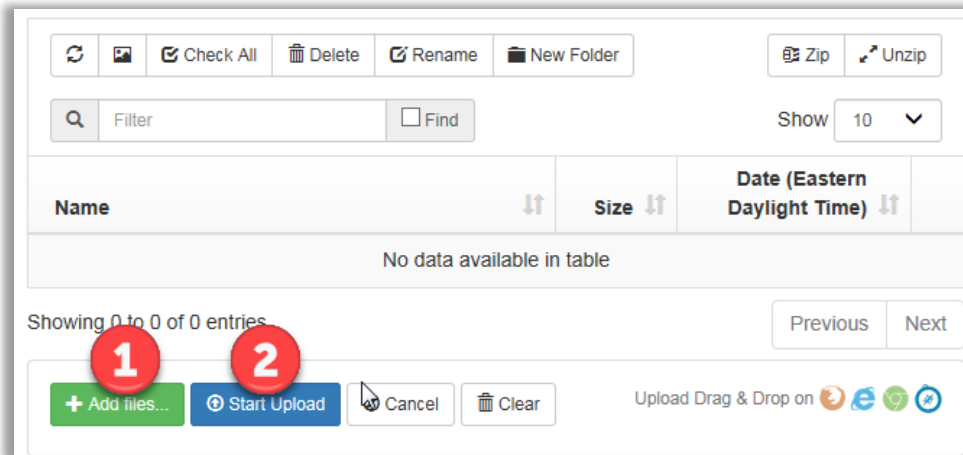
Password: .....

Sign In

2. Sign in with your MyNOVA username and password

## Uploading Files to MyDRIVE

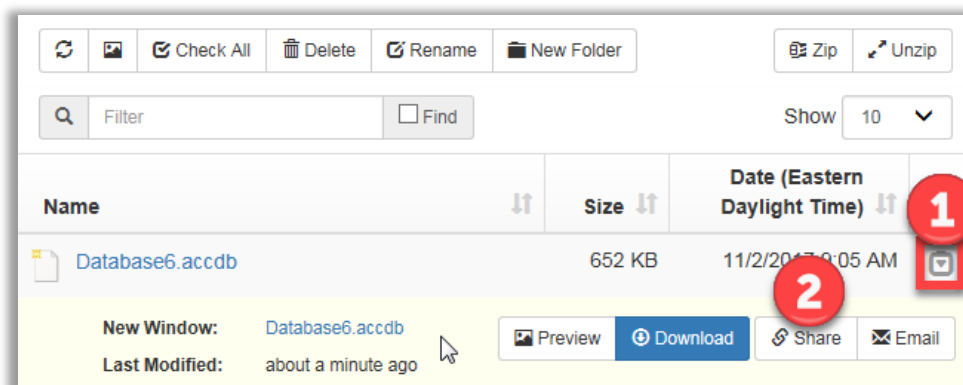
1. Click **Add Files** or drag & drop the files anywhere on the page. Drag & drop works in Internet Explorer 10+, Chrome, Firefox, and Safari.



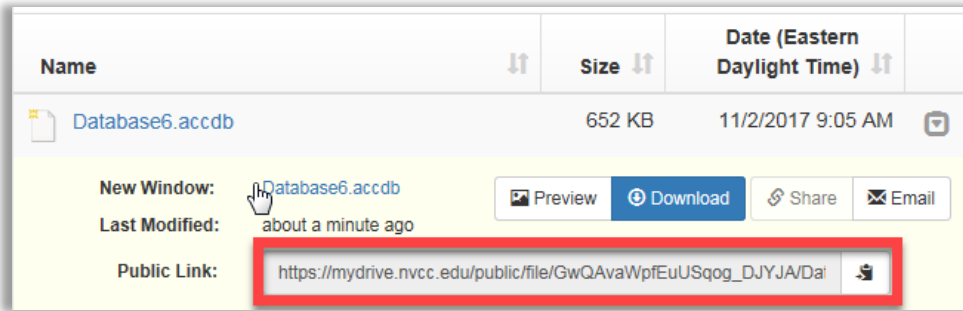
2. Click **Start Upload**.
3. Files are automatically deleted after 365 days of inactivity. To manually delete a file, click the file's icon (to the left of the file name) and click **Delete**.

