
Benedictine University Information Technology

Revised: August 23, 2013

Using

BenU **Connect**

SECURE ACCESS TO BENEDICTINE UNIVERSITY NETWORK RESOURCES

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Purpose:

This document is designed to help you navigate through BenUConnect.

BenUConnect Is:

A web-based service that allows secure off-campus connectivity to Benedictine University on-campus network resources.

Tools Needed:

- Internet Explorer (or other web page browsing software)
- Do not use pop-up blocker software, or you may add <http://webvpn.ben.edu> to acceptance list of pop-up blocker software

How to Access Site:

1. Open up your web browser and go to www.ben.edu and click on the BenUConnect link, or in the address field type in <http://webvpn.ben.edu>. Hit enter or left click on "Go". (note: Mozilla users, instructions were written for Internet Explorer, your display maybe slightly different than the one shown.)
2. A "Security Alert" window will appear if this is the first time you are logging onto the site. Left click on Yes to continue.

Internet Explorer users view



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Mozilla user view



3. A new window will appear with the title "BenUConnect". You will be prompted to enter in your **Username** and **Password**. Type in your **Windows login name and password**. **NEW PROCEDURE: DO NOT TYPE "STUBEN" or "BEN" BEFORE YOUR USERNAME**. If you are unable to login, please contact the helpdesk at (630)-829-6684.

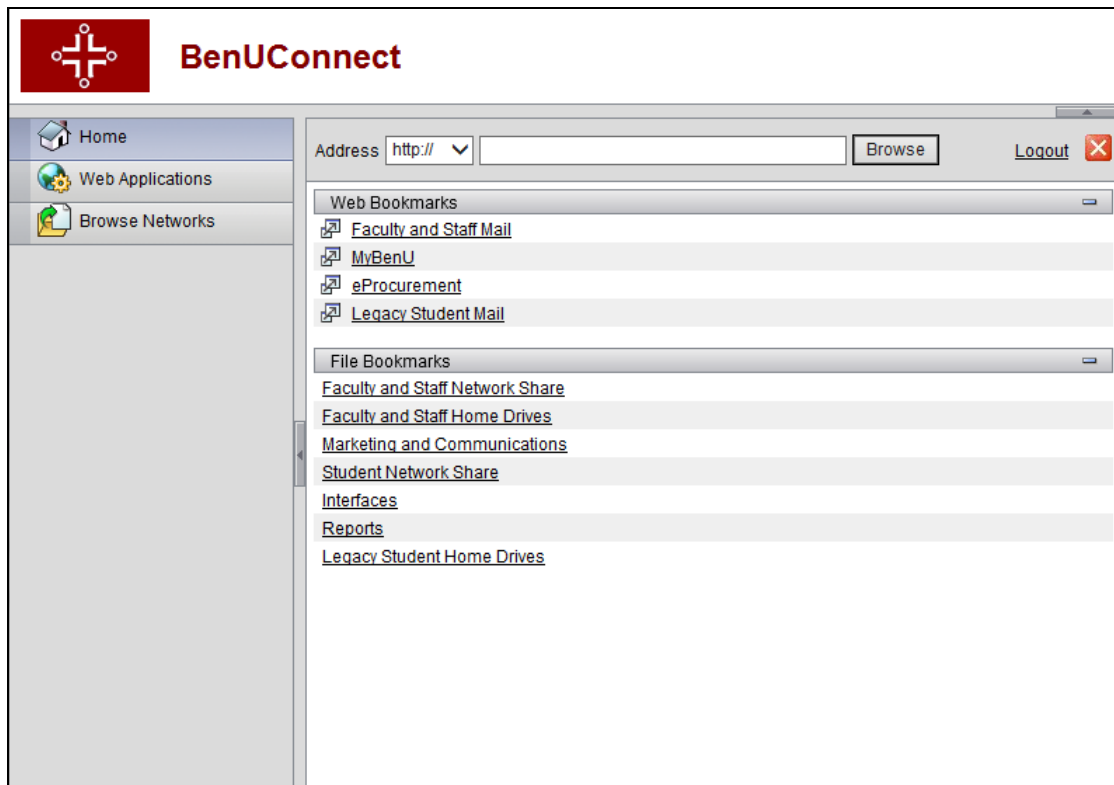
The screenshot shows the BenUConnect login page. At the top left is the "BenUConnect" logo in red. Below it is a horizontal line. In the center, there is a login form with a brown header bar containing the word "Login". The form contains the following text: "NEW PROCEDURE: DO NOT TYPE 'STUBEN' or 'EEN' BEFORE YOUR USERNAME. Please enter your username and password." Below this text are three input fields: "GROUP:" with a dropdown menu showing "BenUconnect", "USERNAME:" with a text input field, and "PASSWORD:" with a text input field. At the bottom of the form is a "Login" button.

