FTCC_MIS_019_v2.1

ONEDRIVE INSTRUCTIONS

Date of Current Revision: March 17, 2020
Primary Responsible Officer: AVP for MIS

1. PURPOSE

The purpose of this procedure is to define the process and uses of OneDrive at Fayetteville Technical Community College (FTCC). OneDrive is the primary storage vessel for users at FTCC. All users will be assigned 1TB of storage on OneDrive. Users are not to upload music, .ISO, or .VMDK files on OneDrive. OneDrive is strictly for FTCC college and business documents.

This document will assist you with accessing OneDrive. If after using this document you still have problems with logging into OneDrive, please contact the FTCC Help Desk at 910-678-8502.

2. SCOPE

This procedure applies to all College faculty and staff, whether full- or part-time members of the College community. This procedure applies to all information collected, stored or used by or on behalf of any operational unit, department and person within the community in connection with College operations. In the event that any particular information at FTCC is governed by more specific requirements under other College policies or procedures the more specific requirements shall take precedence over this procedure to the extent there is any conflict.

3. ACRONYMS / DEFINITIONS

AD. Active Directory. A directory service, such as Active Directory Doman Services (AD DS), provides the methods for storing directory data and making this data available to network users and administrators. For example, AD DS stores information about user accounts, such as names, usernames, email addresses, phone numbers, and so on, and enables, other authorized users on the same network to access this information.

HELP DESK. Is the primary single-point-of-contact for FTCC to provide IT support to all Faculty, Staff, and Students.

MIS. Management Information Services.

4. PROCEDURES

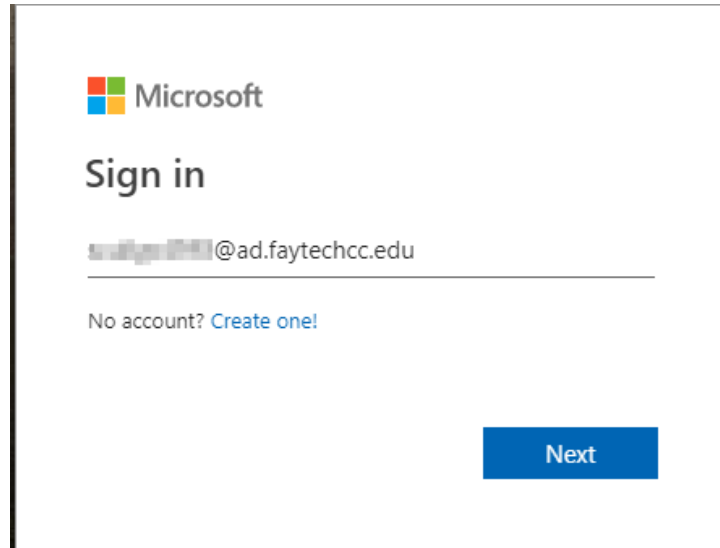This document will show you how to access OneDrive and upload your files.

4.1 HOW TO LOG IN TO ONEDRIVE WEBSITE

- To access OneDrive, click onedrive.com
- Login with [**AD username**]@ad.faytechcc.edu and network password
  EX: doej1234@ad.faytechcc.edu
    Pas$w0rd1$ (network password)

- After successfully logging in you will be taken to the OneDrive File structure page.

4.2. FILE STRUTCTURE RECOMMENDATION
4.2.1. An example suggestion for organizational structure

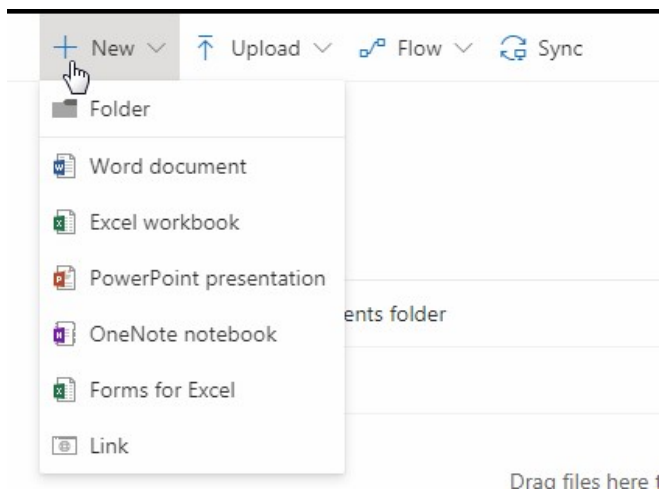- Documents, Pictures, Bookmarks, Outlook & Videos

