What is the MPS Share?
MPS Share is the replacement to mapped drives within the district. The only drive letter MPS Share is *not* designed to replace is the "U:\" drive. The U:\ drive is replaced with another technology called Folder Redirection and more information about it will follow in another document.

How do I get to MPS Share?
There are several places to find the shortcut. The most prominent location is on your desktop. You can also find it under 'Network Locations' where you would have traditionally found your mapped drives. In each case the shortcut is called 'MPS Share'.

Who has access to MPS Share?
Every staff member in the district has base access to MPS Share. Permissions are controlled by Active Directory (AD). These permissions dictate what files and folders you see based on several factors. Criteria includes but is not limited to school site, department, job title, and many others.

- School Specific FAQ -

I travel to many schools, why don't I see any folders, or why do I only see 1 folder?
Traveling users will need to create a ticket with the IS helpdesk to gain access to the schools that you travel to. As the schools you travel to change from semester to semester year to year please keep us informed.

If I am only at 1 school and do not travel will I have to contact IS to gain access?
No. You will automatically get access to the school site folder for which you are assigned.

Who has access to our school folder?
Any staff member that is assigned to a school has read/write access to that schools folder.

Who has access to the teacher folder?
Principal staff (including vice/assistant principals) and any certified staff will have read/write access to the teacher folder at their respective school site.

Who has access to the principal folder?
Principals, Vice/Assistant Principals, and users with the job title 'Secretary to the Principal' will have read/write access to the principal folder at their respective school site. If this is not sufficient then please create a helpdesk ticket and we can accommodate.

I would like a directory inside my school folder to be private and only designated individuals to have access to it. Is this possible?
Yes, with principal approval. Please have the principal, vice/assistant principal, or secretary to the principal create a helpdesk ticket with the school site, name of the folder you wish to make private, and names of the people that will have access to it. As these needs change please contact the helpdesk to modify permissions.

What will happen to the current data from the mapped drives?
Data from the Q:\ (every) drive will be copied to the new shared school folder. Data from the H:\ (principal) and K:\ (admin) drives will be copied to the new 'principal' folder. If there is data that does not fall into either of these categories a private folder can be requested. IS will be coordinating with each school to notify them when the data will be moved. Plenty of notice will be given.

- Department Specific FAQ –

Who has access to our department folder?
Any staff member that has their OBARS department field or site field set to the specific department code (e.g. 643 Purchasing) will have read/write access to that department folder.

I would like a directory inside my department folder to be private and only designated individuals to have access to it. Is this possible?
Yes, with director/supervisor approval. Please have the department supervisor or director create a helpdesk ticket with the department, name of the folder you wish to make private, and the names of the people that will have access to it. As these needs change please contact the helpdesk to modify permissions.

What will happen to the current data from the mapped drives?
IS will work with each department to determine a schedule for moving the data. If the department is comfortable moving the data themselves we will work out a schedule and then pick a day to officially cut over to MPS Share. Alternatively the IS department can move the data for you. Once the cut over occurs the department mapped drives will no longer be accessible and all access to the data will be through the MPS Share.