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: nugenttw).

   a. Type the path shown below:

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

   Ex. \clusterfsnew.ceas1.uc.edu\users\MME\nugenttw

The following is a list of department abbreviations:

- Admin
- AEEM
- BME
- CAECM
- CHEE
- DEE
- EECS
- 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 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.