



Information Technology

for assistance contact the IT Help Desk
415-565-4625, helpdesk@uchastings.edu

How to connect to departmental shares through the Cisco Any Connect VPN using Windows 7

What server your data is stored on depends on what department you are in. Look for your department to find the path of your department's K drive and your private home H drive.

Server: FS2

Home directory location:

\\FS2\<>email username>

Department:	Share Location:
ASP	\\FS2\ASP
CFO	\\FS2\CFO
CGRS	\\FS2\CGRS
CJC	\\FS2\CJC
Clinical Programs	\\FS2\Clinical_Programs
CNDR	\\FS2\CNDR
CSLGL	\\FS2\CSLGL
CWLL	\\FS2\CWLL
DRP	\\FS2\DRP
Facilities	\\FS2\Facilities
Faculty	\\FS2\Teaching
Fiscal	\\FS2\Fiscal
GCO	\\FS2\GCO
Graduate Division	\\FS2\Fiscal
Journals	\\FS2\Journals (Both the journal-share K and the Journal's own share J)
Library	\\FS2\Library
LLM	\\FS2\LLM
McAllister Tower	\\FS2\McAllisterTower
Media	\\FS2\Media
Security	\\FS2\Security
SIC	\\FS2\SIC
UCSF Consortium	\\FS2\UCSF-HCL

Server: APPTTEST

Home directory location:

\\APPTEST\<>email username>

Department:	Share Location:
Academic Dean	\\APPTEST\AcDean
Admissions	\\APPTEST\Admiss
Advancement	\\APPTEST\Advancement
Bookstore	\\APPTEST\Bookstore
Business Center	\\APPTEST\BusCtr
Career	\\APPTEST\Career
Chancellor	\\APPTEST\ChanDean
Communications	\\APPTEST\Comm
Faculty Support	\\APPTEST\Fac
Financial Aid	\\APPTEST\FacSupport
Financial Aid	\\APPTEST\FinAid
Human Resources	\\APPTEST\HR
Information Tech	\\APPTEST\IT
LEOP	\\APPTEST\LEOP
LWR & Moot Court	\\APPTEST\LWR
Purchasing	\\APPTEST\Purchasing
Student Health	\\APPTEST\SHS
Student Services	\\APPTEST\StuSvc

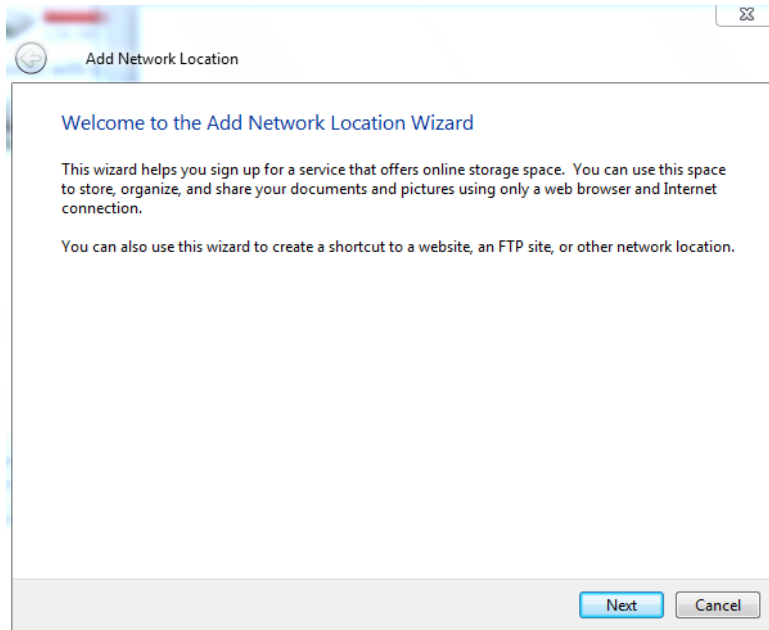
If you don't see your department in the list, contact IT. Contact Information for IT is at the top of the document.

