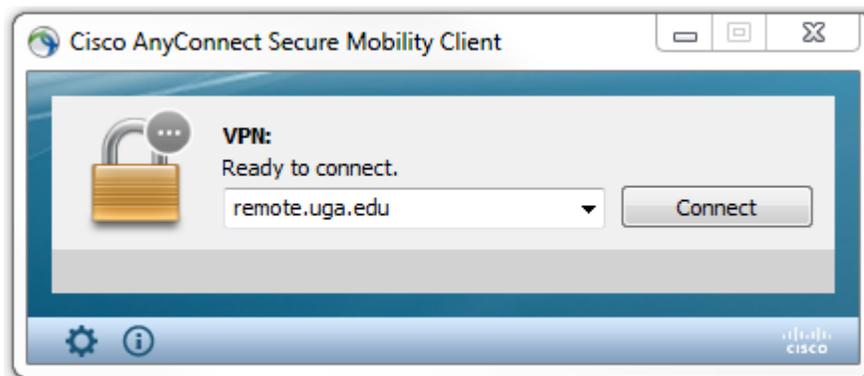


## HOW TO MAP the Research Drive / R: DRIVE (Windows)

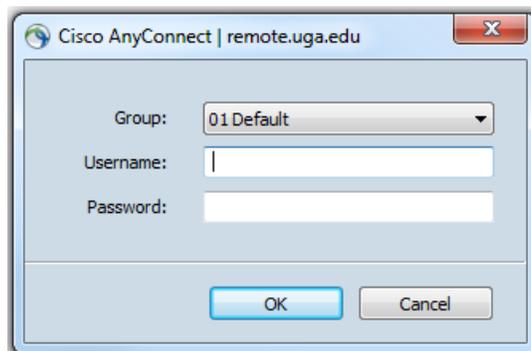
Note: Only a select few have access to the Research Drive. See the department head if you have questions.

[Click here for instructions on Apple OSX.](#)

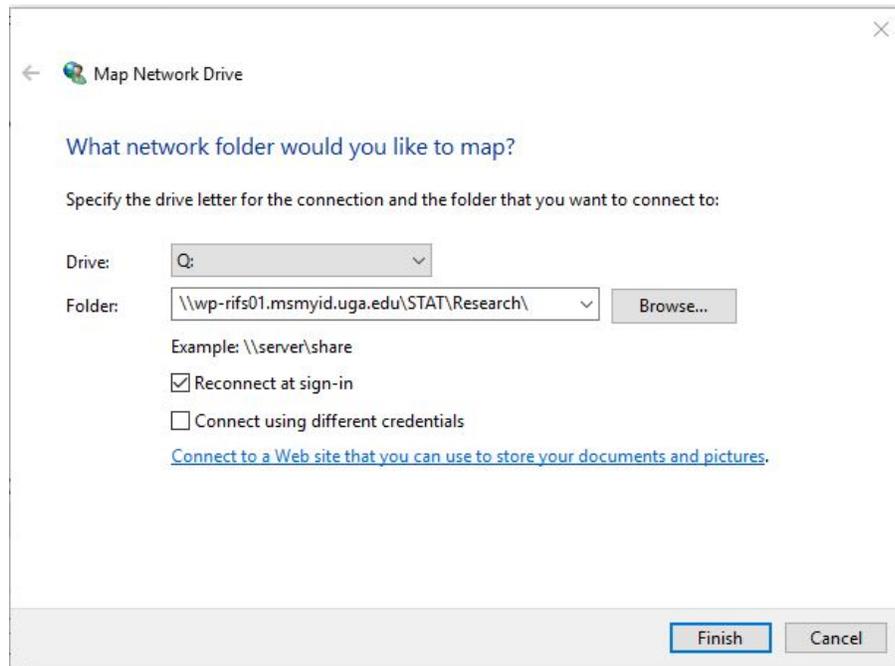
1. If you are off campus, you need to connect to the VPN. Go to <https://remote.uga.edu> and sign in using UGA myid and password. Alternatively, you can manually download and install the VPN by going to <http://software.uga.edu>
2. Allow the installation of Cisco AnyConnect VPN Client.
3. Once the VPN client is installed, launch it.
4. Enter remote.uga.edu in the 'connect to' box and click 'connect'.



