How to Map your Research Drive to “My PC”

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Background

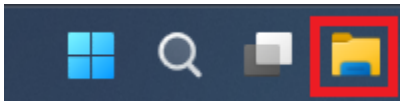
Before continuing with mapping your research drive, ensure you have submitted a service request ticket requesting the creation of your new research drive. You can submit the **service request ticket here**. You will have received the name of your research drive in the ticket, and this will be the exact location you will be mapping to in the instructions below. Let's proceed with setting up your Research Drive on your Windows computer!

Step 1: Connect to VPN or UofA network

- If you are on campus, you will need to be connected to the network via ethernet or wi-fi. Only if you are off-campus or do not have access to the University of Alberta network (e.g. on-campus but using phone hotspot) will you need to connect to the UofA Virtual Private Network (VPN). For instructions for **how to connect to the VPN**, **click here**.

Step 2: File Explorer

- Open up 'File Explorer'



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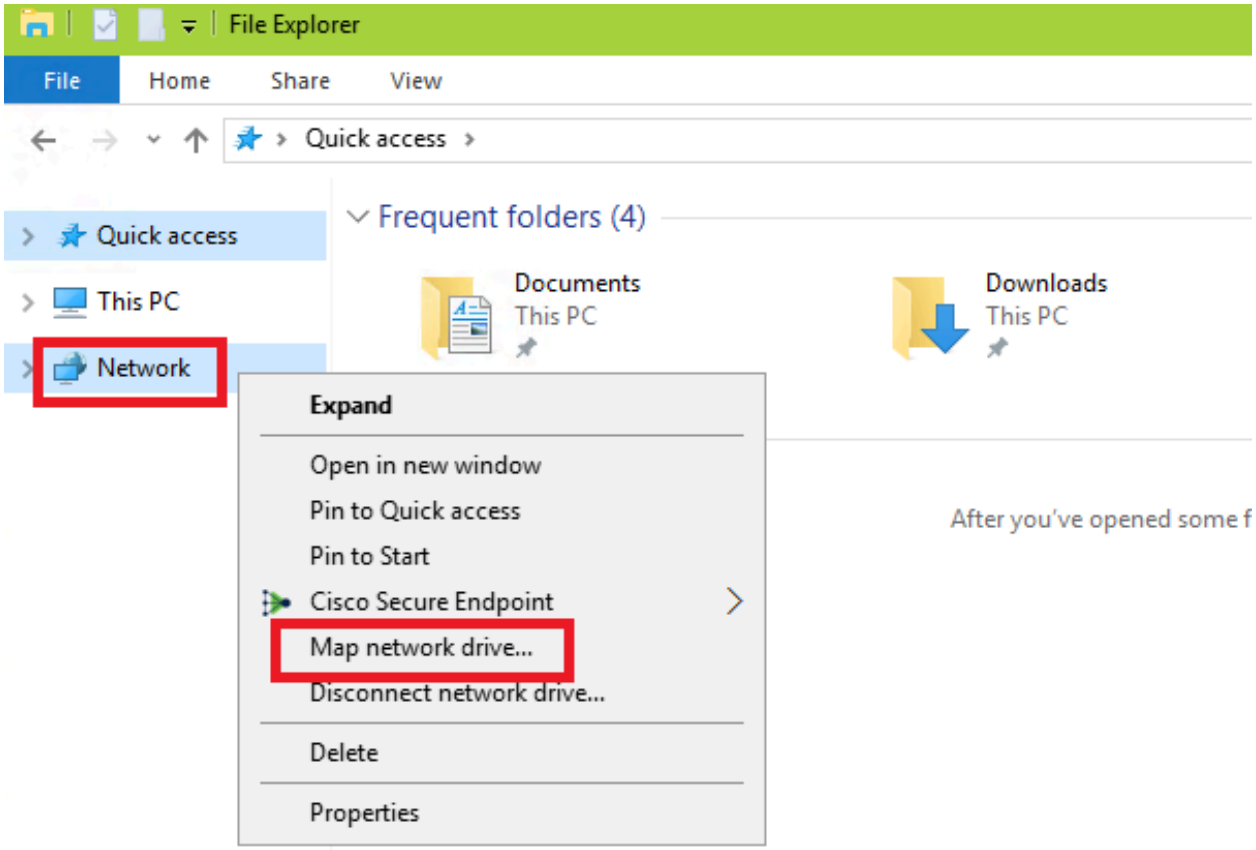
Step 3: Map Network Drive

- Right-Click on **'Network'** and then left-click on '**Map network drive…**'



Step 4: Setup Network Drive

- Choose the drive letter that you want to reference in order to connect to the Research folder that was created via your initial helpdesk ticket. You can just leave it as default if you would like.
- In the 'Folder' field, type the address name of the Research file share
    - **\\smb.research-filer.ualberta.ca\<insert the name of your drive>**
    - After the last back-slash, type the name of your drive
        - **NOTE: you will receive the name of your drive in a confirmation email from IST**
        - Example: \\smb.research-filer.ualberta.ca\smithlab
- Check the box next to 'Connect using different credentials'
- Optional: check the box next to 'Reconnect at sign-in'
    - This will reconnect the research drive folder every time you sign into your computer
    - If you sign into your computer when you are not on a UofA network, it will be unable to connect the drive and you will need to do it manually.
- Click 'Finish'