## Sharing Files with MyDRIVE

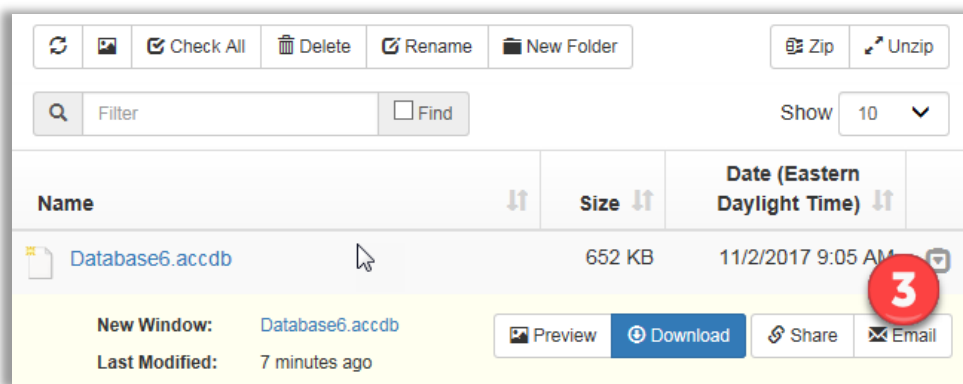
1. Click the **Expand** icon to display sharing options.



2. Share: To get a shareable hyperlink to this file (to post on Canvas, for example), click **Share**. 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 **Share**. You will see the Public Link (below). Click the clipboard icon at the end of the link to copy the link. Paste the link into a Canvas message or email to share it.

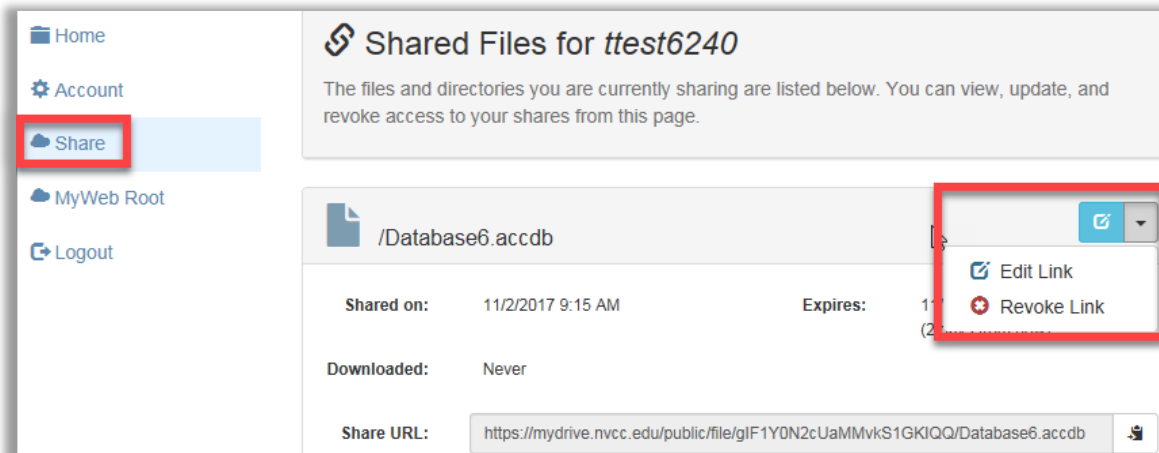


3. Email: To email the link directly from MyDRIVE, click **Email**. Enter the recipient's email address. All other fields are optional. The link will be active for 72 hours unless you specify a different duration (maximum is 30 days). Set your preferences and click **Email**.



