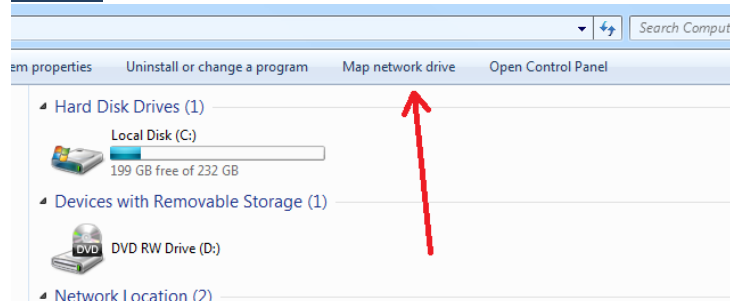


## Accessing the Analytical Centre Staff Admin File Share on a Windows 7 PC

Open “Windows Explorer” or the “Computer” icon on your pc. Click on Map Network Drive icon once you open Windows Explorer. See fig 2.1.2.a below for illustration.

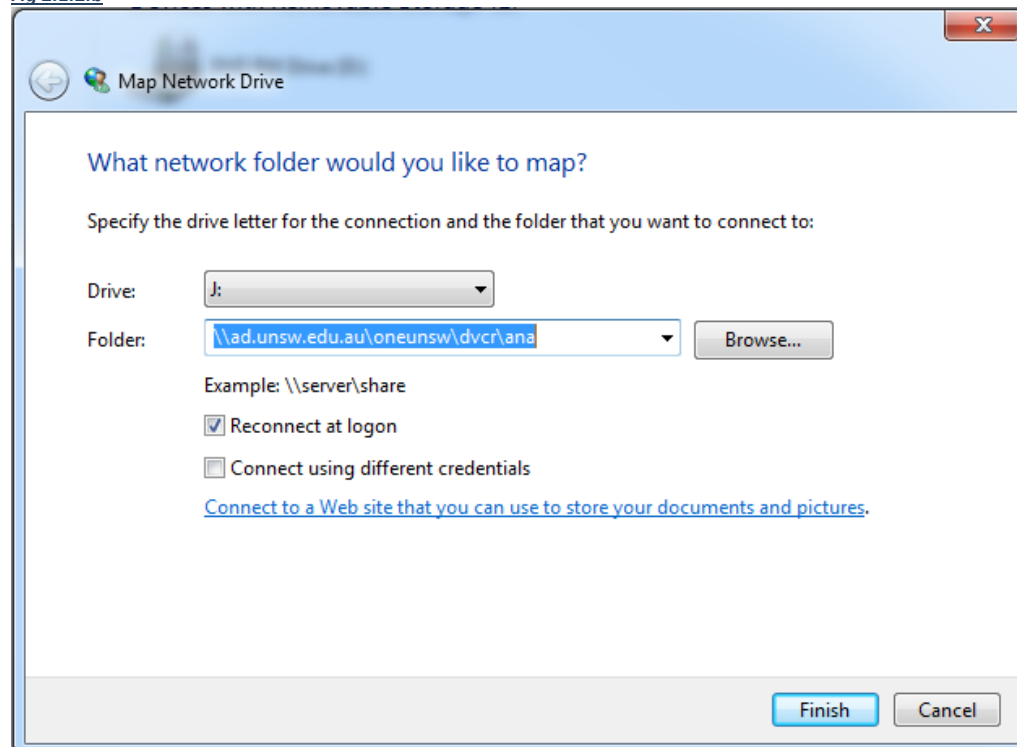
**Fig 2.1.2.a**



Next select the J: drive letter and type the path `\\ad.unsw.edu.au\oneunsw\DVCR\ANA` as illustrated below in Fig 2.1.2.b.

Ensure you tick the Reconnect at Logon box to have it reconnect each time your computer starts.

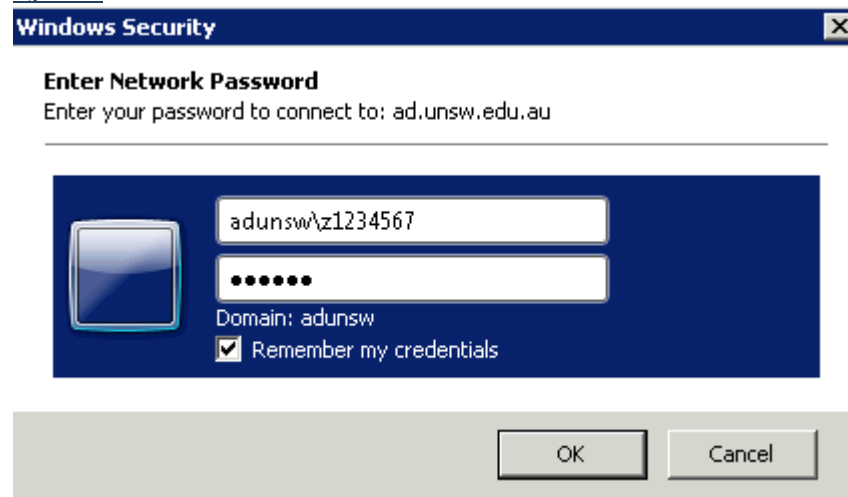
**Fig 2.1.2.b**



Next click on Finish, If your PC is SOE'd then it will automatically connect the network drive and authenticate with your current logged on account.

If the PC is Non SOE then you will get a prompt to enter a username and password similar to fig 2.1.2.c below. Enter your zID in the format **adunsw\z1234567**, then your password. Tick the box “Remember my credentials” and click OK.

Fig 2.1.2.c



Additionally you may need to map the I: drive if you work in multiple areas of the University i.e areas outside the analytical centre.

To do this map follow the same steps as the start of this document except select I: as the drive letter and type the path as <\\ad.unsw.edu.au\oneunsw>