

YSU Network Drive Information

Understanding and utilizing YSU network-based file storage

Information Technology Services (ITS) provides storage space on the YSU network to all Youngstown State University students, faculty and staff. This storage is available on campus or anywhere a Virtual Private Network (VPN) connection can be established off campus. This document can help you understand and effectively utilize YSU network drive storage.

What is a Network Drive?

A Network Drive is typically disk-based storage connected to a server on the network. A network drive can also be thought of as a “remote” drive as it is available over the network, to the properly authorized user, from any computer securely connected to that network.

Information Technology Services (ITS) provides individual and/or shared network file storage to individuals, groups and departments across the University. This storage is available as a service to you upon logging into the YSU Network. Use of this storage is encouraged for University related business especially since files you store using this service:

- Are access protected using your directory account and password
- Are accessible to you anywhere on the YSU network
- Are accessible to you off-campus when using a secure VPN connection to the YSU network
- Are more reliability stored on the Network Drive than disk drive(s) on an individual PC
- Are backed up periodically in the event of a disaster
- Are more secure than files stored on an individual PC

Network storage is available for your use on an individual basis (this is sometimes referred to as the Y-drive), and YSU network storage can also be requested for the purpose of sharing files and data within your department.

YSU Network Drive Types (categories)

Information Technology Services (ITS) currently provides network drives in four (4) separate categories:

1. ***Individual drive (also called the “Y-drive” or “home directory”) – 1 GB***

Individual storage space is automatically created for each YSU faculty member, staff member, and student. After your directory account has been created, this individual storage space will be created the first time that you log into the YSU network. YSU guest accounts also receive an individual “Y-drive” upon first logging on to the YSU network.

Confidential home directories can be issued to individuals who, as a requirement of their job duties, handle “sensitive data” as defined in YSU Guidebook policy [4012.01 Sensitive Information](#). A confidential home directory (Y-drive) has additional layers of security to lower the risk of sensitive data exposure.

2. ***Departmental drive – 5 GB***

Academic and administrative departments can request a department drive for the purpose of storing and sharing files between two or more faculty/staff/student employees within the department. All department drive participants must have a YSU directory account to access a department drive. Files in this storage space are shared among those who have been authorized for access by the data custodian of the drive (usually a department chairperson or manager). Access types are “read-only” or “modify” and exist on an account-by-account basis. Access restrictions at the individual file or subfolder level are not available.

3. ***Sponsored Research drive – 10 GB***

A research drive is available to faculty/staff and students associated with sponsored research projects. Access is on a per account basis by directory account. Approval and management of such drives follows the same guidelines as Departmental drives.

4. ***Student Group drive – 5 GB***

Official student organizations (i.e., those student groups recognized by the Office of Student Life) can request a shared drive similar to a departmental drive regarding access and drive management.

A drive shared by a group requires that all members of the specified group be operating on computers joined to the ysu.local domain. Storage of Sensitive Information as

identified in YSU Policy [4012.01 Sensitive Information](#) has different requirements on the use of network storage. Storage of sensitive information for business reasons must be communicated at the time the network drive is requested.

Note: Shared drives are not available specific to a YSU class or course. The Blackboard 9 Learning management system is provided and supported for this and other course related needs.

Note: No exceptions will be made to the requirement of a directory account in order to request, receive, and/or gain access to a network drive, individual or shared. A YSU Guest Account process exists for such purposes.

Requesting a shared Network Drive

A shared network drive (departmental, research, or student organization) can be requested by submitting a service request to the Tech Desk via the Self-Service Portal at <https://sde.ysu.edu/helpdesk> or by contacting the YSU Tech Desk by phone at 330-941-1595. In all cases, the following informational items are required for a shared Network Drive request:

- Your department and building
- If the department been officially configured for the YSU.local domain yet
- The YSU Banner IDs and usernames of the individuals participating in the share
- The TS tags (and associated user accounts) of the machines that the drives need to be automatically mounted on (note if any of the computers are Macs)
- The type of data will be stored (Refer to the YSU Guidebook policy [4012.01 Sensitive Information](#))
- Any data transfer needs from local PCs and/or other shares
- If the default storage space is large enough

Once the above information is received, the YSU Tech Desk can verify this information and create a Work Order for a shared network drive to be created.

Adding or removing shared Network Drive access

The data custodian can request the addition or removal of a user (or multiple users) on a shared network drive (departmental, research, or student organization) by submitting a service request via the Self-Service Portal or the YSU Tech Desk. In all cases, the following items are required for the change to be made:

- The exact share name (i.e. S_DeptName_ShareName)
- The YSU Banner IDs and usernames of the users to be added or removed
- ***If adding users:*** The TS tags (and associated user accounts) of the machines that the drives need to be automatically mounted on (note if any of the computers are Macs)

Once the above information is received, the YSU Tech Desk can verify this information and create a Work Order for the change(s) to be made.