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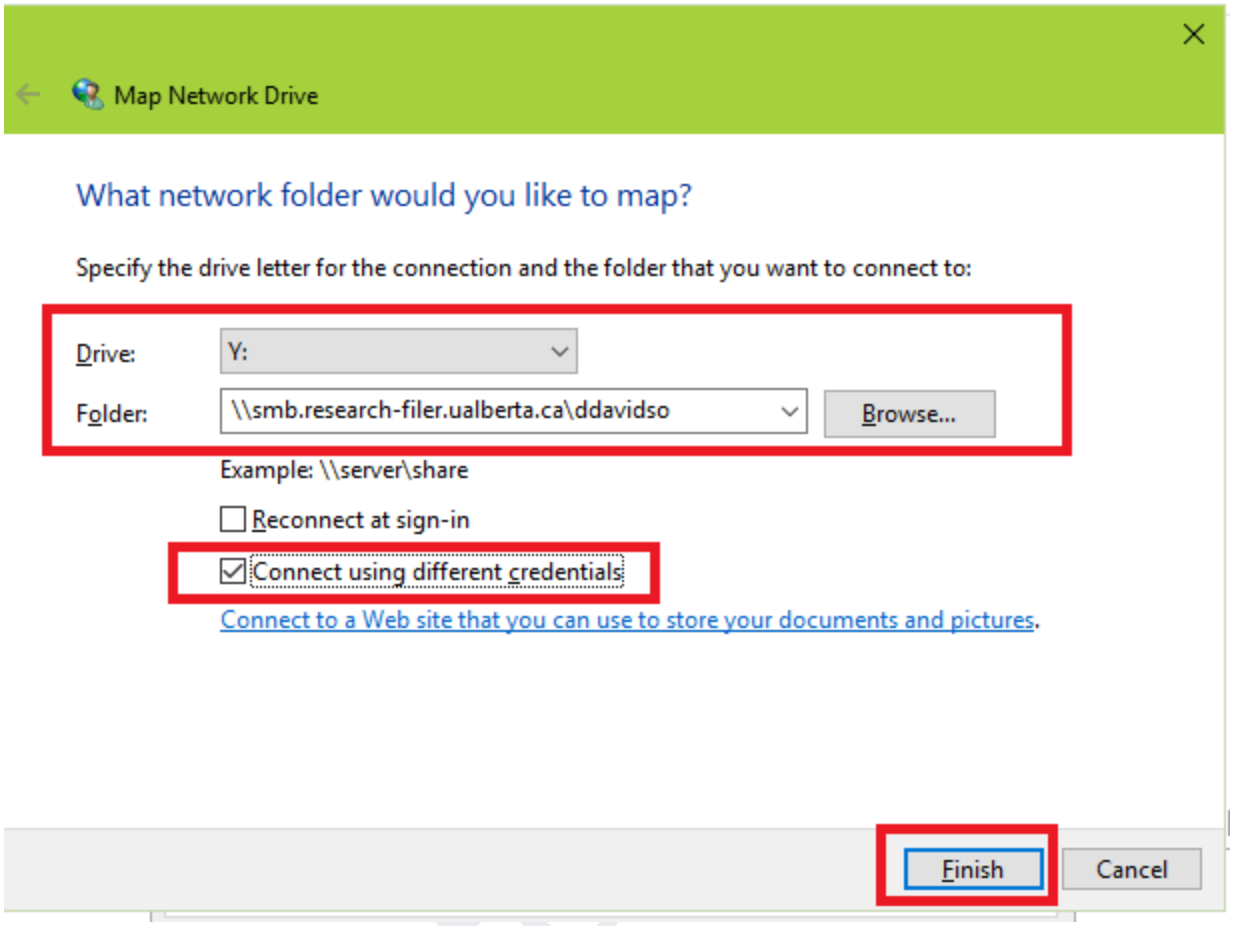

Step 5: Enter Network Connections - How to login with CCID

- For your username use your CCID in this format: **ad**CCID
- For your password, use your CCID password.
- Optional: check the box next to 'Remember my credentials'
    - This will make Windows remember the username and password used to connect to the research file folder share.
- Click 'Ok'.

