

# CIA Backup Options

Creating backups of your important files is a key aspect in artistic, academic and administrative workflows. Per Cleveland Institute of Art's [Acceptable Use Policy](#), one's personal responsibilities include making "frequent and appropriate backups of their own work to guarantee protection against loss".

To facilitate backups, CIA provides several different options for faculty, students and staff to make backups. Table 1 (below) provides detailed information on the different types of CIA-provided and cloud-based file storage options that one can use. In addition to simply using backup tools, users may also schedule a consultation with Help Desk staff to implement a backup strategy using these tools. To arrange a consultation, please visit [support.cia.edu](http://support.cia.edu) to create a support ticket.

**Table 1**

Backup Tool	Details for Faculty	Details for Students	Details for Staff
<b>CIA Department Storage</b> <hr/> W: Drive <hr/> Administrative Use Only <hr/> Available on-campus or via VPN	Not Available	Not Available	<i>On Mac:</i> Finder>Go>Connect to Server (⌘K)  smb://ciaart-dc04/FILE_STOR/Dept/ <i>department name</i> <hr/> <i>On Windows:</i> In File Explorer:  \\ciaart-dc04\FILE_STOR\Dept\ <i>departmentname</i>  Also can connect via W: drive
<b>CIA User Storage</b> <hr/> U: Drive <hr/> Available	<i>On Mac:</i> Finder>Go>Connect to Server (⌘K)  smb://ciaart-dc04/FILE_STOR/Faculty/ <i>username</i> <hr/> <i>On Windows:</i> In File Explorer:	<i>On Mac:</i> Finder>Go>Connect to Server (⌘K)  smb://ciaart-dc04/FILE_STOR/Student/ <i>username</i> <hr/> <i>On Windows:</i> In File Explorer:	<i>On Mac:</i> Finder>Go>Connect to Server (⌘K)  smb://ciaart-dc04/FILE_STOR/Staff/ <i>username</i> <hr/> <i>On Windows:</i> In File Explorer:

on-campus or via VPN	\\ciaart-dc04\FILE_STOR\Faculty\username  Also can connect via U: drive	\\ciaart-dc04\FILE_STOR\Student\username  Also can connect via U: drive	\\ciaart-dc04\FILE_STOR\Staff\username  Also can connect via U: drive
<b>Microsoft OneDrive</b>  Available on-campus or off-campus	Visit <i>onedrive.com</i> in your web browser  Use your CIA username (full email address) and password to authenticate  1TB quota	Visit <i>onedrive.com</i> in your web browser  Use your CIA username (full email address) and password to authenticate  1TB quota	Visit <i>onedrive.com</i> in your web browser  Use your CIA username (full email address) and password to authenticate  1TB quota