4.3. CREATING ITEMS

Date of Current Revision: March 17, 2020
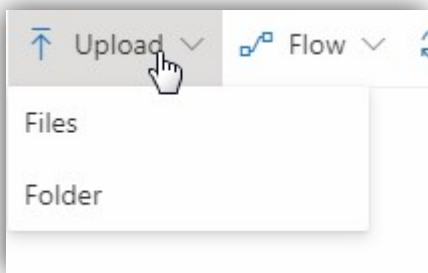**Primary Responsible Officer**: AVP for MIS

4.3.1. If you wish to create an item in OneDrive, just click new and click an item type:

4.4. UPLOADING

4.4.1. UPLOADING A FILE

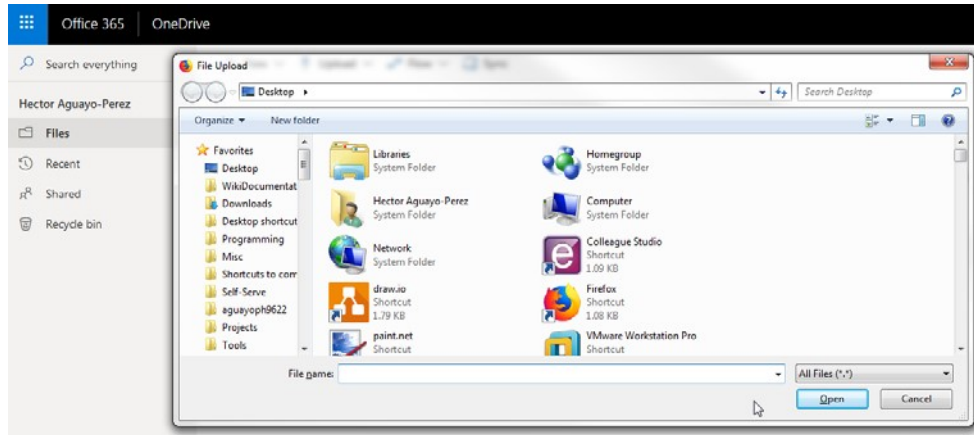**4.4.1.2.** To upload a file, you can either Click upload and then click files

4.4.1.3. After clicking files you'll get a file upload prompt and then you may select any file you want.
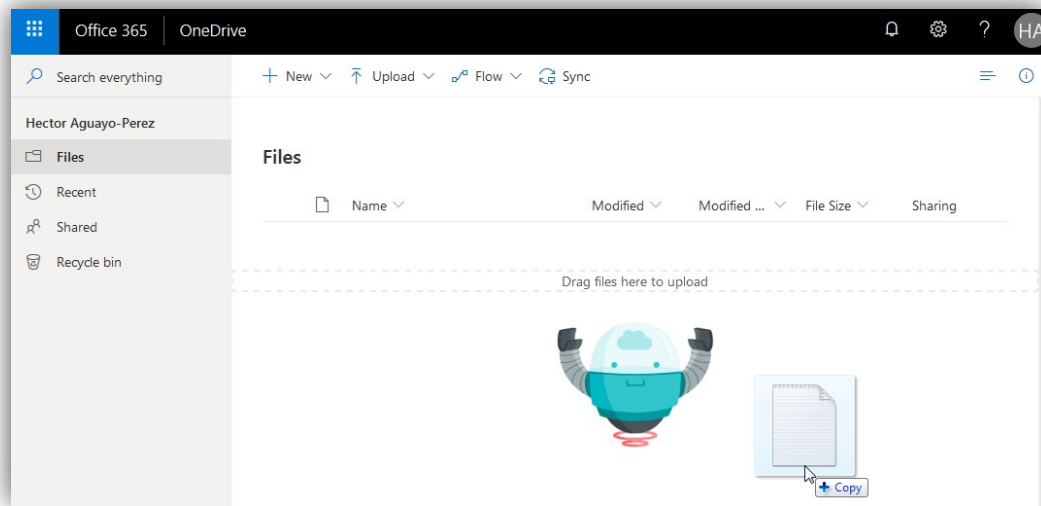
Alternatively, you can drag and drop, it's also possible to drag multiple files at once:

