

Access U and H Network Shares Using MyFiles Web Application

The old U and H drives for “camdenlaw” accounts are migrating to Box and OneDrive throughout 2021. If your data has already been fully migrated to one of these cloud services then your old U and/or H drive may now be set to read-only.

Logging In

There are slightly different URLs for accessing the U drive or the H drive via web browser:

- Personal (U drive) files: <https://law.rutgers.edu/cgi-bin/access-cas/myfiles.cgi>
- Department (H drive) files: <https://law.rutgers.edu/cgi-bin/access-cas/myfiles.cgi?hdrive=yes>

You will be prompted for a NetID login when you first visit either of the above URLs.



NetID Login

NetID:

Password:

Ensure proper security — keep your password a secret

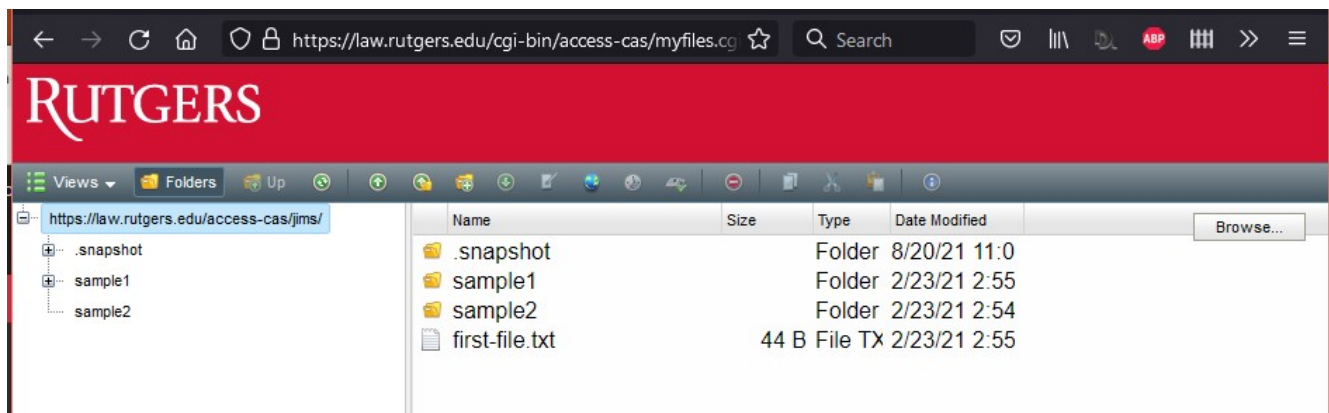
I am at a public workstation, disable single sign-on. ⓘ

Log In

Forgot your NetID or password?
First-time users, activate your NetID.
Need more help?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

After you’ve successfully logged in, you will be taken to a directory listing of the files:



