

# Guide to Using Nextcloud

## I. Logging in

A. Users must first be able to log into their engineering accounts provided by ECS.

These accounts are

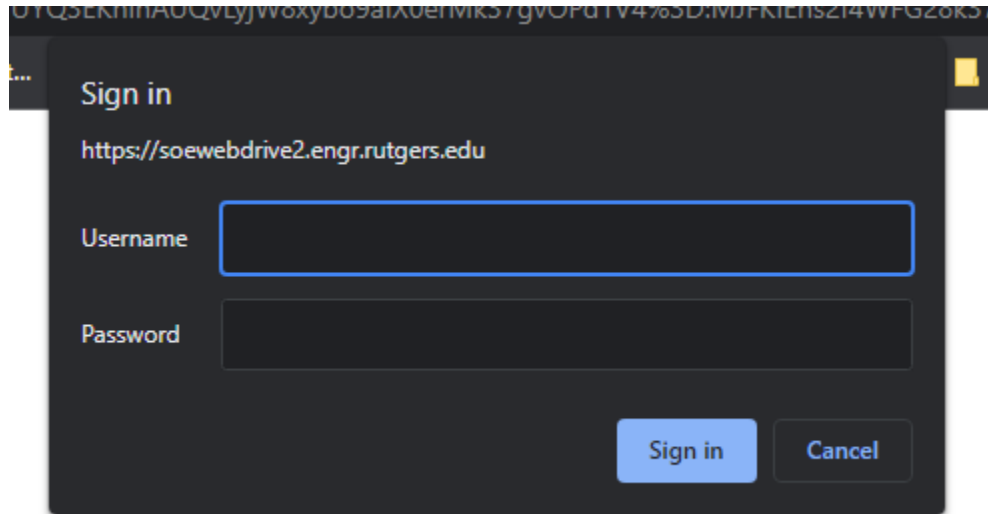
1. Separate from their normal NetID/CAS logins
2. Used for all services sponsored by ECS including but not limited to
  - a) Nextcloud
  - b) VLab
  - c) Computer Labs
  - d) ENGSoft

B. If a user does not remember their password, they may go to

<https://ecs.rutgers.edu/reset-password/>

1. First a user logs in via CAS
  - a) This is to make sure the user is apart of the university and provides the netid to our system
2. Next the user is asked to provide a password that meets the criteria displayed
3. Following up the user must enter the same password again to confirm they've entered the right password
4. Lastly they click finish
  - a) If the user is prompted with something along the lines of "Your password has been reset successfully" then they should be good to go
  - b) If the user is prompted with an error, they should submit a ticket at <https://ecs.rutgers.edu/support/> for further help (the account may need to be created)

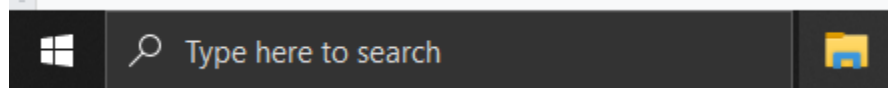
- C. To log into our nextcloud interface, users must be connected to the Rutgers network and connect to <https://soewebdrive2.engr.rutgers.edu/> in their web browser where they will be greeted by a prompt as shown below (may appear differently depending on browser/OS):



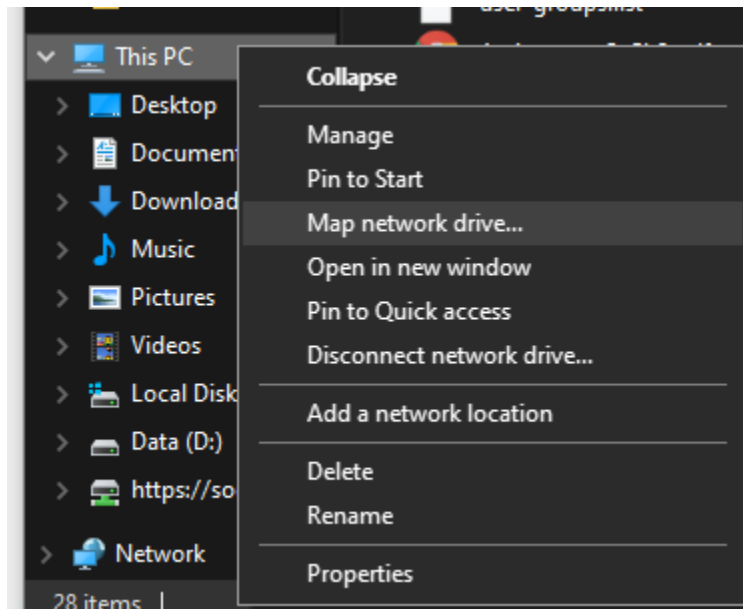
- D. Here the “Username” field corresponds to the user’s netid and the password corresponds to their engineering account password as discussed earlier.
- E. It is possible for this prompt to come up again after clicking sign in, this is noted and expected to happen, have the user enter their credentials one more time.
- F. At this time the user’s account has been provisioned on the backend and now needs to be assigned to a group(s), this will be handled by the admins.

