


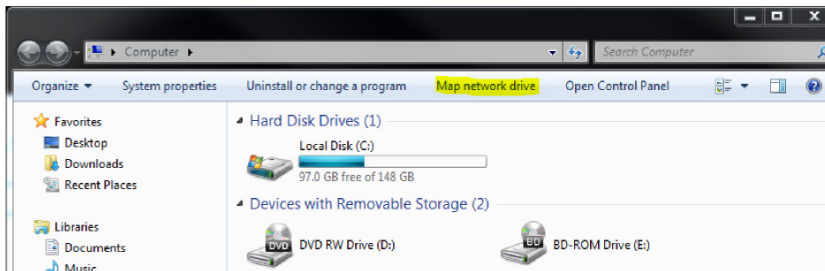
How to connect to your CEAS files (Y:\ drive)

Instructions for Faculty/Staff using Windows 7 & 10:

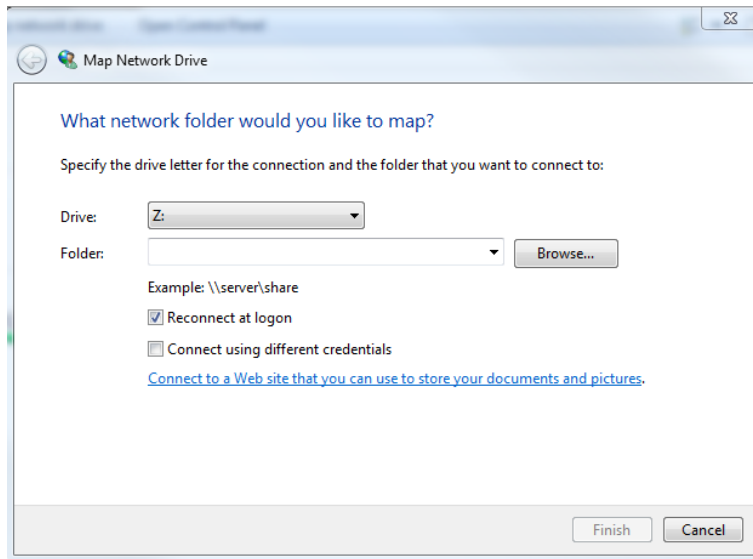
1. Connect to the UC network
 - a. **Off Campus** - If you are **not** connected to the UC network and you are **off** campus, go to this web site: <https://www.uc.edu/about/ucit/services/connectivity-fac-staff.html>, section Off Campus Internet, for instructions to connect to UC's secure VPN (Virtual 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 the **[dept id]** with your department abbreviation and replacing the **[6+2username]** with **your “6+2” username** (Ex: nugentw).
 - a. Type the path shown below:

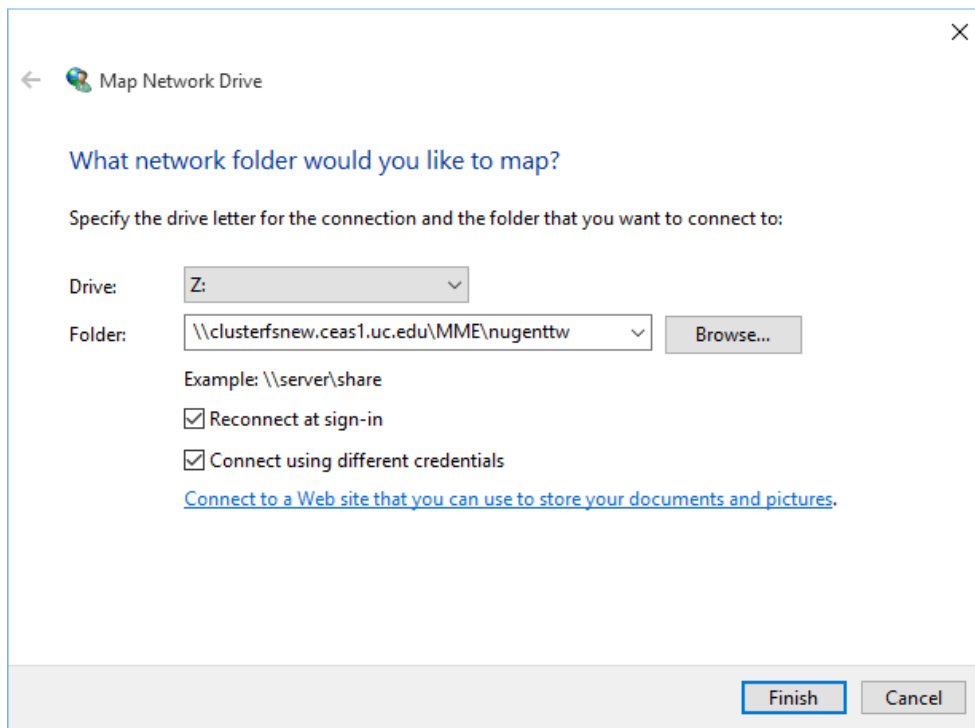
`\\clusterfsnew.ceas1.uc.edu\users\[dept id][6+2 username]`

