Nebisity OF Lincoln[®] College of Business Administration INFORMATION TECHNOLOGY SERVICES HELP CENTER

After you have used Cisco AnyConnect to start a VPN connection (see vpn.unl.edu)

- 1) Go to the start menu and right click Computer \rightarrow Open
- 2) Click the button at the top that says "Map network drive"

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Organize 🔻 Pro	perties Sy	stem properties	Uninstall or change a program	Map network drive »	÷ • 🗊 🔞
 ★ Favorites ■ Desktop Bownload 2 Recent Pla 2 Libraries 2 Document J Music 2 Pictures 3 Videos 	What n		would you like to map?	u want to connect to:	<u></u>
Computer Local Disk DVD RW D Cba-bholle TIS (\\files INSTALL () TECHSUP COMMON PUBLIC (\\					
🖵 itsuploads 🖵 CBA Help				Finish	Cancel
Local Dis Local Disk	k (C:) Space u Space	sed: 1 free: 38.4 GB	Total size: 297 GB File system: NTFS		

- 3) Select what letter you want your drive mapped to (make sure there is not another drive with that letter currently connected. You can see these under "Network Connections" in the My Computer window).
- 4) Type in the path of the network drive replacing "files" with "files.unl.edu" (i.e. \\files.unl.edu\cba\groups\public)
 - If you do not know the path of the network drive you wish to connect to, please submit a service request at go.unl.edu/cbahelp to request it
- 5) Check the "Connect using different credentials" box
- 6) Click Finish
- 7) When prompted, input your My.Unl credentials (A.K.A. Blackboard credentials) with @unl.edu added to the end of your username (i.e. student1@unl.edu or s-student1@unl.edu).
- 8) The drive will now appear under "Network Connections" in My Computer with the letter assigned to it above.