## II. Mapping Nextcloud as a network drive (Windows)

- A. Open File Explorer (folder icon in the taskbar)



- B. Right click on This PC and then click on Map network drive...



- C. Select the drive letter you want and then fill in the address with the following:  
`https://soewebdrive2.engr.rutgers.edu/remote.php/dav/files/netid@SOE.RUTGERS.EDU/`

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

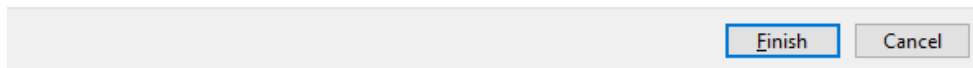
Folder:

Example: \\server\share

Reconnect at sign-in

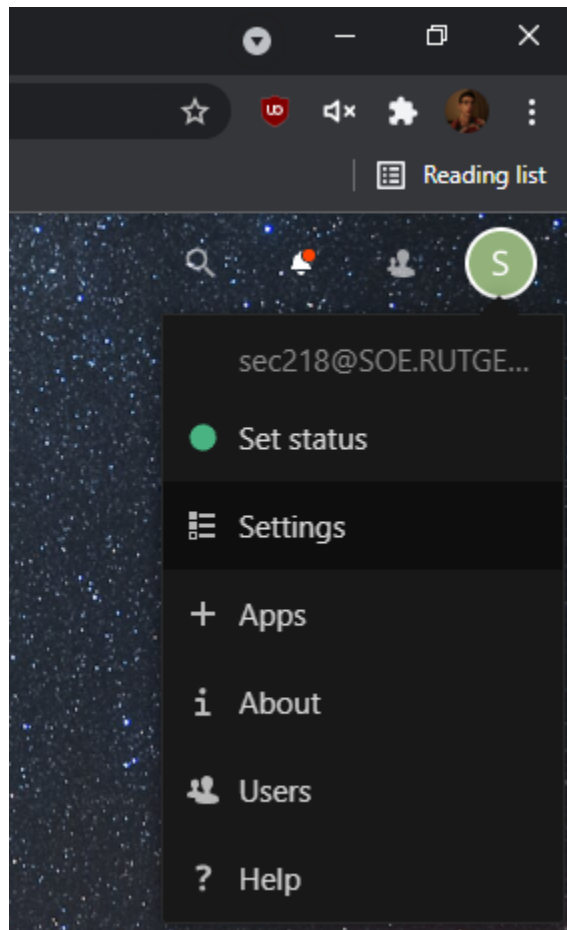
Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

