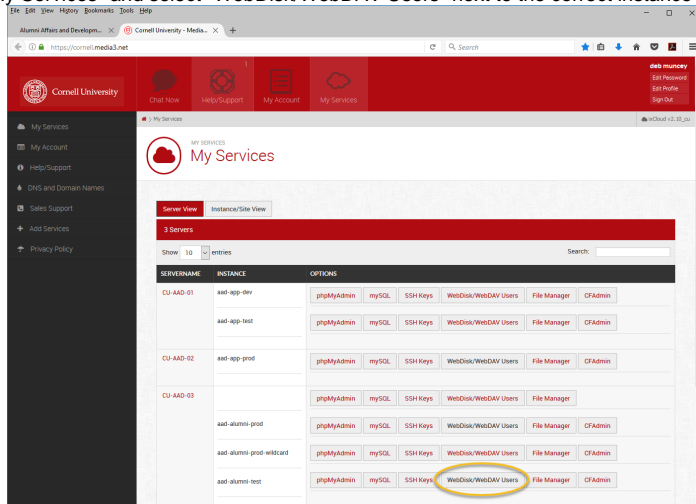


Add/manage accounts for Media3 access to edit websites

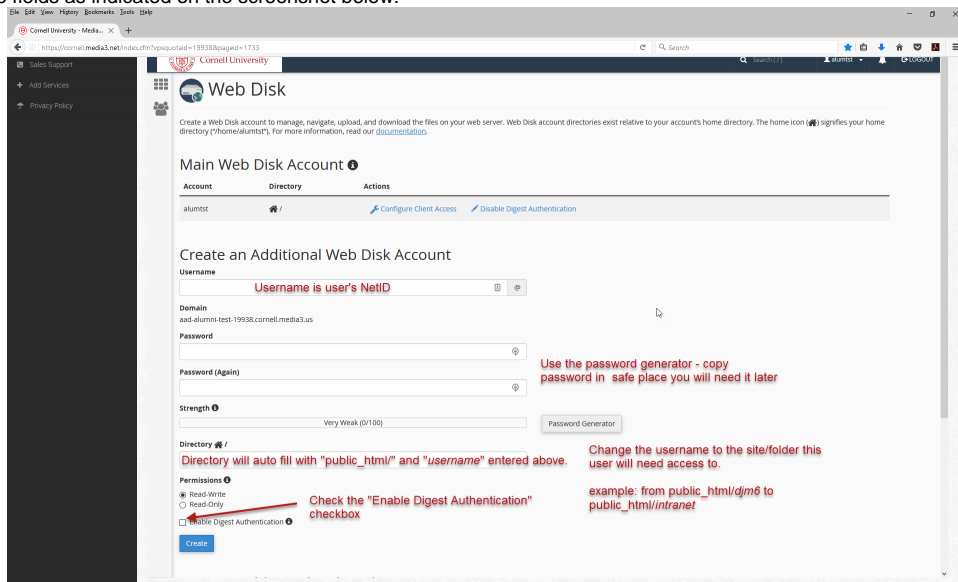
This will step you through how to add an account to get credentials to use with Mountain Duck (which mounts a drive to the Intranet test server) or with Dreamweaver. This will allow the account holder to make changes to the sites (folders) indicated in their account(s).

Add an Account

1. Log in to Media3
2. Go to "My Services" and select "WebDisk/WebDAV Users" next to the correct instance (for MountainDuck/Contribute users it's "aad-alumni-test").



3. Fill in the fields as indicated on the screenshot below:



- a. Password generator:
 - i. Mountain Duck has issues with some of the special characters, so to be on the safe side press the Advanced Options link.

Password Generator Close

nc4SL9BdN;c-

Generate Password

[Advanced Options »](#)

☐ **I have copied this password in a safe place.**

Use Password Cancel

- ii. Change the "Non Alpha Characters from "Both (1@3\$)" to "Numbers (123)".

Password Generator Close

4Yz7cb1cMrjW

Generate Password

[Advanced Options »](#)

Length: (10-18)

Alpha Characters: Non Alpha Characters:

☒ **Both (aBcD)** ☐ **Both (1@3\$)**

☐ **Lowercase (abc)** ☒ **Numbers (123)**

☐ **Uppercase (ABC)** ☐ **Symbols (@#\$)**

☐ **I have copied this password in a safe place.**

Use Password Cancel

- iii. Finally, copy the password in a safe place for use later, and to select "Use Password" you need to confirm that you have copied it in a safe place

☐ **I have copied this password in a safe place.**

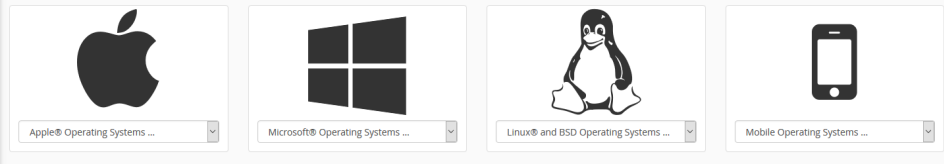
Use Password Cancel

4. Select the "Create" button at the bottom of the form.
5. Click the "Configure Client Access" button.
- a. If you see this:

The system has detected that you use "Windows® 10". Click to view instructions to access your Web Disk account from this operating system.

- b. and this is the correct OS for the client's computer click that link. If it's not,

Connection instructions for "kbd24@aad-alumni-test-19938.cornell.media3.us".



- Select the correct system from the dropdown options
6. Click the link to view configuration.
 7. Copy the Server name, Port, and username (username will be different than the one you entered to create the account) with the password you saved earlier and use to create connections in Mountain Duck / Dreamweaver / etc...
 8. Send the information including the password to the person the account is for. IT will install on their machine and the user will input his creds.

Manage an Account

- At the bottom of the page shown in step 3 above, is a list of all the accounts for that server, with action items beside them. Select the appropriate link and make the change needed for that account.

Manage Additional Web Disk Accounts			
Search		Go	
Account	Directory	Actions	
cd53@aad-alumni-test-19938.cornell.media3.us	/public_html/intranet ✓	Configure Client Access	Disable Digest Authentication
djm6@aad-alumni-test-19938.cornell.media3.us	/public_html ✓	Configure Client Access	Disable Digest Authentication
dk325@aad-alumni-test-19938.cornell.media3.us	/public_html/intranet ✓	Configure Client Access	Disable Digest Authentication
kbd24@aad-alumni-test-19938.cornell.media3.us	/public_html/intranet ✓	Configure Client Access	Disable Digest Authentication
lx58@aad-alumni-test-19938.cornell.media3.us	/public_html ✓	Configure Client Access	Disable Digest Authentication



Related articles

- [Add/manage accounts for Media3 access to edit websites](#)
- [Install & mount a local Mountain Duck server](#)
- [Provide access to edit websites](#)