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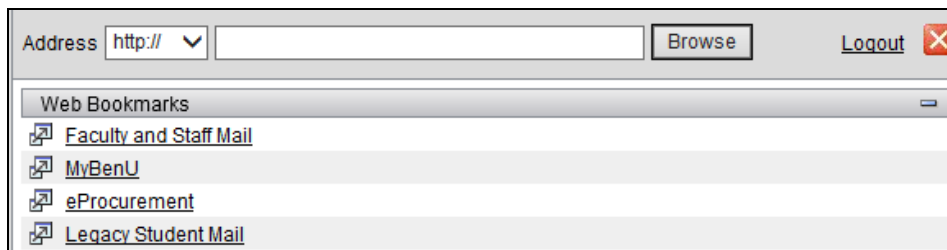
How to Use:

Once you are logged in, you will be taken to the main page of BenUConnect. From this page you will be able to access “Web Bookmarks” and “File Folder Bookmarks.” You will need to have the appropriate permissions in order to access the links.



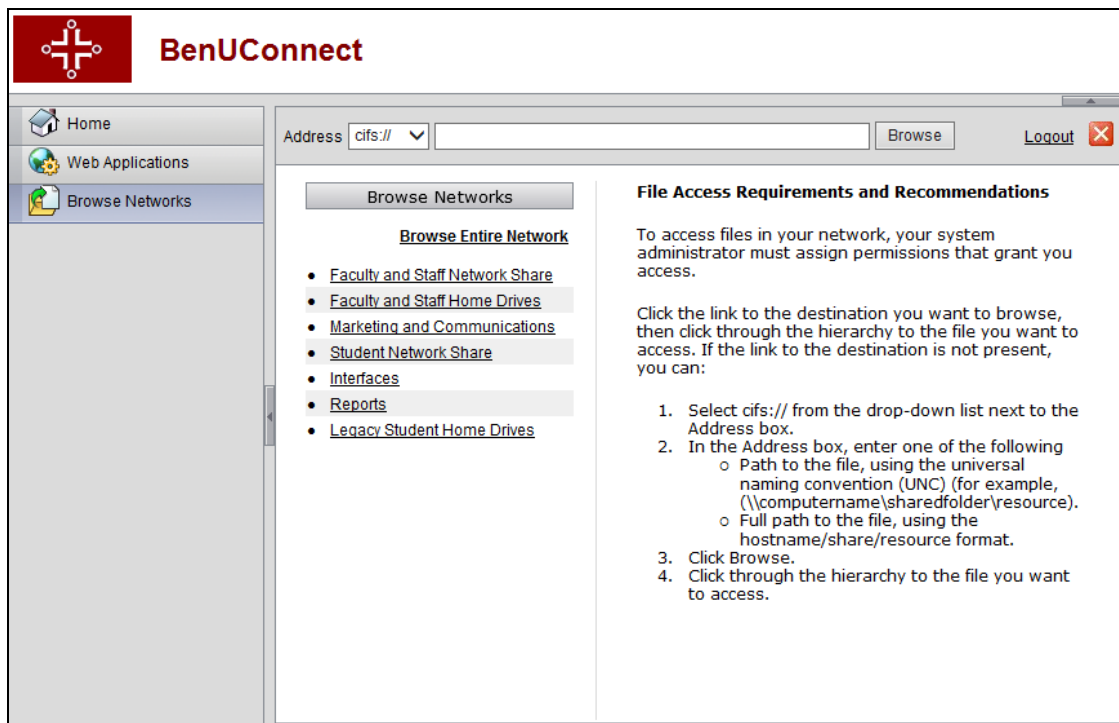
BROWSING WEB PAGES

Under the “Web Bookmarks” you will find a list of links to various web pages that are accessible through the BenUConnect. Left click on the link that you would like to retrieve to open it up. The web page will open in a new window. You can also enter links manually within the “Address” section on the page. *Note: Do not enter external web addresses into this field; it is intended for internal web sites only.*