Accessing an individual Network Drive

In most cases, Windows users connected directly to the YSU network (i.e., on campus and not using a VPN [Virtual Private Network] connection) are automatically “mapped” to the individual “Y-drive”. It appears in the “My Computer” folder as a virtual drive available for common use (e.g., save, copy, paste, etc.).

Macintosh users connected directly to the YSU network will need to manually enter the path of the network drive to connect to it.

If the drive is not automatically mapped to an on-campus machine, follow the steps below to access the shared drive:

- Enter the share path in the correct location depending on your operating system
 - For Windows XP, enter the share path into the “Run...” option on the “Start” menu. The share path is typically in the following *format*:
\\ServerName.ysu.local\S_Department_ShareName_or_YourUserName (e.g., \\bucket.ysu.local\S_Grounds_Maps or \\tank.ysu.local\ptpenguin)
 - For Windows 8/7/Vista, open a new file browser window in Windows Explorer and enter the share path into the address bar with the file path on the window. (You can alternatively enter the share path in the search field on the “Start” menu in Windows 7 and Vista). The share path is typically in the following *format*:
\\ServerName.ysu.local\S_Department_ShareName_or_YourUserName (e.g., \\bucket.ysu.local\S_Grounds_Maps or \\tank.ysu.local\ptpenguin)
 - For Mac OS X, select “Connect to Server...” under the “Go” menu in Finder. In the “Server Address:” box, enter the path in the following *format*:
smb://servername.ysu.local/S_Department_ShareName_or_YourUserName (e.g., smb://bucket.ysu.local/S_Grounds_Maps or smb://tank.ysu.local/ptpenguin)
- Enter your MyYSU directory account name prefixed with “YSU” without the quotes (for example, **YSU\jmsmith**) and your MyYSU directory account password
- Click **Go**, **Connect**, or press the enter key to connect to the shared drive

For Windows and Macintosh computers connecting from off campus, a connection must first be made over a secure Virtual Private Network (VPN) to access network drives. Detailed instructions for connecting to YSU’s network via VPN as well as mounting the network drive are available on the Tech Desk website under the Self-Help Documents section at http://web.ysu.edu/contentm/easy_pages/view.php?page_id=576&sid=25&menu_id=2776.

Permissible uses of YSU Network Drives

Individual and shared network drive use is intended for YSU-related storage needs. To safeguard these university assets, it is important that YSU Network Drive storage space not be used for data, files, images, etc. that violate copyright, are of a purely personal nature or would likely be considered inappropriate in an audit of YSU data storage. See also:

[Acceptable Use of University Technology Resources \(4009.01\)](#)

[Sensitive Information Policy \(4012.01\)](#)

[Records Management Policy \(9009.01\)](#)

Requesting an increase of Network Drive space

The need for more network drive space is predicated upon the effective and efficient utilization of space already provided to you. Before requesting additional network drive space, be sure that you have reviewed the current content of your Network Drive and eliminated any redundant and/or unneeded files and data.

If you have not previously received an additional Network Drive space allocation and your current drive is over 50% utilization, contact the YSU Tech Desk at 330-941-1595 or techdesk@ysu.edu to request a work order for addition space in an amount equal to the original allocations (e.g., an individual Network Drive will be increased from the original 1GB to a total of 2GB based upon the first request for additional space).

If you have previously received additional Network Drive space, contact the YSU Tech Desk (330-941-1595 or techdesk@ysu.edu) for consultation. A justification for more space based upon benefit of such to current strategic initiatives will be required. After examination of the justification and a review of activity levels concerning the associated drive the status of the request, approved or denied will be communicated.

Network Drive file storage duration

Actively and appropriately used Network Drives will be maintained on the YSU Network for current faculty, staff and students. The approving authority of a shared network drive can have a share and all of its contents removed by submitting a request, in writing, to the YSU Tech Desk. Only the original requester of a shared network drive and/or his or her supervisor may request that a shared Network Drive be removed. A signed confirmation memo will be required. To eliminate a share and all associated data the following information is required in writing:

- Full name and directory account of authority requesting removal of shared network drive and data
- Name of the shared network drive
- Date that the shared network drive should be removed

Network drives, individual or shared, that have not been accessed within one year may be eliminated along with all associated content. The YSU Tech Desk will contact the network drive owner in writing to verify if the network drive is still needed. Information Technology Services (ITS) reserves the right to eliminate the network drive and all associated content if the owner does not respond within twenty (20) business days subject to applicable policies including:

[Acceptable Use of University Technology Resources \(4009.01\)](#)

[Sensitive Information Policy \(4012.01\)](#)

[Records Management Policy \(9009.01\)](#)

Network Storage Backups

Information Technology Services (ITS) backs up all network drive content in case such is needed for disaster recovery. ITS is not provisioned to recover individual (i.e., non-system wide) files, files versions, lost files, etc., once deleted. Management of Network Drive space is the responsible of individuals with access to that space.