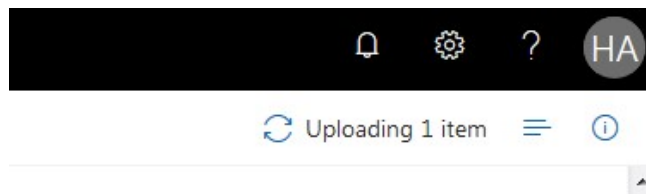*** Note: It does not matter where you drag the file, so long as it is in the webpage**
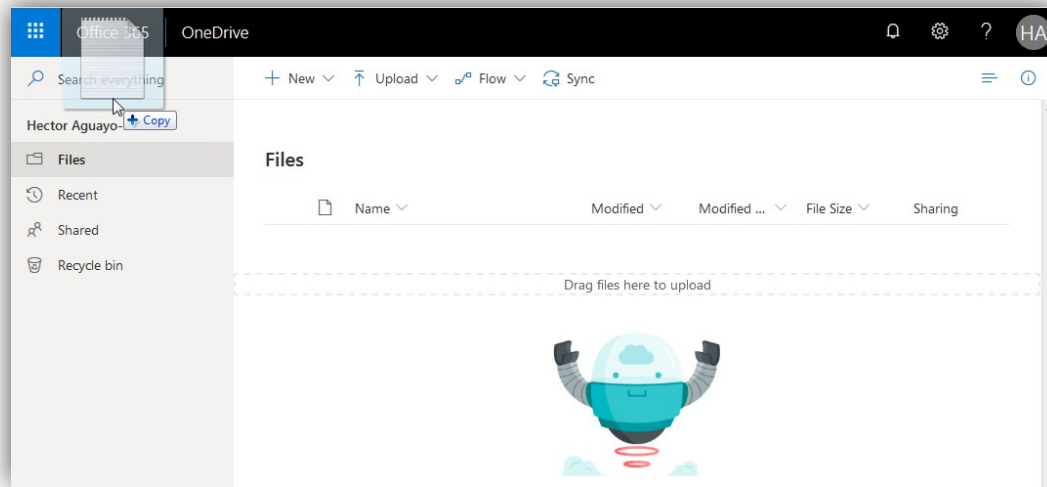
The file will begin uploading and give you a notification that it is currently uploading.