Ex. `\\clusterfsnew.ceas1.uc.edu\users\MME\nugentw`

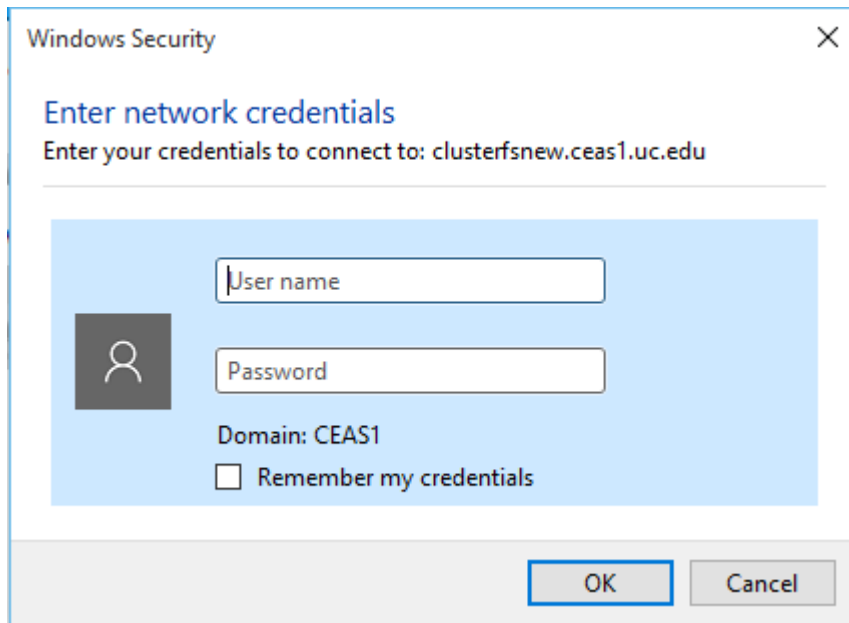
The following is a list of department abbreviations:

- | | |
|---------|--------|
| • Admin | • CHEE |
| • AEEM | • DEE |
| • BME | • EECS |
| • CAECM | • MME |

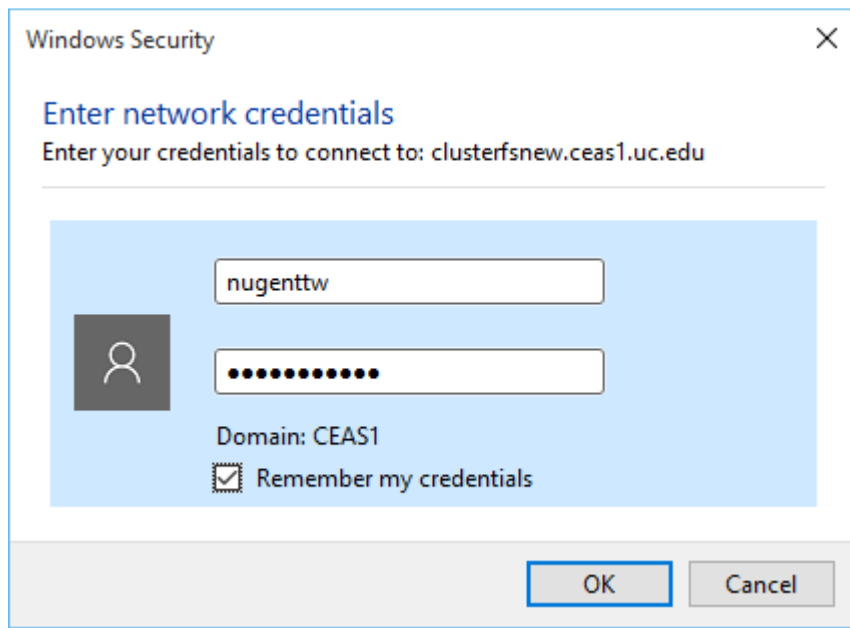
8. Make sure the check boxes for **“Connect using different credentials”** and **“Reconnect at logon”** are checked.



9. Click **Finish**.
10. The "Windows Security" dialog box will appear, as shown below:



11. Type **ceas1\[6+2username]**. Again, replace the **[6+2username]** with **your** "6+2" username. Ex. "nugenttw"



11. Type your UC Central Login Service (CLS) password in the next box.
12. Click **“OK”**.
13. After a few seconds, the network drive will be mapped.