

NEW NETWORK DRIVE LOCATION NOTIFICATION FOR NON-CAMPUS EMPLOYEES

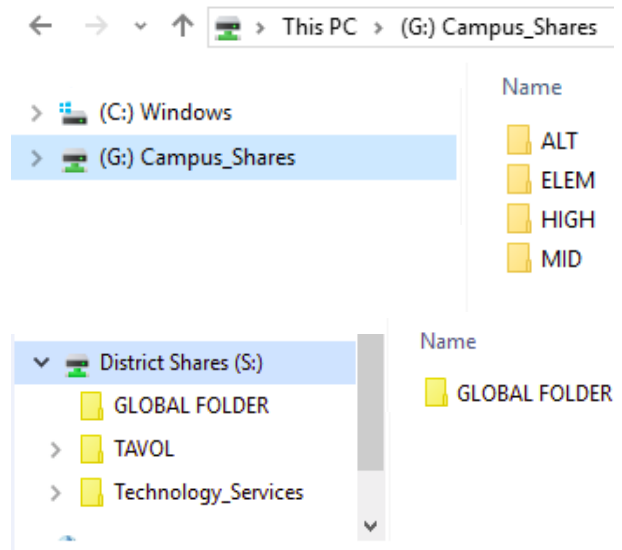
The district’s network **Global Folder** is a virtual location where all employees share files and folders. The **Global Folder** for non-campus employees will be moved to our new Storage Area Network (SAN) on Monday, March 13, 2017. As part of the 2014 Bond Technology Infrastructure upgrade, the new SAN will provide increased capacity, extended functionality for backups and restores, and faster access. To facilitate this move, the **Global Folder** will be unavailable Monday, March 13 from 8:00 p.m. until 11:00 p.m. The following are instructions for accessing the **Global Folder** after the move is complete.

Non-Campus Employees

Employees assigned to **Non-Campus** locations (ISC, Annex locations, Transportation Centers) will notice a change in their G: drive and S: drive file structure designations. The G: drive will contain the **Campus Shares** folder. Employees with rights to campus folders will locate the folders through their G: drive designation. The campus folder area will be blank for employees without rights to campus folders.

The **Global Folder** will now be found in the **S: drive** under **District Shares**.

Employees assigned to *campus locations* will continue to view the **Global Folder** in their **District Shares (G:) drive**.



Please contact the Customer Care Center with any questions.
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