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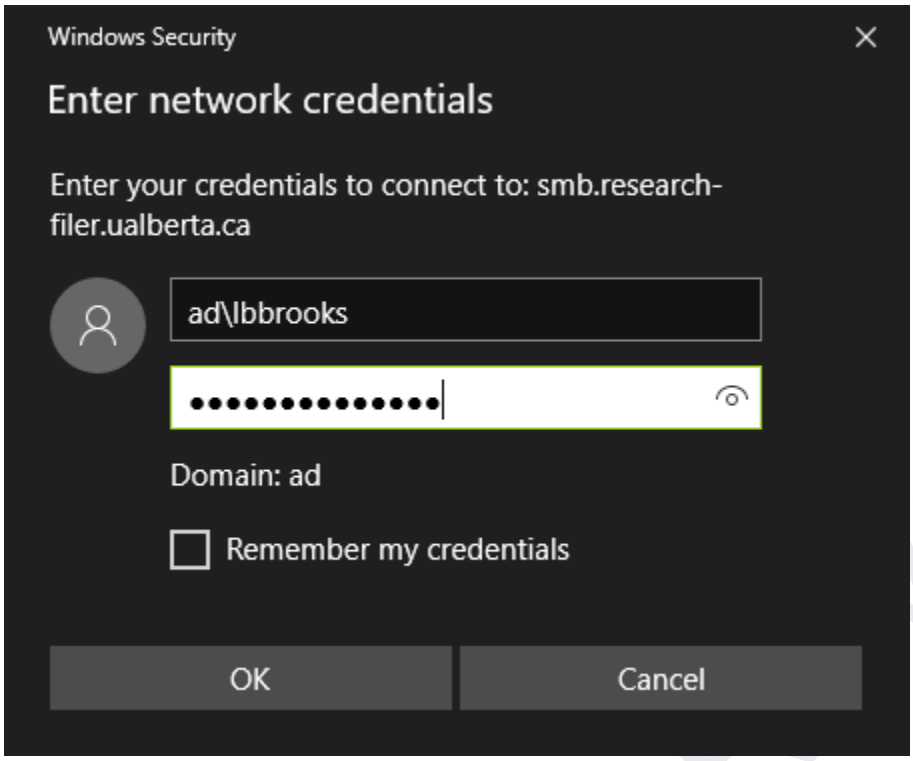

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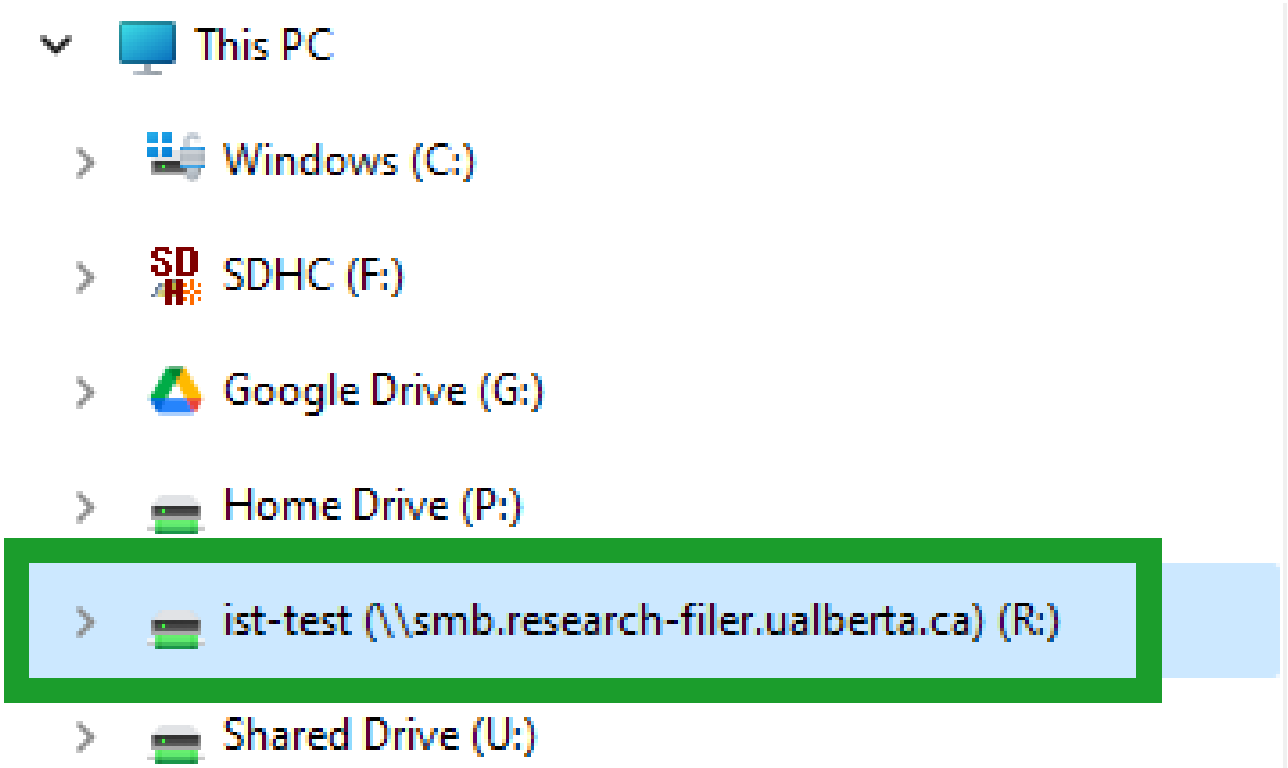
Step 6: Login Completed

- You are now connected to your Research Data Storage share.



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