Once it has finished uploading it will let you know and show you your file.
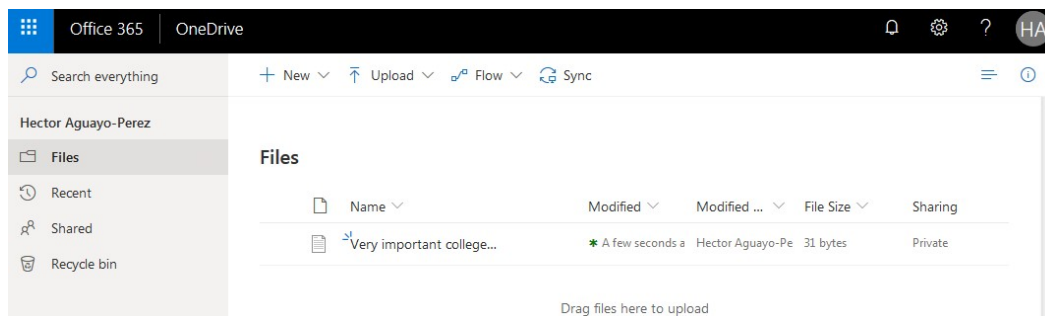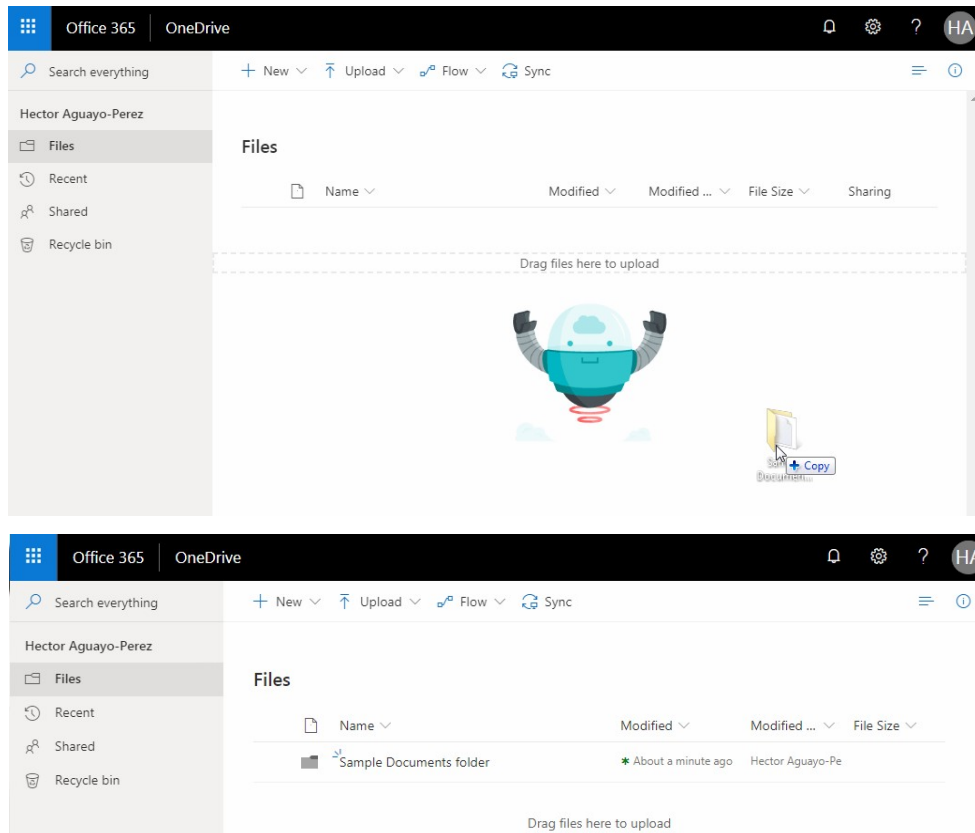

4.5. UPLOADING A FOLDER

4.5.1. Similar to uploading a file, you can upload a folder the same way:

4.5.2. Uploading a folder will attempt to upload all the content of the folder
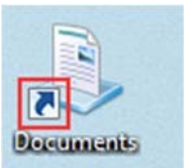
ONEDRIVE INSTRUCTIONS

Date of Current Revision: March 17, 2020
Primary Responsible Officer: AVP for MIS

Caution: Make sure you are not uploading shortcuts

- Shortcuts are links to other files or folders on the file system.
- A shortcut is indicated by an arrow icon, it is highlighted in red in the following image:
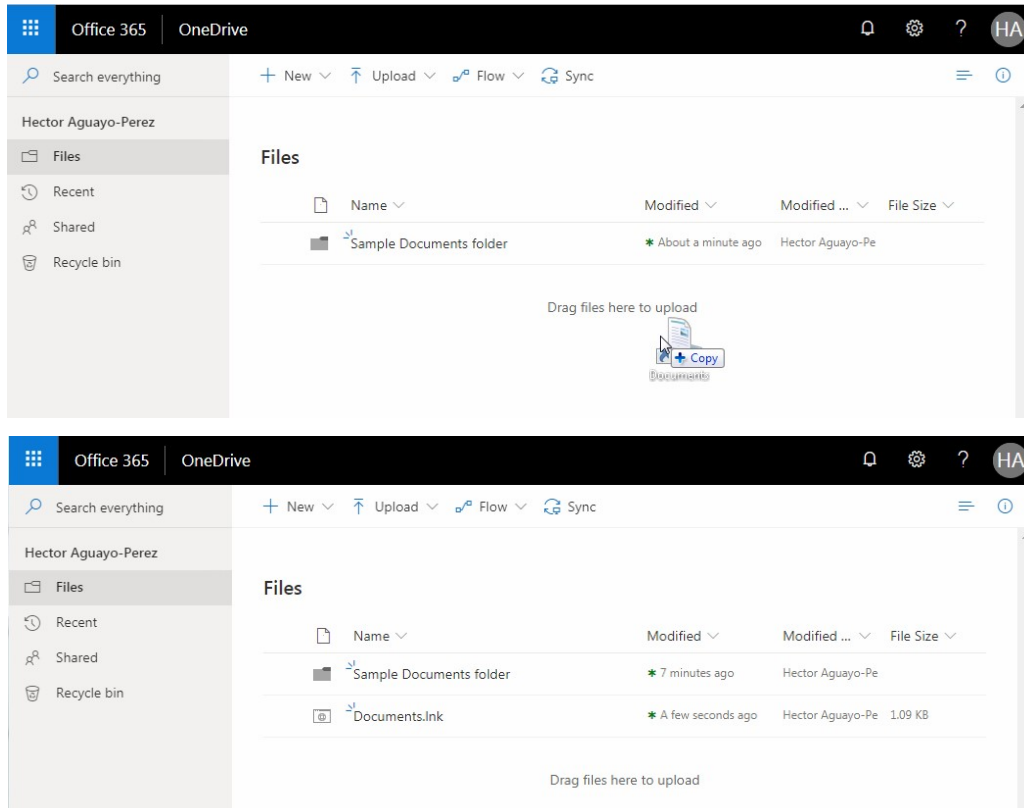

