



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

March 20, 2009

IOWA INSTRUCTION 270-382 – ACCESSING NRCS STATEWIDE SHARED DRIVE

Part 382.0 PURPOSE

This Iowa Instruction provides information on how to access the NRCS statewide shared drive.

Part 382.1 SCOPE

These instructions will be followed by all NRCS employees.

Part 382.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

Part 382.3 EXHIBITS

See the attachment.

A handwritten signature in black ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachment

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(IA Instruction 270-382 First Edition – March 2009)

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IOWA INSTRUCTION 270-382 – ACCESSING NRCS STATEWIDE SHARED DRIVE

1. PURPOSE:

This Iowa Instruction provides information on how to access the NRCS statewide shared drive.

2. BACKGROUNDS:

The NRCS statewide shared drive has been created for storage of information that can be accessed by all employees in Iowa (i.e., program and financial management information transfer, etc.). You will most often be directed by a State Office communication instructing you to go to a certain folder where information has been stored.

3. PROCESS:

Users can access the NRCS statewide shared drive by doing the following:

- Click on My Computer on the Start Menu (or in a browse window such as Windows Explorer)
- Click on the "S:" drive
- Click on Service_Center
- Click on NRCS_statewide_shared

When selected, it will open a connection to the State Office server. Users can then search for the folder or document they need and select and open it.

Not all folders on the NRCS statewide shared drive are accessible to everyone. Permission to view or edit is set by the person who puts the document on the drive. If you try to open a folder or document that you are denied access to, a box will open with the following message: "... is not accessible. Access is denied." If this happens and you believe you should have access, you will need to contact the appropriate State Office contact (i.e., State Office Section Heads). State Office owners of the various folders are responsible for ensuring that permissions are set to allow access as needed for field office employees.

If you are unable to access the drive, please contact your local Technical Service Division (TSD) team member (formerly OCIO).



Approved By:

Date: 03/20/09

Richard Sims
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