How to Connect to Your Research Data Drive

(Instructions for using Windows 7 & 10)

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: https://www.uc.edu/about/ucit/services/connectivity-fac-staff.html, section Off Campus Internet, for instructions to connect to UC’s secure VPN (Virtual Private Network).

   [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 “UC_Secure”. Click https://www.uc.edu/about/ucit/services/connectivity-fac-staff.html, section On Campus Internet, 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.