

# ATTENTION:

## SAVE YOUR FILES

We have changed our computer network system.

We no longer have networked accounts.

Moving forward faculty and students log into the computers using their My SVA user name and password.

Faculty and students are expected to manage their own files by using their personal external hard drives.

**Any files left on your desktop (or anywhere else in your account) will not be saved automatically.**

We do have temporary storage in 2 locations (see screenshot):

1. On the network called “BFA\_TEMP\_STORAGE”
2. On the local computer desktop called “Scratch”.

Both of these storage partitions will be monitored for older files on a two-week cycle.

Files left on the partition for more than two weeks will be deleted.

Your files are your responsibility. Unfortunately, we do not provide data backup.

Please visit [www.bfaphoto.org](http://www.bfaphoto.org) for a collection of resources regarding printing, scanning, profiles, etc. As always, if you have any questions, please stop by the Lab Admin office, room 510-A.

Thank you,  
Digital

