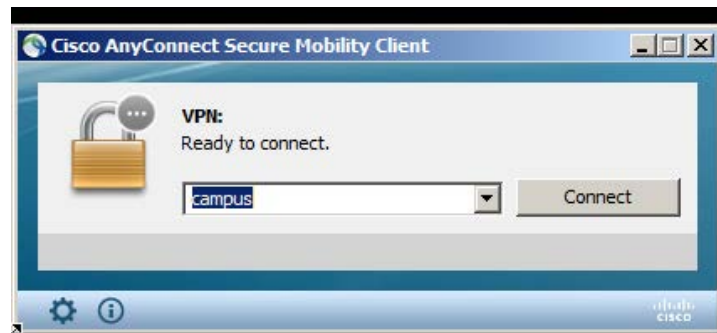## How to Access the Share Drive *on Windows*

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

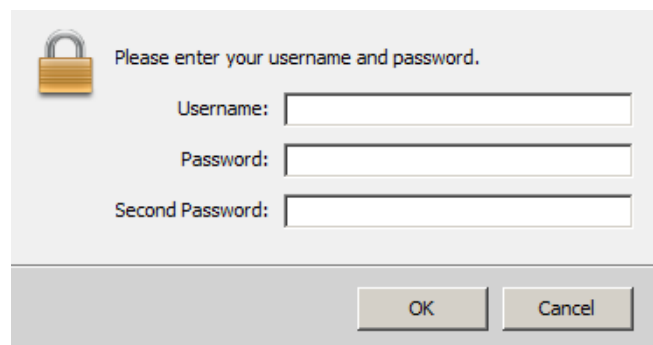1) Locate the UA symbol in the system tray shown below.



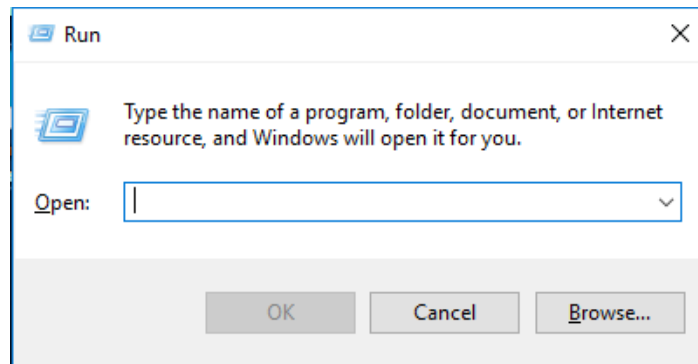2) Click on the UA symbol and 'Connect' to the campus VPN.
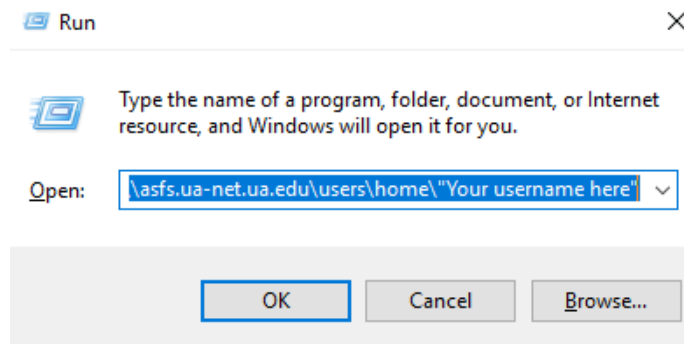


3) Enter your myBama Credentials

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.

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



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\