How to Connect to Your Research Data Drive

(Instructions for using Windows 7)

1. Connect to the UC network
   a. Off Campus - If you are not connected to the UC network and you are off campus, go to this web site: [http://sslvpn.uc.edu](http://sslvpn.uc.edu), and login using your “6+2” username and your UC Central Login Service (CLS) password.

   [If you have problems connecting to the UC SSL VPN, please call the UCIT Help Desk at 556-4357.]

   b. On Campus – If you are not connected to the UC network and you are on campus, connect through “securewireless.” Click here for instructions.

2. Click Windows “Start” button.

3. Select “Computer”.

4. Click on “Map network drive” (see yellow highlight below):

5. The “Map Network Drive” dialog box will appear, as shown below:

6. For “Drive:”, choose a drive letter (or leave it at Z:) using the drop-down arrow to the right.
7. For “**Folder:**”, type the path specified below, replacing `[dept]` with the department you are in, and replacing `[6+2]` with your UC Central Login Service (CLS) 6+2 username.
   
   a. Type the path shown below:
      
      `\ceasfs1.ad.uc.edu\ceas\research\[dept]\[6+2]`
   
   b. Valid department codes include: AEEM, BME, CAECM, CHEE, DEE, EECS, MME

8. Click the check box for “**Connect using different credentials**”.

9. Click “**Finish**”.

10. The “Windows Security” dialog box will appear, as shown below:

11. Type `ad\[6+2]` in the first box. [Again, replace `[6+2]` with your CLS 6+2 username.]

12. Type your CLS password in the second box.

13. Click “**OK**”.

14. After a few seconds, the network drive will be mapped.