Emory College provides centralized network storage (CDS) to allow College departments, research labs, and faculty/staff to store their data. To connect to the CDS from a non-Emory network, you must access the Emory F5 Edge VPN (Virtual Private Network) first. Please follow the instructions below, provided by Emory College Computing Support (ECCS). If you are on-campus, please skip the first step.

I. Establishing F5 Edge VPN access

If you are connecting from off-campus, open your web browser (Internet Explorer or Firefox), go to the URL https://vpn.emory.edu, and log in with your Emory Net ID and password. (Note that the first time you go to the VPN website, you will be required to install a browser plug-in, which requires admin rights on your computer. Please follow these instructions: https://emory.service-now.com/kb_view.do?sysparm_article=KB00837). You may instead choose to install the VPN client on your computer. The instructions and download are here: http://it.emory.edu/vpntools. If this is your first time accessing the Emory VPN, please call the University Service Desk (404)727-7777 to register the access.

II. Connecting to the CDS

1) **Vista/Windows 7**: Go to the Start menu, right click on Computer, and select "Map Network Drive...."; go to Step 2.

   **Windows 8**: Go to Desktop, on the left side of the task bar at the bottom, and click on the “File Explorer” folder icon.

   ![File Explorer](image.png)

   Click on “Computer” on the left navigation panel. From the menu bar, click on the “Computer” tab and then click on “Map network drive”.

2) Choose one of the configurations listed below. Make sure the "Reconnect at logon" box is checked.
a. **Dept. Share:** Select Drive letter "S"; for Folder, type \
asn2ac.cc.emory.edu\ECAS-Share

b. **Research Share (if applicable):** Select Drive letter "R"; for Folder, type \
asn2ac.cc.emory.edu\ECAS-Research

c. **Home Folder:** Select Drive letter "P"; for Folder, type \
asn2ac.cc.emory.edu\ECAS-Home\YourNetID

**Note:** If you are logged in with your Emory credentials on an Emory-owned machine, “Click Finish” and go to Step 4.

3) Check the box for "Connect using different credentials", and click "Finish". Enter your Emory NetID in the form of emoryunivad\YourNetID, and your password. Click "OK".

4) Repeat the process for each additional drive you want to access.

5) Go to Computer on your desktop or Start menu, and you should be able to see your S: R: and P: drive mappings. Double-click to open them and access your data.
6) Remember that the next time you want to connect to your drives from off-campus, you must establish a VPN connection first, either by going to https://vpn.emory.edu, or by launching the VPN client and then going to Computer to access your data.

If you have any problems or questions, please contact your ECCS team by emailing echelp@emory.edu or call at (404)727-5757.