Windows 7 Instructions

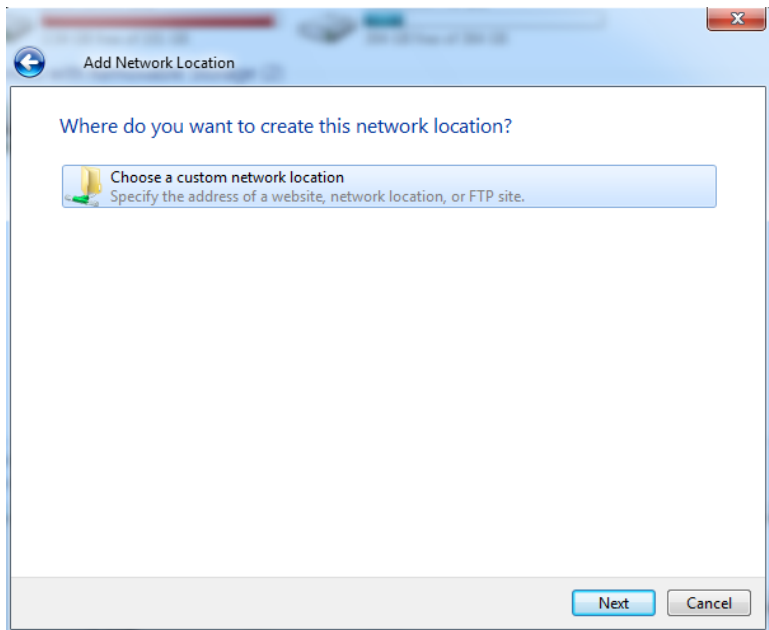
Connect to the Cisco Easy VPN. You have to be connected to the Cisco Any Connect VPN Client to access your department's shared drives and your own private home drive.

Private Home H Drive Setup

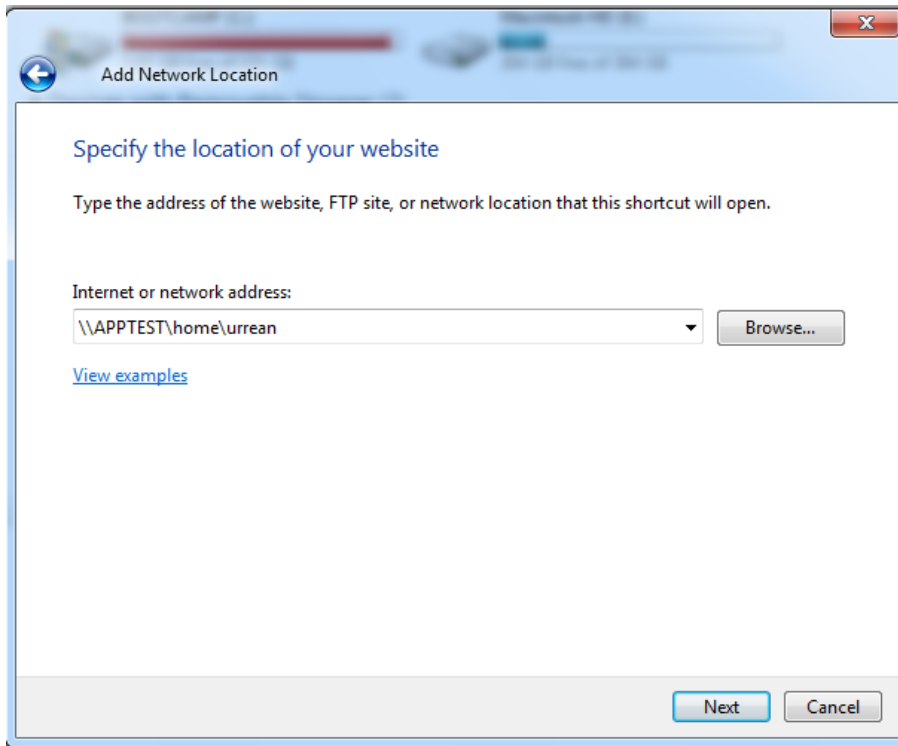
1. Open Computer Start > Computer
2. Right Click in the Open pane on the right. Choose Add a Network Location
3. When prompted by the Add a Network Location Wizard click Next.