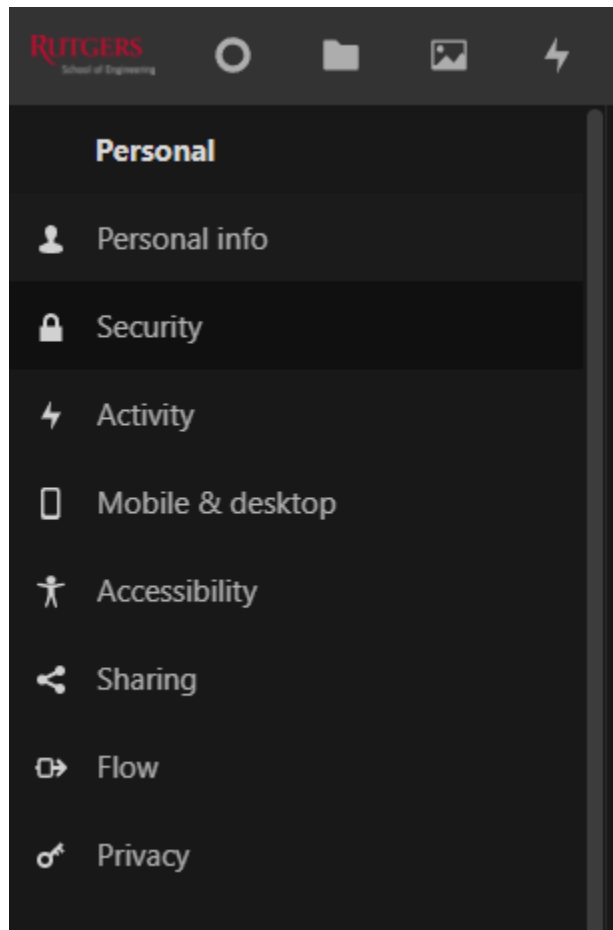


1. Capitalization matters here SOE.RUTGERS.EDU must be capitalized
  2. **netid** must be replaced with the user's netid
- D. Windows will then prompt the user for a username and password, this will be slightly different from just the regular engineering account login. Switch over to

Nextcloud in the browser and go to the user's settings

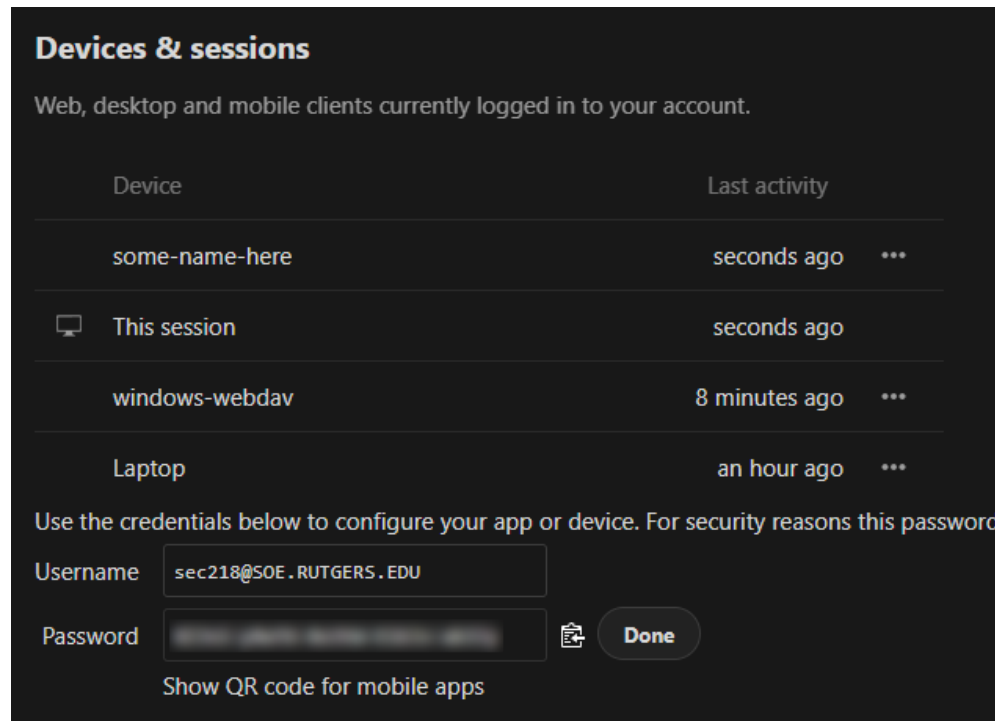


E. Click Security on the left hand side



F. Next you will see a field at the bottom that asks for an “app name”, fill out this field with memorable name, this is just for the particular user and no one else and