## Share Settings

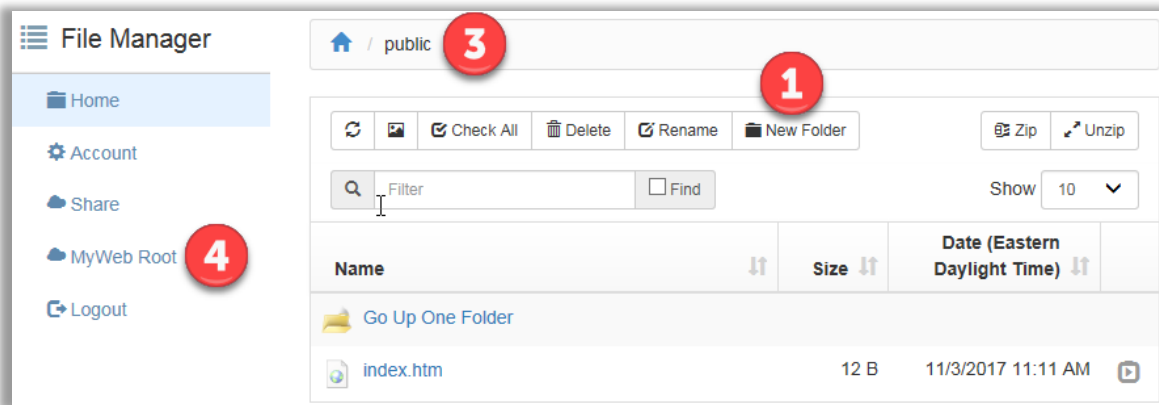
To see the list of files you're currently sharing, click **Share** from the menu on the left side of the screen. You can see when you shared the file and when or if it was downloaded. Click the **Edit** dropdown to extend the sharing deadline or revoke access.



## Public Folder

The “public” folder is open to the NOVA public, meaning, anybody with DIRECTORY/MYNOVA accounts. Please be aware that anything put in a public folder will be viewable by others. Anyone who tries to view the content will be prompted to enter their MyNOVA credentials.

1. To share a web site to a public folder, click **New Folder**.
2. Name the new folder “public” (not case sensitive).
3. Upload your web site to the public folder.
4. Click **MyWeb Root** from the menu on the left side of the screen to view the published site.



The URL to your public site is <http://mydrive.nvcc.edu/username/public> (where the word *username* is the student’s myNOVA username). You can optionally add subfolders under the “public” folder to publish sites or apps for separate classes.

## Password Expiration

You must use your MyNova username and password to sign in to MyDRIVE. If your MyNova password has expired, MyDRIVE will take you to the MyNova page to reset your password. If you have any problems or questions, please contact the NOVA IT Help Desk at 703.426.4141 or <mailto:ithelpdesk@nvcc.edu>.

## FTP Publishing through Dreamweaver & Core FTP

Sometimes students (especially those in web / app design classes) wish to publish directly from Dreamweaver, VisualStudio, etc. FTP Publishing is enabled for this purpose.

To use FTP publishing, follow the normal publishing process of the application you are using to publish your sites directly to MyDrive. The settings are:



### Core FTP

Host: mydrive.nvcc.edu  
Username: (blank)  
Password: (blank)  
Port: 21  
Connection: FTP  
Deselect PASV

Users will be presented with a login prompt where they enter their MyNOVA credentials. This works with or without the public folder. All files will go to the root folder by default unless they open a folder listed under their MyDrive.

### Dreamweaver

Go to Edit -> Preferences -> Site (Category):  
Change "FTP time out" to 60 seconds

Click "Manage Sites...", highlight the NVCC site (name will vary) then click the "edit" icon , click "servers", highlight the NVCC server (name will vary) then click the "edit" icon , then input the following settings:

Connect Using: FTP  
FTP Address: mydrive.nvcc.edu  
Port: 21  
Username: (username)  
Password: (password)  
Root Directory: public  
Web URL: http://mydrive.nvcc.edu/  
More Options -> Deselect "Use Passive FTP"

This only works if the public folder already exists on MyDrive.