

## Student log-in to Special Collections work stations

Beginning in Spring 2019, all student assistants will stop using the LibSpecStudent log in on the department work stations. Please log-in using your UMBC account name and password.

*There are two exceptions at this time:* continue to use LibSpecStudent for the book edge flatbed scanner in the reading room and the book cradle scanner in room 103.

### Box

Box is the online file sharing service that UMBC uses; it is similar to Dropbox or Google Drive. Special Collections uses Box to store all of our department files. Do not use I:\SpecColl. You can learn more about Box at:

<https://wiki.umbc.edu/display/faq/Box>

Although you can access Box and the SC files through a web browser, we would like you to only use it through the department work stations. With this arrangement you will access the files through the Windows File Explorer interface (like you would have with the I: before). To do this you will need to set up Box Sync on each computer.

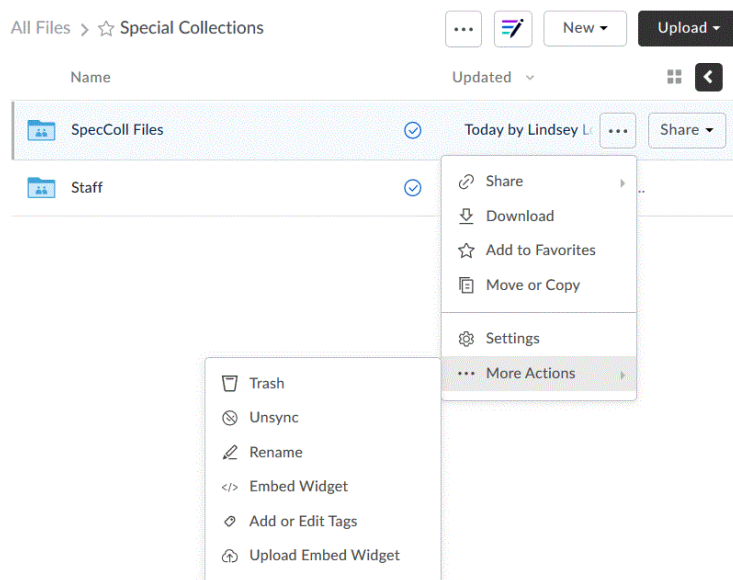
You can still use Google Drive for projects like inventories or container lists. The staff member that you're working with may ask you to download the file and save it to Box when the project has been completed.

### Setting up Box Sync

Sign into the workstation using your personal UMBC id (not libspecstudent)

Open a browser and go to the online platform for Box: <https://umbc.app.box.com>

Once you're signed in, locate the SpecColl Files folder. Don't open the folder for this step, just find it. When you hover your mouse over the folder name, the folder background will turn blue and you'll see the More Options button – it looks like 3 dots [•••]. Click on More Options button, then hover over More Actions, and click on Sync. If only Unsync is listed then that means this folder is already prepared to Sync to your desktop.



On the Desktop, click the Box Sync icon

Select Use Single Sign On (SSO) below the Log In button

Type in your campus email address, this will take you to UMBC's log in screen. Log in.

It will take a few seconds, but then the Box Sync program screen will pop up. Click Start Syncing.

At this point it will just say Scanning for a few minutes, then it will start to Sync. This may take awhile! Just let it run...

Once it is done syncing, or even during the sync, you can see the files show up in File Explorer. Along the left hand side you will see a Box Sync icon. If you click this then your folders will display. The department files are in a folder labelled "SpecColl files." You can use the search box in the upper right of the File Explorer window to search these files.

### **Routine Syncing on computer**

Although the Box Sync will turn on automatically, it's good practice to "wake up" the Sync if you are going to be using the files or saving a file. To do this, open the Box Sync software. You can do this two ways:

Open the taskbar and right-click on the Box icon (if present) then select Preferences from the menu. This will show you the last time it synced to your work station. Click the Status button at the top of the screen to activate a sync cycle. The status of the sync will display on the screen.

If the icon is not in the taskbar, then open Box Sync from the menu or desktop. This will either open the software screen described above or just your File Explorer screen; if it opens File Explorer, then check the task bar again. The icon should be there.

### **To see "File Explorer"/the networked drives**

Click on the magnifying glass to bring up the search bar

In the search bar type File Explorer

Right click on the app File Explorer

Select "Pin to Start"

Right click again

Select "Pin to Taskbar"

### **Files**

The department files are in a folder labelled "SpecColl files." The file string will look like this:

C:\Users\[username]\Box Sync\Box Sync\SpecColl Files

Each student has a folder under the Student Projects folder; you can save materials that you're working on here if you want to. Collection material like inventories or notes should be saved with the collection folder.

C:\Users\[username]\Box Sync\Box Sync\SpecColl Files\Student projects

### **Using files in Box**

Department files should only be accessed on-site in Special Collections. Access the files using File Explorer as described above. You may want to run Box Sync occasionally to ensure that the local files are syncing to the work station. When you are done using the file, save as you normally would – the Sync program will then save the file to the online drive. Let Lindsey know if you have any problems.

Please be respectful of the privacy of our donors and researchers and do not save related material to your personal drive or computers. Students, volunteers, or interns found misusing the files will have access to the files restricted.