OneDrive **will** allow you to upload a shortcut:

- The only thing a shortcut will preserve is a reference to an item on your file system, not the actual contents. DOWNLOADING
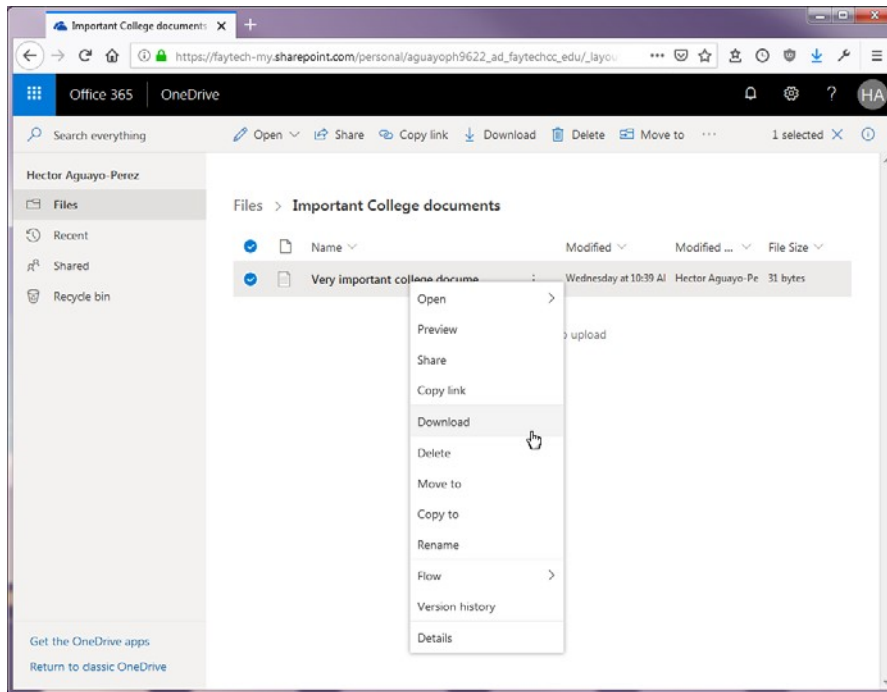

4.6. DOWNLOADING FILES OR FOLDERS

4.6.1. Right click an item and then click *Download*, folders will be saved as .zip files.
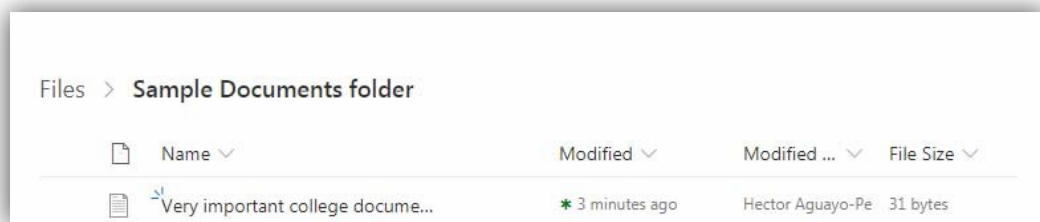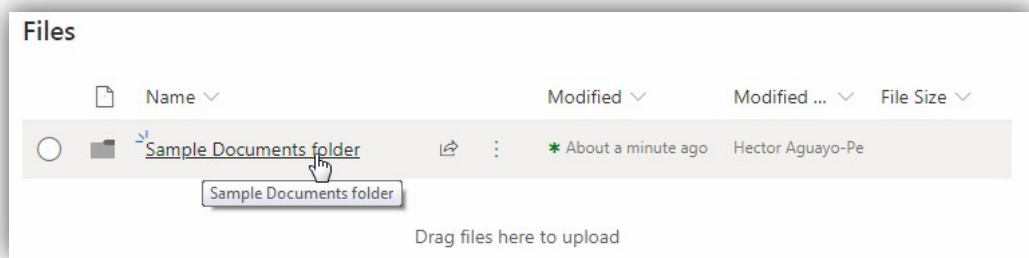
ONEDRIVE INSTRUCTIONS

