

Visual Media Resources Using the Student Server

There is a shortcut Student Server (O: drive) on the desktop of the workstations on the 3rd and 6th floors. If you are looking for the Student Server from a pull-down list or Windows Explorer, you must first go to **My Network Places>Students on Imageserv1**. Once text or image files have been created and processed, they may be saved here to back them up temporarily. This server will be cleared at the end of every semester. An email will be sent to all students before any files are deleted.

The username and password for the student server are:

un: bgc
pw: student

For further assistance, please contact the Visual Media Resources staff. If you encounter a problem outside of regular office hours, send an email to StudentTechSupport@bgc.bard.edu.

NB: The Student Server is only available from the 3rd floor VMR student workstations, located in VMR and the 3rd floor library annex.