Backing up your Data to a Faculty Server: (For Macs)

**All staff is required to back up all documents or data to the server at least once**

**a month, policies GBCF and GBCG.**

**Farson, Wamustter and CAB please use the addresses below to do your**

**backup. Principals backup to a different server so if you need the instructions**

**please let me know.**

1. From your desktop, choose the "Go" menu and choose "Connect to server"

2. Enter the following address: afp://scsd1-

faculty.sw1.k12.wy.us/<schoolabrv>-Faculty/Faculty, choose "Connect"

3. Enter your Email User Name and Password, choose "Ok"

4. After clicking Ok, <schoolabrv>-Faculty will mount to your desktop or show

up under finder.

5. Open “Faculty”, find your name and double click. This should open your file.

6. Create a new folder inside your personal folder with today’s date on it.

* 1. Drag any documents and desktop items into this folder.
	2. **DO NOT** backup any photos, music, videos, or software into this folder.
	3. **NOTE:** If it was important enough to create, it’s important enough to backup.

\*Please backup to the folder with your User Name under Faculty from this point

forward.

\*\*If you had any prior backups, your old data will be in your folder.

\*\*\*Note: If it was that important to create then it's that important to backup. Please

do not backup software, music, pictures or united streaming videos to the server,

only Data! If you are having issues backing up to the server please put in a helpdesk

ticket.

School Abbreviations:

Desert View – DV

Eastside - ESE

RSJH – RSJH

IHS – IHS

Lincoln – LIN

Northpark – NP

Overland – OVR

RSHS – RSHS

Sage – SAGE

Walnut – WAL

Westridge – WEST

Pilot Butte – PBE

Head Start - afp://hs-osx.sw1.k12.wy.us/HS-Faculty/Faculty

Farson - afp://feg5.sw1.k12.wy.us/FE-Faculty

Wamsutter - afp://wamg5.sw1.k12.wy.us/WAM-Faculty

CAB – afp://CAB-OSX.sw1.k12.wy.us/Staff