

# Accessing your SMPH Network Drives when you are away from the office from a PC (LABS)

## ON EITHER A PC OR A MAC, YOU MUST FIRST BE CONNECTED TO THE UNIVERSITY GLOBAL PROTECT VPN SERVICE: (Unless you are on a Campus Network)

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Please see this document for more information, if you do not have the VPN software or need assistance connecting:

- WiscVPN GlobalProtect VPN  
<https://kb.wisc.edu/helpdesk/90370>

Before using the *lab drive mapping script*, we recommend performing an **Anti-virus scan** first. For home computers, Malwarebytes is the best option, and is available for free here: <https://www.malwarebytes.com/>.

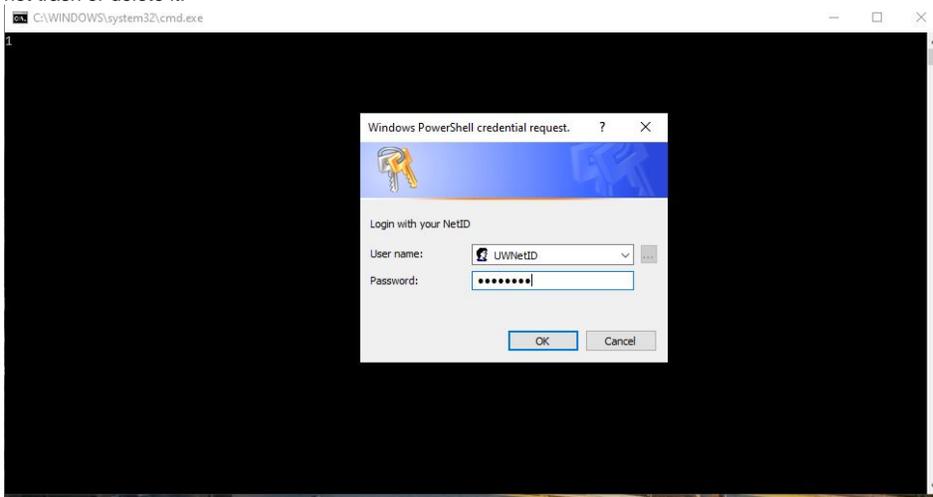
### Connecting to your network drives

Home (H: or Your NetID) - (Your personal work-data storage, only visible to you)

Private (P: or Lab P.I.'s NetID) - (Your lab director's shared group drive)

#### From a PC:

- After connecting to the UW GlobalProtect VPN; you will need to put the lab script file on your home computer's desktop. The script file is generally named with the department and Lab P.I.'s NetID (for example: **smph-crb-bjohnson**)
- To obtain the script file, open the Google link below (must be signed into the page with your **netid@wisc.edu**; NOT Gmail)  
[https://drive.google.com/drive/folders/1d84GnglZ6xQ1\\_4p5AyqlwQDTmgV6Lwf?usp=sharing](https://drive.google.com/drive/folders/1d84GnglZ6xQ1_4p5AyqlwQDTmgV6Lwf?usp=sharing)  
Find the script file for your lab, right-click, and download. Once downloaded, extract the script to your desktop. There is a script for both PC and Mac, you can delete the Mac one.
- Once the lab drives script file is on your desktop, double-click it. If you get a "Windows SmartScreen" pop-up, close it. Then right-click on the script file, select properties. Check the box under the General tab for "Unblock" and click OK. Now try again. After a short amount of time, a black cmd window should come up and you should get a prompt that asks you if you've scanned with Anti-Virus tools. Click OK on that. Now you will be asked to enter your UW NetID into the black window. The script file should remain on your home computer's desktop, do not trash or delete it.



- After entering in your UW NetID credentials and pressing "OK", the black window may hang for a period of time (usually 15 seconds to 2 minutes). It will then disappear. Now go into your yellow file explorer folder. On the left side there is a column of folders and drives, press on the one that says "This PC". Now look to the right, and you should have a section specifically titled "Network Locations". Underneath this section you should have your Home and Lab drives. If you cannot find this, you can also go into your Windows Start Menu > type "This PC" and press enter.



- If you do not see the drives, please **RESTART** the PC, then reconnect to the UW GlobalProtect VPN, and finally double-click the lab 1549pxdrives script file again and sign in. Often, the first time you run the script it will not work, but subsequent attempts will, following a restart.

- The drives are designed to disappear when you log off your home computer, restart, fall asleep, or power off. You will need to again reconnect to the UW GlobalProtect VPN and run the script file. If your computer stays on during the day as you work though, the drives will be there and you can save to them like you would a normal folder on your computer. You can drag and drop files to them as well, again like a normal computer folder.