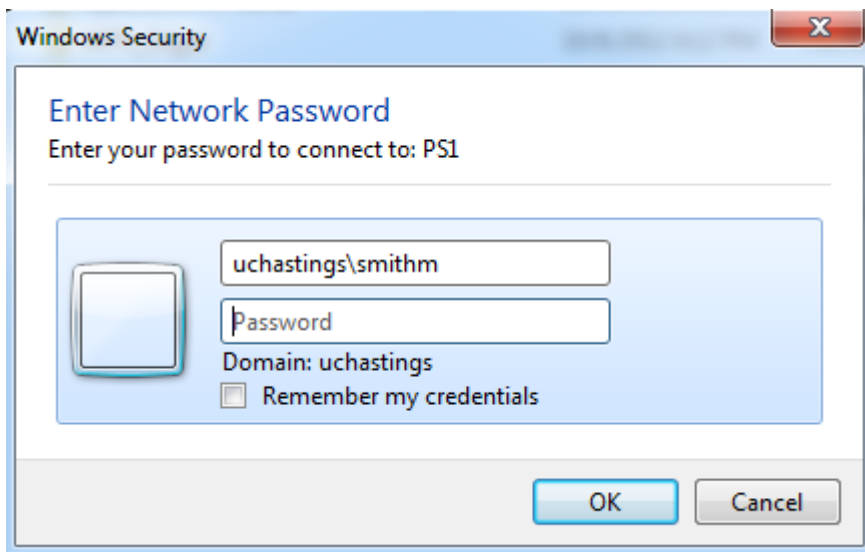
4. Choose a custom network location and click Next



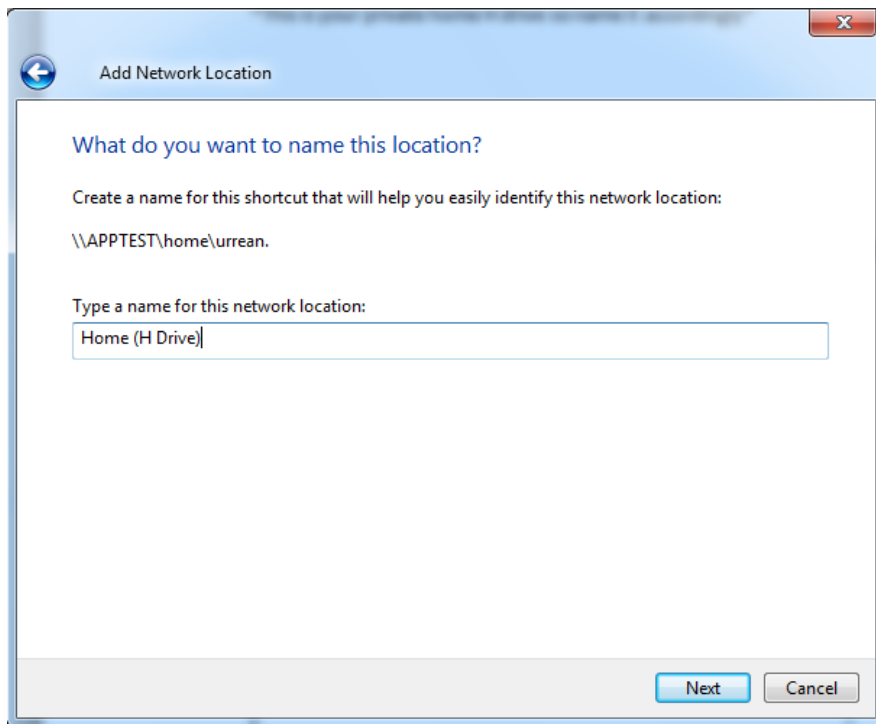
5. Enter `\\FS2\<your email username>`
ex: `\\F21\smithm`