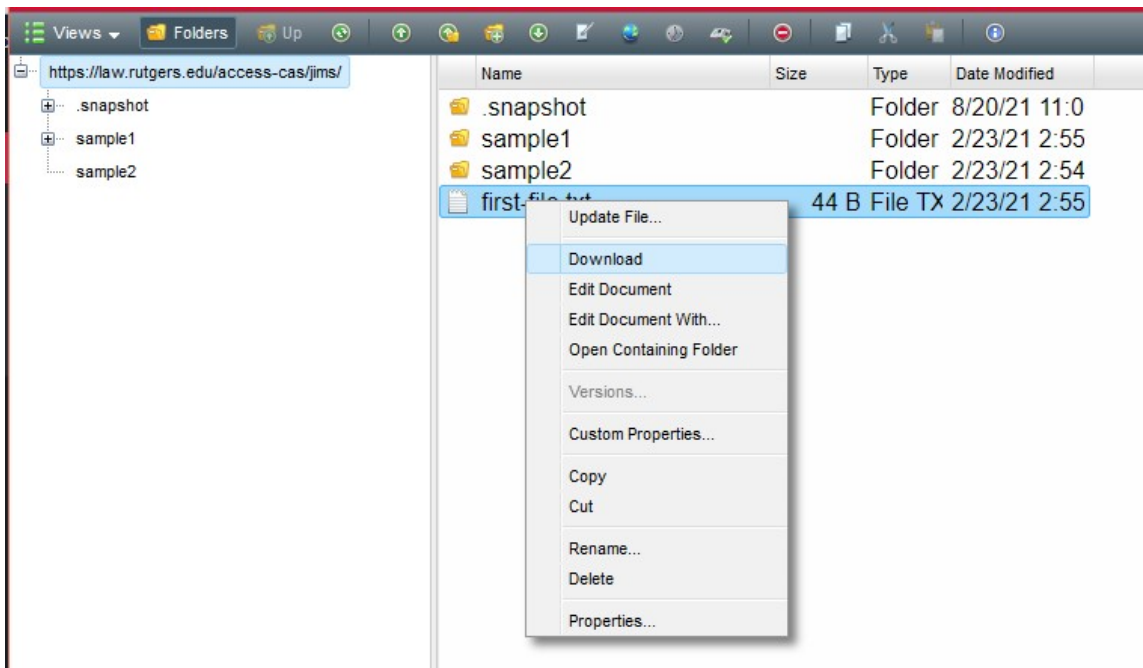
Using the Toolbar

The buttons on the MyFiles toolbar can be used to change the format of the directory listing, or to delete, download, cut, copy, paste, or display information about selected items. Hovering your mouse pointer over a button will cause a text label for that button to appear. If a button is not applicable to the current selection, it will be greyed out.



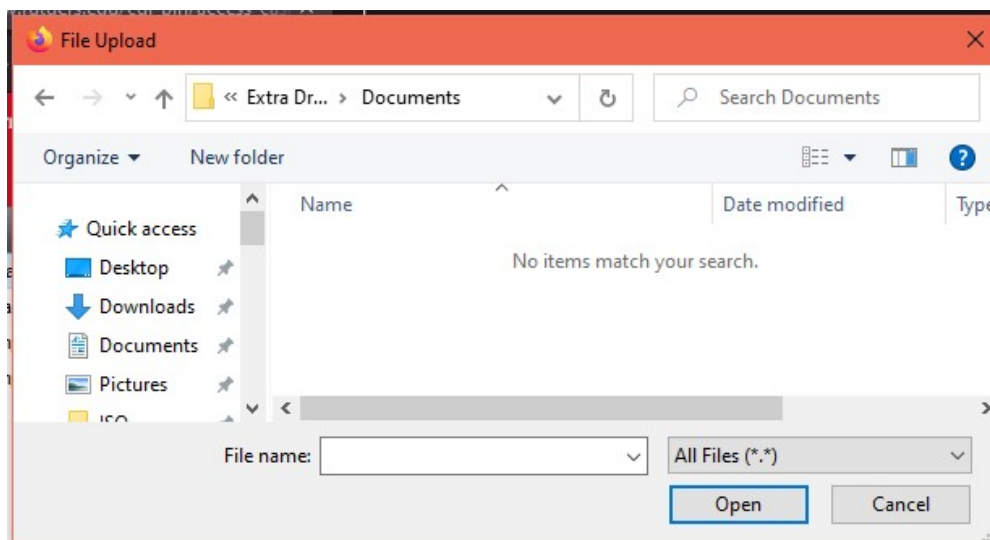
Downloading Files

To download a file from MyFiles, click on the file to select it then click on the white down arrow button on the toolbar. You can also right-click on a file to activate a pop-up menu and choose Download from the menu.



Uploading Files

To upload a file from your local computer, click the Browse button found along the upper-right side of the page. **Please note:** if your U or H drive has been fully migrated to cloud storage then you may no longer be able to upload files here. After you click Browse, a File Upload dialog box will appear:



During a file upload, a progress indicator will be displayed in the lower half of the page. When the upload is complete, the indicator should show 100% of the file transferred and the directory listing should refresh to show the file now exists on the server.

Logging Out

The MyFiles web application does not have a logout function. To securely end your MyFiles login you must completely exit out of your web browser. If you are using a shared computer, please be sure to completely exit the web browser when you are done with MyFiles in order to prevent unauthorized file access.