

# How do I setup my Personal Web Site?

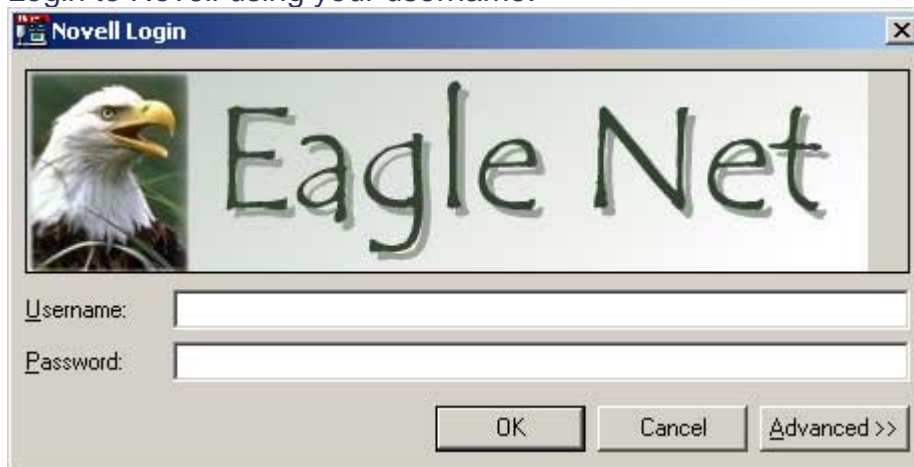
Every student, faculty and staff member with a network account has web space. To access your personal web site on the internet you will need to know your username. If you are a club/organization you can call the student activities office to obtain your account username and password. Your web site also has the ability to protect your files by requiring the visitor to use an Ashland University username/password (see below for details).

Your web site address (URL) will be:

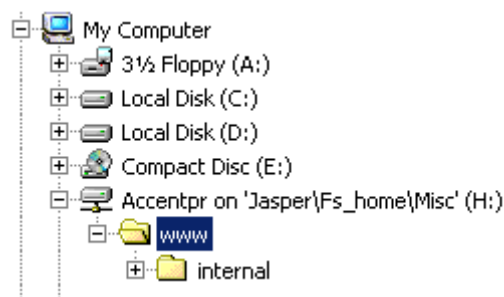
ex. <http://www.ashland.edu/~jdoe> (your username)  
OR  
ex. <http://personal.ashland.edu/~jdoe> (your username)  
OR  
ex. <http://activities.ashland.edu/~yourclub> (club/organization username)

## To Update Your Web Site:

**Step 1:** Login to Novell using your username.



**Step 2:** Once logged in, click on "My Computer" and find your **H:** drive. You will see a "www" folder which contains the files for your Organizations' web site.



**\*\* Note:** The “**Internal**” folder is setup for any files you would like to **password protect**. Visitors to your web site can only see these files if they have a valid Ashland University Network Account.

**Step 3:** Edit the files using a web editor such as: Namo , Netscape Composer, Macromedia Dreamweaver , etc. Once you save the files, you will immediately see your changes on your web site.

## Questions?

? Clubs & Organizations - Call the Student Activities at ext. 5325 to obtain your account password.

? Call the HelpDesk at ext. 5405 if you have problems with the account password or the “h:\www” folder