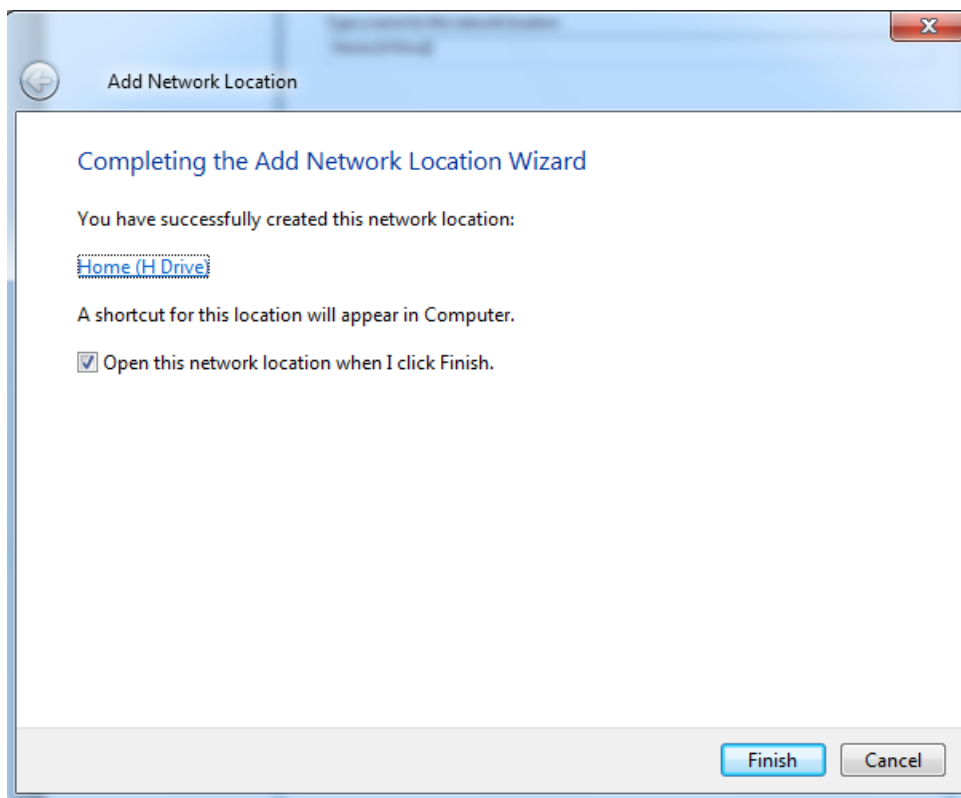
- When prompted to Enter Network Password:
Username: uchastings\your-email-username **(remember the uchastings before the email username)**
Password: your email password
Click Ok.



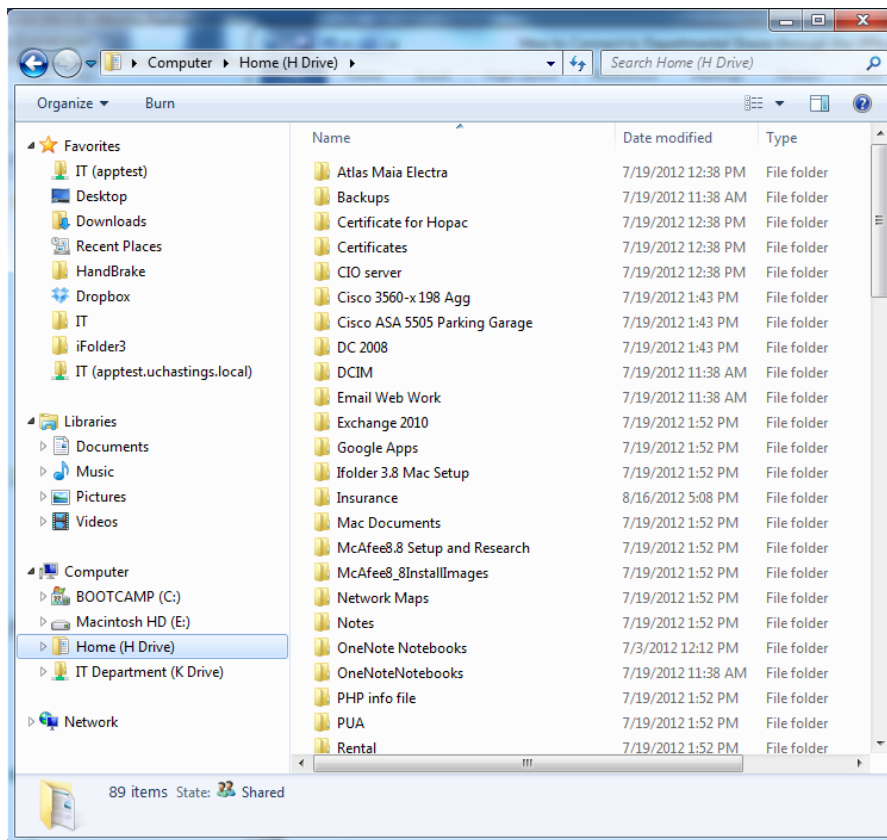
- Name the share: Home (H drive)
This is your private home H drive so name it accordingly



