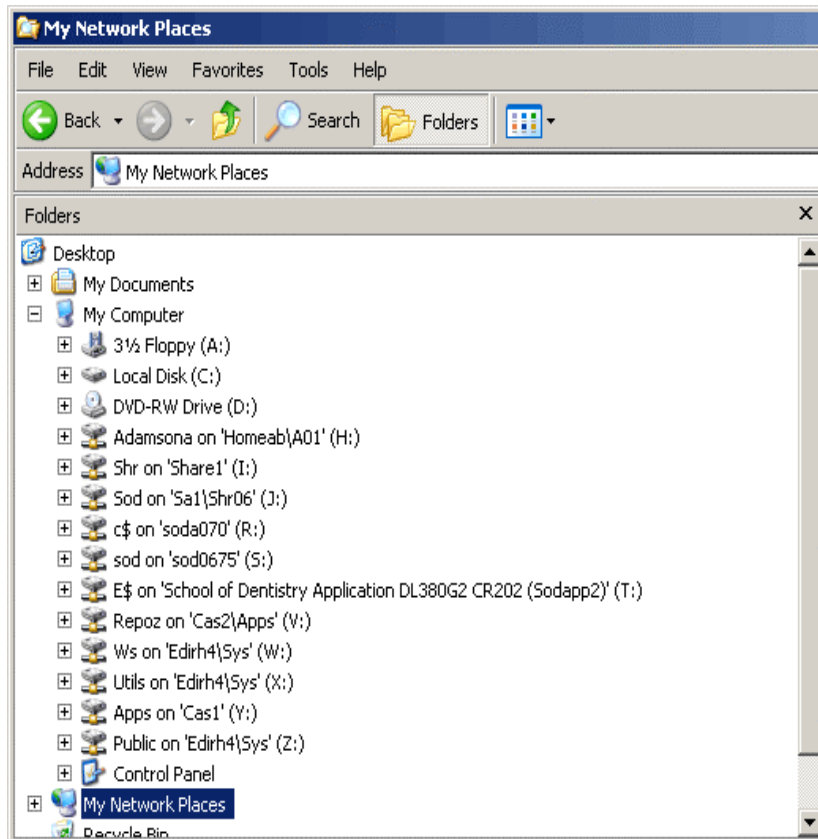


Goal

This document will discuss what a network drive is and how the I:\ to J:\ drive migration will take place.

What is a Network Drive



When you log into your computer your unique user name and password allows you to access resources that are available on the network. For instance your H:\ drive, a network drive, actually lives on a computer several miles away. When you log in, your computer accesses that drive.

Other network drives that automatically *map* to your computer at log on are shown in figure to the left.

Drives of interest:

H:\ home directory (my documents)

I:\ accessible to all of OHSU (over crowded)

J:\ set up for specific departments and organizations

V:\ a repository of core and non-core applications (novell, spybot)

The I:\ Drive and the J:\ drive

What is the I drive:

Dental Informatics

The I:\ drive has been used to store files that are accessible across the OHSU campus. For example this means files that are stored on the I:\ drive can be shared between the School of Dentistry and the School of Medicine.

Over the years the I:\ drive has become cluttered with non-work related material as well as antiquated files. There have also been misunderstandings regarding the level of access people have to files on the I:\ drive. This confusion coupled with the mass amounts of data on the I:\ drive have made it very difficult for ITG to maintain. The solution is to create a series of smaller drives for each school.

What is the J drive:

The J:\ drive will function much like the I:\ drive does. The most significant difference is that the J:\ drive will not be accessible to other organizations within OHSU. It will only be accessible from within the School of Dentistry.

What You Need to Do to Prepare for the Migration

1. Go into the I:\ drive and delete any old files that are no longer in use by you or your department.
2. Remove any personal files such as family pictures
3. Ensure there is no electronic Protected Health Information, e-PHI, in any of the files you have stored on the I:\ drive or will store on the J:\ drive.

Things to Note

- Any files you leave on the I:\ drive will be migrated to the J:\ drive under the same directory structure.
- If you already have a J:\ drive that drive will be mapped to another letter