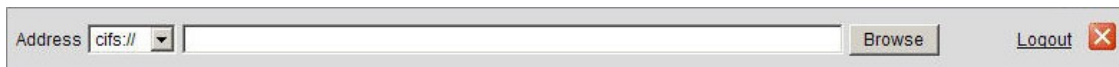


BROWSING FILES

Under the “File Bookmarks” there are links to shared network drives that are available. *Note: You must have permission to access folder links, or you will not be able to access the share.* For example, left clicking on “Faculty and Staff Home Drives” will bring you to the home drives, commonly known on campus as the “H” drive.



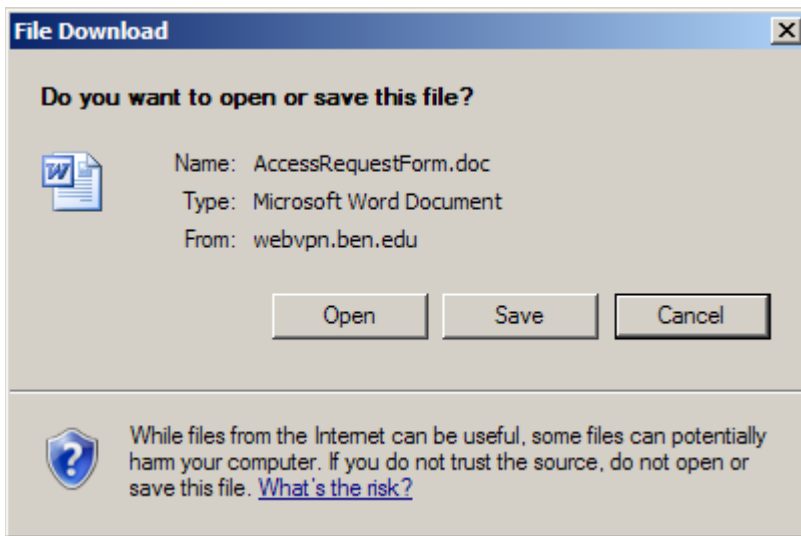
There is a limitation to the number of folders that can be displayed under the web browser. If you do not see your associated folder, you can enter the network path manually under the “Address” section on the page.



For Faculty and staff will use [\\benufs\homedrive\\$](#) followed by first initial last name, e.g., [\\benufs\homedrive\\$jdoe](#).

ACCESSING FILES

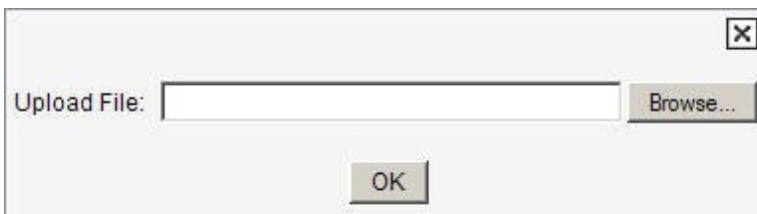
Network files can be accessed using BenUConnect by navigating to the appropriate network resource and clicking on the associated file. You will be prompted to take action on the file requested.



Important: If you only want to read the file, click on the “Open” button. If you want to revise it, click on the “Save” button. *If you just open the file, any changes you make will not be saved*

To keep any changes, you must save the file to your own computer (i.e., to My Documents) and edit that copy of the file. Once you have made your changes and saved your revised version on your computer, you must copy the revised file to the server and overwrite the original.

Back in BenUConnect, click the check box to select the original file you chose. Next click the “Upload” icon at the top of the file listing. You will then be prompted to browse to the revised file to be copied from your PC to the server.



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Click the "OK" button to copy the file to the server. After checking to be sure it is there and is working correctly, the file on your computer used for making the revisions can now be deleted if you wish.

ENDING YOUR SESSION

When you are finished using BenUConnect, be sure to logout of the session by clicking on the "X" icon. The logout page will appear confirming that your session has been terminated. Logging out is especially important when you are using a public computer such as in a library or an Internet cafe. If you do not log out, someone who uses the computer next could access your files. Don't risk the security of your files and e-mail or the school! Always log out.



BenUConnect