8. Click Finish

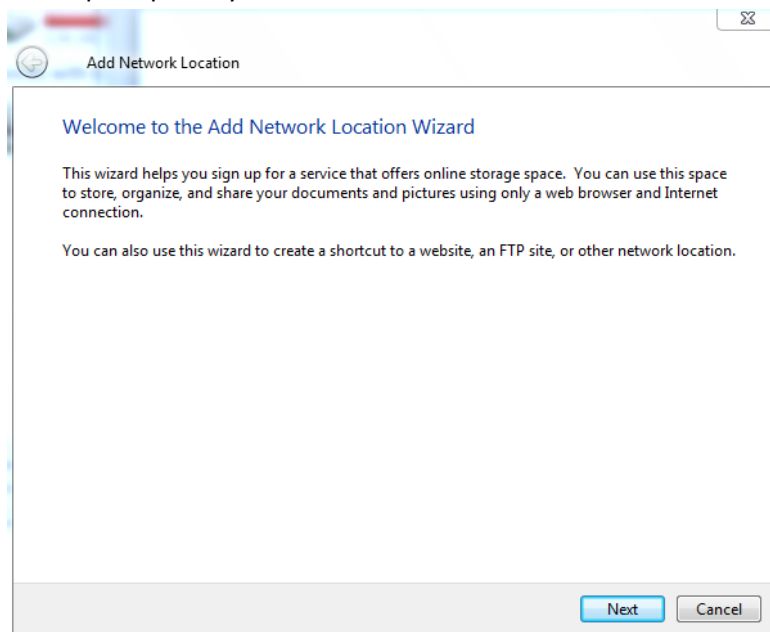


9. You will see your private home H drive on the left pane under Computer.

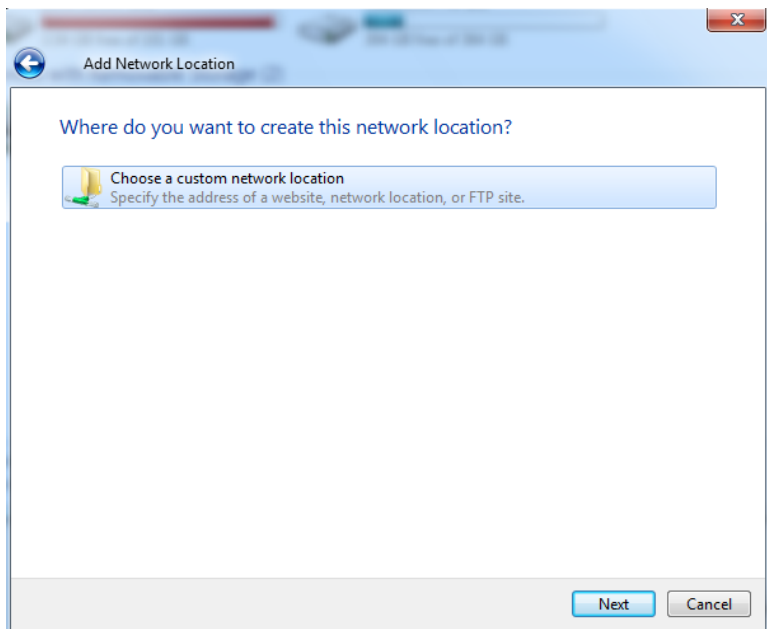


Departmental K Drive Setup

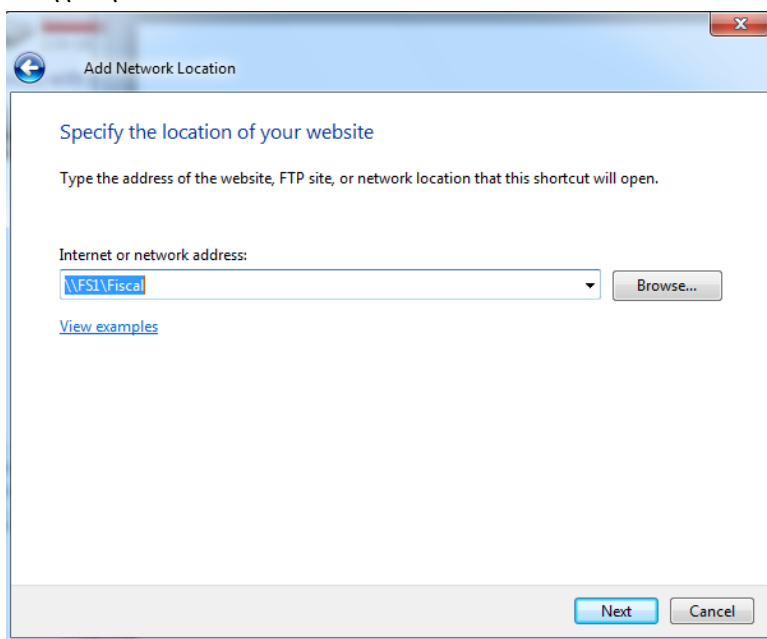
1. Open Computer Start > Computer
2. Right Click in the Open pane on the right. Choose Add a Network Location
3. When prompted by the Add a Network Location Wizard click Next.