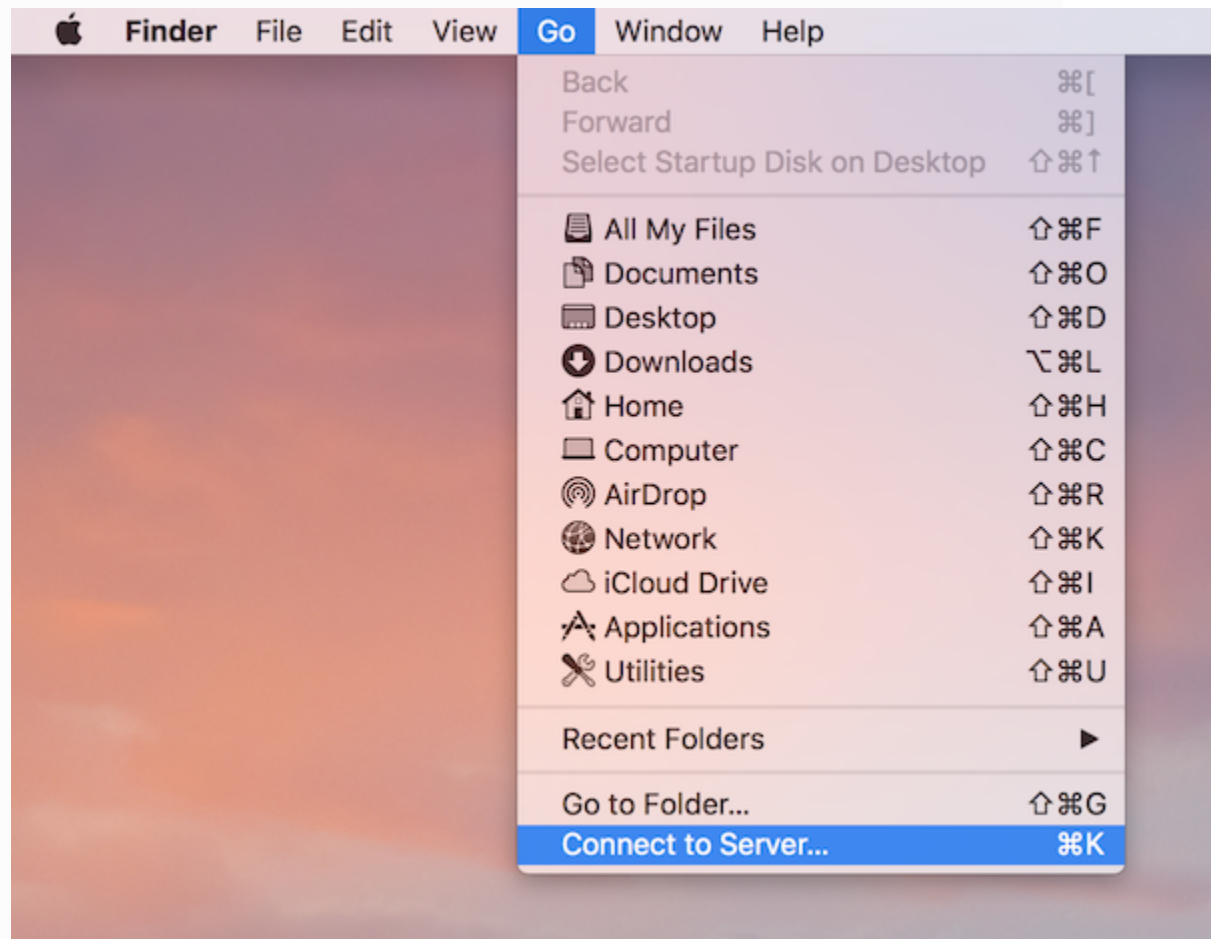
then click Create new app password and it should end up looking like this:



- G. This username and password is what you must enter into the Windows prompt. Afterwards the Nextcloud drive should be mounted and ready for use.

### III. Mapping Nextcloud as a network drive (macOS)

A. From the Finder's top menu bar, choose **Go > Connect to Server...**:



B. When the **Connect to Server...** window opens, enter the following in the **Server Address:**

`https://soewebdrive2.engr.rutgers.edu/remote.php/dav/files/netid@SOE.RUTGERS.EDU/`

1. Capitalization matters here SOE.RUTGERS.EDU must be capitalized
2. **netid** must be replaced with the user's netid

C. Click **Connect**. The user will then be prompted for credentials, please follow steps D-->G in the previous section and the drive will then mount.

Note 1: Content is adapted from:

[https://docs.nextcloud.com/server/latest/user\\_manual/en/files/access\\_webdav.html](https://docs.nextcloud.com/server/latest/user_manual/en/files/access_webdav.html)

To match school of engineering usage.

Note 2: It has been observed that having both wifi and ethernet connect to networks can cause some unwanted issues.