5. Enter your UGA myid and password and click 'connect'.



6. After successful connection, the program will minimize into the application tray next to the clock at the bottom-right of the desktop.
7. Now we can map the drive. To do this, open a new File Explorer window. You can use the keyboard combo of "Windows key + E" to do this. Then right click on "Computer" or "Your PC", and choose Map Network Drive . You will get a dialogue box similar to the following:



8. From the drop-down list, select drive 'R:'.

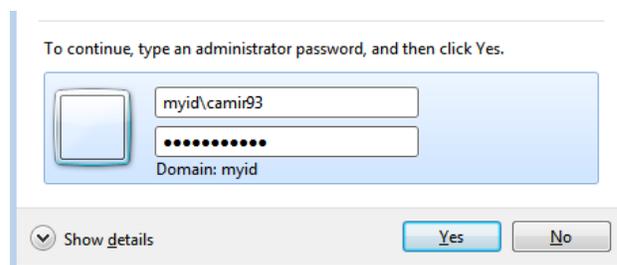
For folder, you can copy and paste this path:

[\\wp-rifs01.msmyid.uga.edu\STAT\Research\](#)

*At the end of this path, you need to add your own MyID. For example, \\wp-rifs01.msmyid.uga.edu\STAT\Research\ntcooper*

Lastly, ensure that you check the "Connect using different credentials" option

9. Select 'Finish' and enter your credentials exactly as shown below with myid\ preceding your own actual MyID: (i.e., myid\ntcooper)

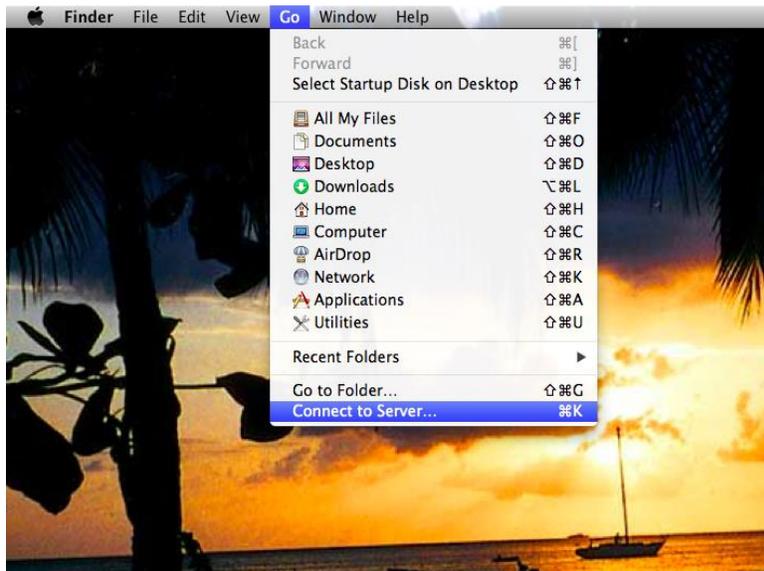


10. You should have now successfully mapped your Research Drive. You can access it by selecting 'Computer' from the start menu.

## How to Map on Applex OSX

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1. If you are off campus then you need to connect to the VPN first. The first steps on page 1 discuss this but you can go here for more help if needed: [https://eits.uga.edu/access\\_and\\_security/infosec/tools/vpn/](https://eits.uga.edu/access_and_security/infosec/tools/vpn/)
2. With that done, you then click on "Go" on the "Finder" menu. And select "Connect to Server..."



8. Copy and paste the following path into the "Server Address" field, be sure to replace both instances of "ntcooper" with your own MyID:

`smb://MYID;ntcooper@wp-rifs01.msmyid.uga.edu/STAT/Research/ntcooper`

You can click the "+" sign on the right hand side to save the server address in the list. This way you can quickly connect in the future without having to memorize the exact path