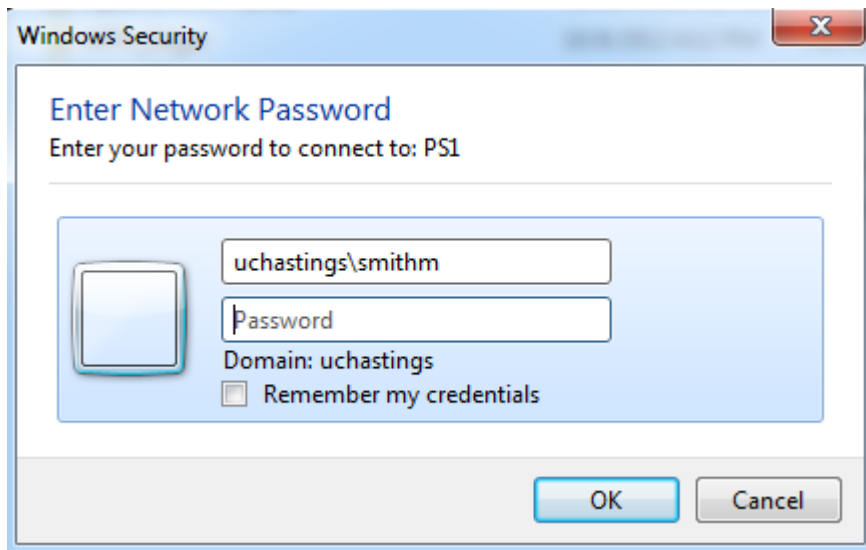
4. Choose a custom network location and click Next



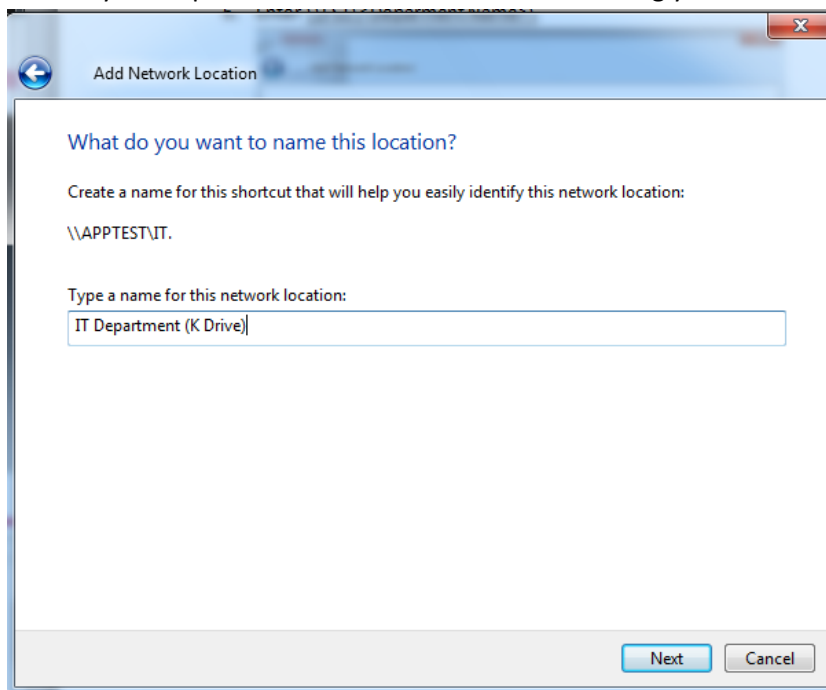
5. Enter `\\Servername\<Deparment Name>\` (look above for server names)
Ex: `\\fs2\Fiscal`



