

SMPH access shared drive remotely (KB 25224)

From <https://kb.wisc.edu/smph/25224>

Connect to the SMPH shared drive remotely (Windows)

Instructions on how to connect remotely to the SMPH shared drive, home directories, etc. Authorized SMPH staff have the ability to remotely connect to file shares while on an outside network (wireless, home network, etc.) When remotely connecting to the SMPH shared drive users must first be connected to the campus VPN (Virtual Private Network) client, GlobalProtect (PaloAlto).

- Open **GlobalProtect** and sign into the uwmadison.vpn.wisc.edu portal, using your UW Madison NetID username and password.

Note: If you are using a work computer that was setup by SMPH-IT, it should already have GlobalProtect (PaloAlto) Client software installed.

See the following KnowledgeBase article for instructions on how to download and install GlobalProtect.

WiscVPN - Installing and Connecting the GlobalProtect Client (Windows)<https://kb.wisc.edu/91915>

GlobalProtect VPN - Connecting using Windows
<https://kb.wisc.edu/smph/85676>

- Once you've confirmed that GlobalProtect is connected. There are a couple of different methods to connect to the drive locations. Users can **map the drive** locations, so that they regularly show in the File Explorer window. Or, users can use **one-time access** method, which quickly goes into the specified drive location.

METHOD 1: MAP THE DRIVE

- Open the **File Explorer** (*yellow folder icon, left side of taskbar*) and **Right Click** on:

This PC (*if using Windows 10*)

Computer (*if using Windows 7*)

- From the Computer menu bar, choose **Map Network Drive...**

- Select the drive letter that corresponds to your shared drive location.

- In the Folder space, type the path of the desired drive location.

SMPH NETWORK DRIVE LOCATIONS

<https://kb.wisc.edu/smph/page.php?id=84312>

Network Drive Mappings

- Check the **"Connect using different credentials"** checkbox

- In the login window, check the **"Remember my credentials"** checkbox.

- Type in your username and password, **prefix your username** with

msad for administrative (hslc) staff users Example: **msad\bbadger**

(for login credentials, use the same as your computer login)

ad for basic sciences & lab users (Neuro & CRB, Oncology, etc.) Example: **ad\bbadger**

(for login credentials, use NetID)

- Wait a few moments, then the drive should map and show, in the File Explorer window.

Note: IF, you kept the "Reconnect at logon" box checked, Windows will attempt to reconnect the drive automatically at next logon, but will not succeed because you won't have connected to GlobalProtect yet. The mapping definition should stick. You should see it displayed, in the File Explorer window, with a red X that should disappear after you authenticate to GlobalProtect. If the shared drive disappears, follow the mapping steps again.

METHOD 2: ONE-TIME ACCESS

- For each "drive" you want to access,

Click the **Search** button, type **Run** (*if using Windows 10*)

- In the Run window under **Open:** type the path of the desired drive location.

SMPH NETWORK DRIVE LOCATIONS

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Network Drive Mappings

- When prompted, type in your username and password, **prefix your username** with

msad for administrative (*hslc*) staff users Example: **msad\bbadger**

(*for login credentials, use the same as your computer login*)

ad for basic sciences users (*Neuro & CRB*) Example: **ad\bbadger**

(*for login credentials, use NetID*)

- Wait a few moments, then the drive should map and show, in the File Explorer window.

Note: A Windows Explorer window should open to the requested folder location. For the "home" directory, you may need to browse the list of home directories to find your own. In most cases it will be the same name as your login account name, but if you had a different user name on the old Novell server, then your home directory may have that name. It is a good idea to check before you leave your office, and then connect to your home directory by account name, in this manner