

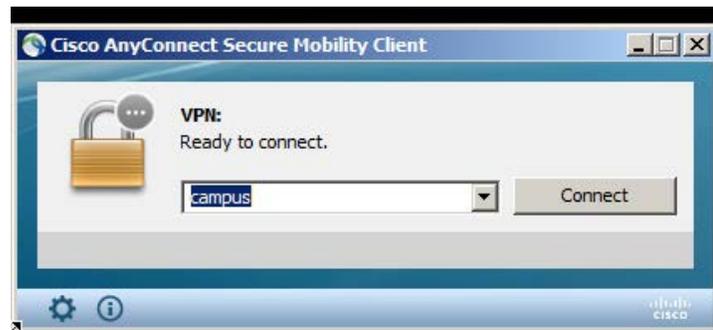
## How to Access the Share Drive on Windows

For information concerning Cisco Anyconnect installation click the link below:  
<https://oit.ua.edu/service/vpn/>

- 1) Locate the UA symbol in the system tray shown below.

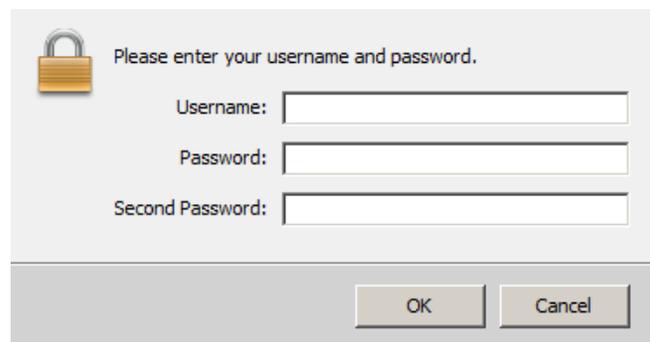


- 2) Click on the UA symbol and 'Connect' to the campus VPN.

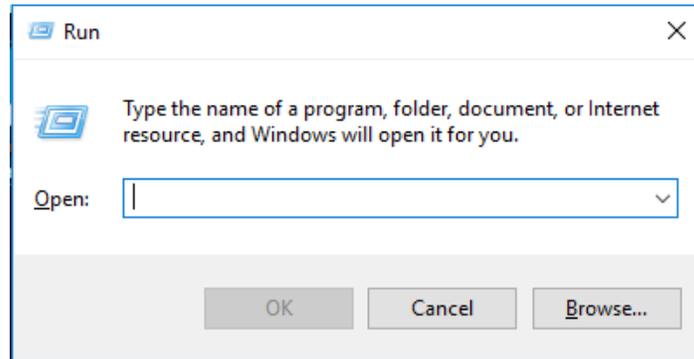


- 3) Enter your myBama Credentials

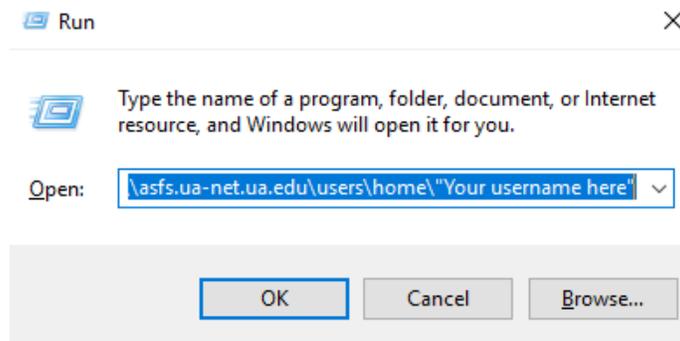
You should then see a screen like the one below. Enter your myBama credentials. In the “Second Password” field, type “push” or enter a passcode from the DUO app. If you type “push”, it will prompt DUO to send a push notification to your DUO-registered device. You will need an active DUO account to obtain VPN access.

A dialog box with a padlock icon on the left. The text reads 'Please enter your username and password.' Below this are three input fields: 'Username:', 'Password:', and 'Second Password:'. At the bottom, there are 'OK' and 'Cancel' buttons.

4) Press Windows key + R to bring up Run window



5) Type the following into the open field to connect to your H: Drive (personal drive) :  
\\asfs.ua-net.ua.edu\users\home\”your username here” (Replace text in quotes with your mybama username)



6) Type the following into the open field to connect to the S: Drive (Departmental Share) :  
\\asfs.ua-net.ua.edu\share\