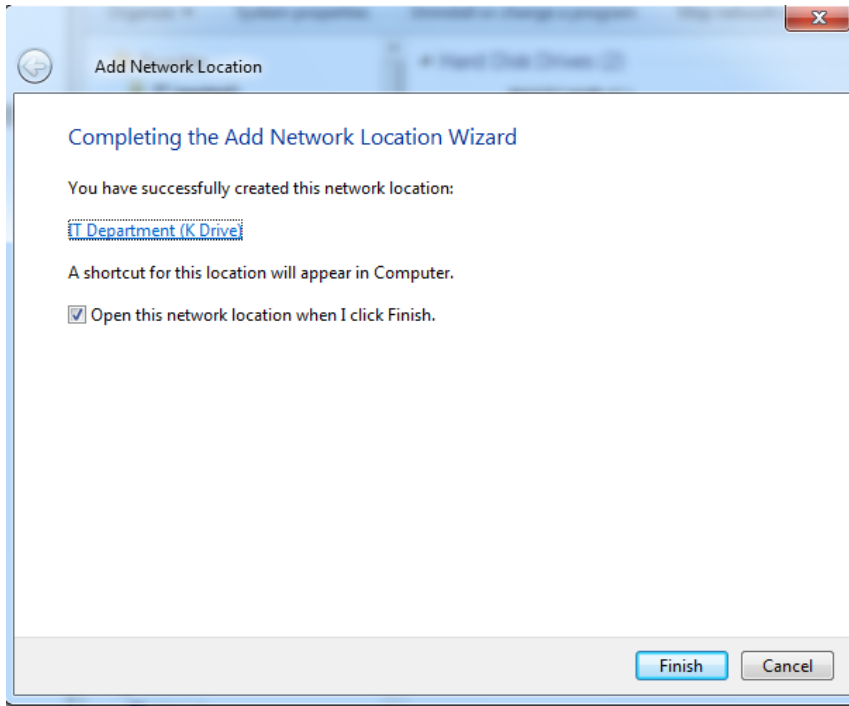
6. When prompted to Enter Network Password:
Username: `uchastings\your-email-username` **(remember the uchastings before the email username)**
Password: your email password
Click Ok.



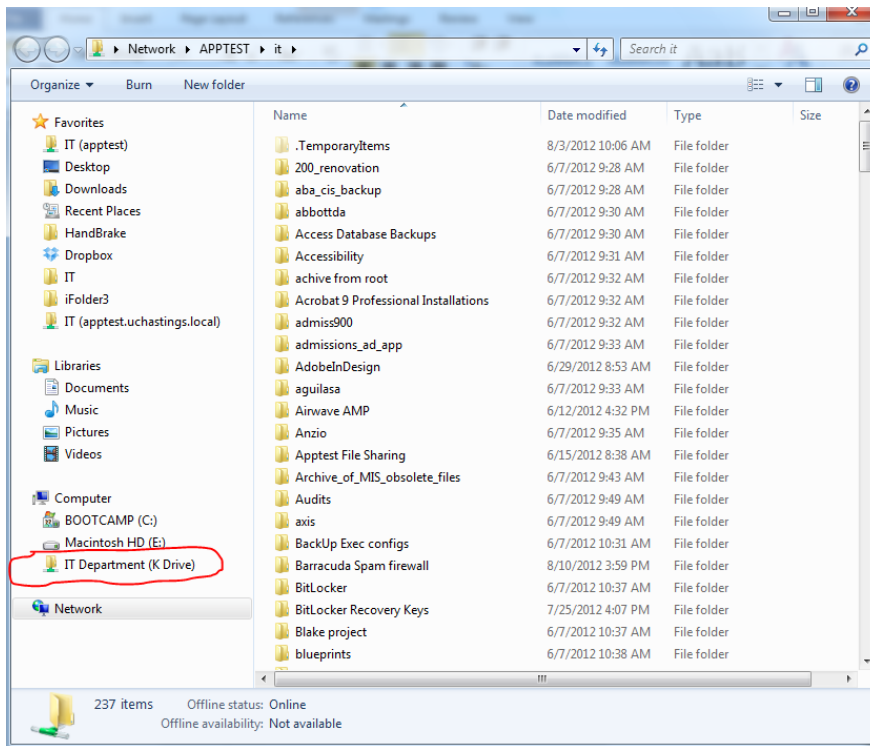
7. Name the Share: (ex: IT Department (K Drive))
This is your department's K drive so name it accordingly



8. Click Finish



9. You will see your department's shared drive on the left pane under Computer.



Your departments' K drive and your private Home H drive are only accessible when you are connected to the Hastings Cisco Easy VPN.