ASL Students

Remember – you cannot log on to the ASLIE Server from a dorm room or off-campus.

Connecting to the ASLIE Server from a Mac Computer

1. Log into a campus Mac computer using your EKU student email username and password (you may have to try a few times).

2. After logging on to the computer, look at the top of the computer screen and you will see a menu bar. (If you do not see it, click anywhere on the desktop and it should appear):

3. On this menu click on GO.

4. A drop down menu will appear as shown below. At the bottom of the drop down menu, click Connect to Server.
5. A new window will appear, if you see asl.eku.edu, click on it and then click ‘connect’. If you do not see asl.eku.edu on the list, go ahead and type asl.eku.edu, then click on ‘connect’.

6. The following box will appear, select “Guest” and then click ‘connect’.

7. You should now be connected and see a list of folders, such as the following. Click “ASL classes” and then “OK”
8. You will now see a list of ASL classes (e.g. ASL 101, ASL 102…..). Click on your class level.

9. Classes are now arranged by instructors first initial, last initial, days the class is taught and time, e.g. KH_MWF_800.

10. Click the arrow next to the class to show the “Drop Box” folder.

11. Drag the File onto the “Drop Box” folder until the folder is highlighted blue and a green plus sign appears.
12. A box will now ask you if you want to submit. Click ‘OK’ and your file will go into your instructor’s folder.

![Image of a dialog box]

*Once you drop your file into the Drop Box you will not be able to see it or retrieve it.

11. When you are done using the computer, be sure to log-off. Look at the menu bar at the top of the screen, click on the apple in the far left. At the bottom of the drop-down menu, click on “Log-off”