Date of Current Revision: March 17, 2020
Primary Responsible Officer: AVP for MIS

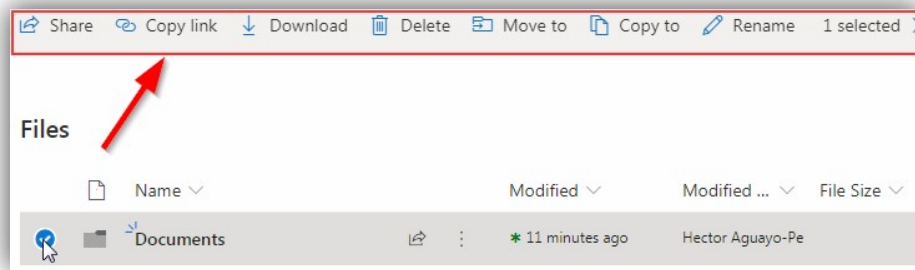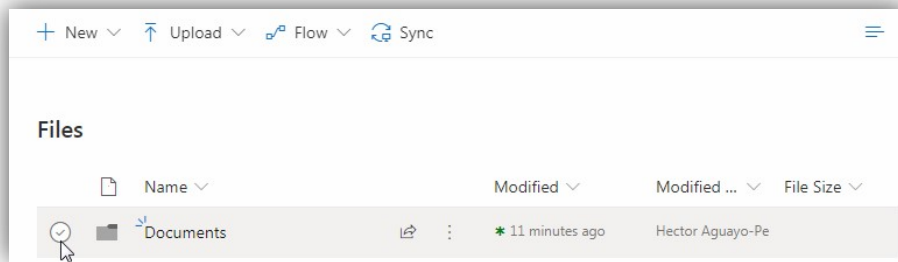## 4.7. NAVGATING ONEDRIVE

4.7.1. To go inside a folder, click it.

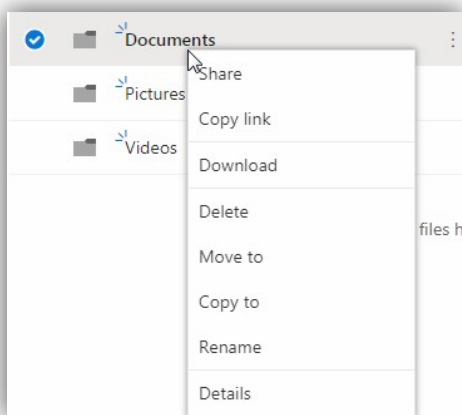**Date of Current Revision:** March 17, 2020
Primary Responsible Officer: AVP for MIS

4.8. MANAGING ITEMS

4.8.1. To manage items, you can click the select button next to an item

- Alternatively, you can right click an item

5. EXCLUSIONS / EXCEPTIONS
No approved exceptions exist at this time.

ONEDRIVE INSTRUCTIONS

Date of Current Revision: March 17, 2020
Primary Responsible Officer: AVP for MIS

6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

7. DOCUMENT ADMINISTRATION

7.1. DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance. For questions or comments, please email help@faytechcc.edu.

7.2. DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3. CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	PLS	3/17/2020
2.1	Change	TH	3/18/2020

7.4. APPROVAL HISTORY

Version	Name	Title	Date
2.0	Pamela Scully	AVP for MIS	3/17/2020
2.1	Pamela Scully	AVP for MIS	3/20/2020

8. APPENDIX

N/A