

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).

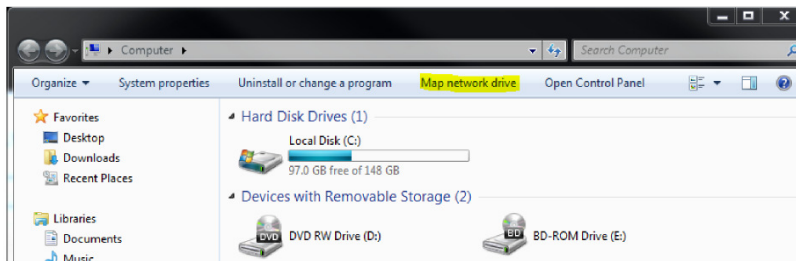
[If you have problems connecting to the UC SSL VPN, please call the **UCIT Help Desk** at **556-4357**.]

- 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.

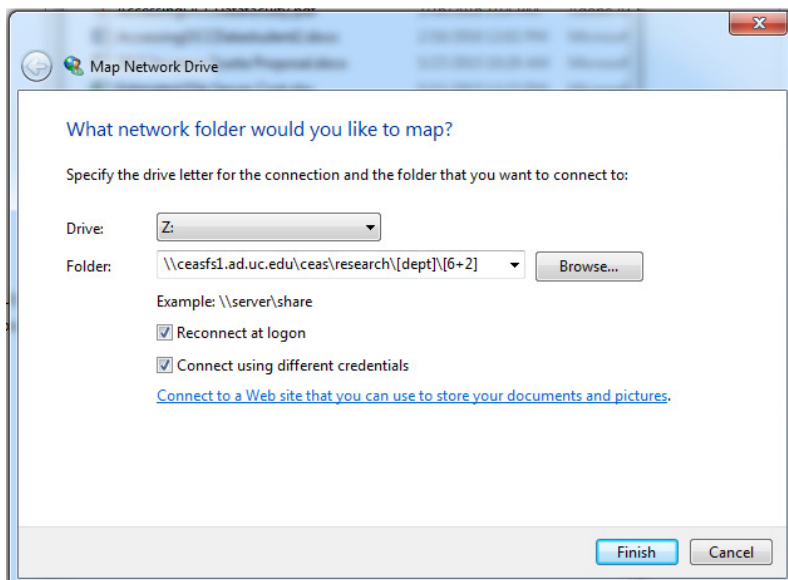
2. Click Windows “Start” button.

3. Select “Computer”.

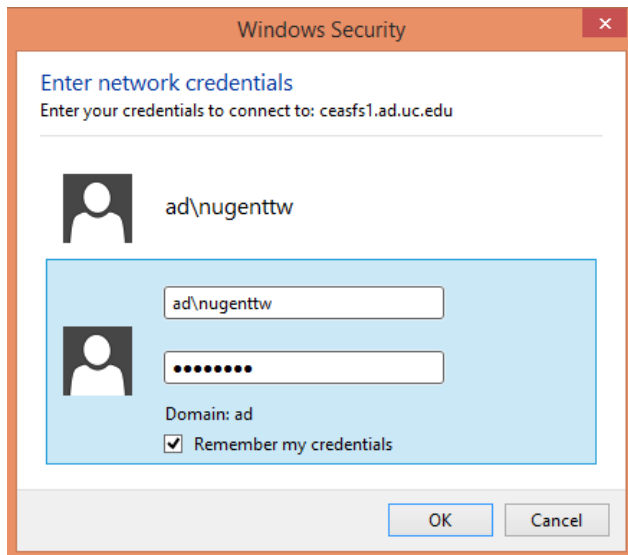
4. Click on “Map network drive” (see yellow highlight below):



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\]](https://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.