How Do I Map a Haas Drive?

If you are a student, faculty, or staff member at Haas you have shares on the network that you can access both here and at home. Usually these shares are mapped automatically for you when you log in to one of our computers. However there may be times when you need to map the drives manually. In this document we will provide instructions for mapping the general drives that you have access to at Haas. If you need to map drives at home, please see the document [How Do I Install and Use the Cisco VPN for the Berkeley Campus?](#).

Students, Faculty and Staff have access to different network shares, such as the G and R drives.

- Staff may have access to the G drive, which is normally a department share that the members of that department have access to for collaboration
- Faculty and PhD students may also have an R drive for research.

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<td><strong>Mapping a Drive at Haas</strong></td>
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**All Haas Users**

In order to map a drive you need to know the name of the server, and the share that you are mapping. The following paths should be used to map Haas drives:

G: `\campus.berkeley.edu\eeli-dfs\haas\group share name`
R: `\bear.haas.berkeley.edu\username`

We will go through the steps in mapping the G drive as an example.

a. First **right click** on **This PC** (This can be done from the Desktop or from File Explorer)

b. **Select Map Network Drive**

[Image of right-clicking on This PC and selecting Map network drive]
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| 2    | a. Next, choose the G letter from the Drive drop down menu.  
   
   b. Under the Folder field, enter `\campus.berkeley.edu\eei-dfs\haas\group share name`  
   
   c. Check the box “Reconnect at sign-in”  
   
   d. Lastly, check the box “Connect using different credentials” and then on “Finish”.

What network folder would you like to map?  
Specify the drive letter for the connection and the folder that you want to connect to:

- **Drive**: G:  
- **Folder**: `\campus.berkeley.edu\eei-dfs\haas\FTMBA`  

- Check the box “Reconnect at sign-in”  
- Check the box “Connect using different credentials”  

*Connect to a Web site that you can use to store your documents and pictures.*
How Do I Map a Haas Drive? (Continued)

### Step 3

When you are prompted for credentials, enter your Calnet ID and passphrase in the following format:

**User name:** campus\CalnetID
**Password:** Your Calnet passphrase

Check the box “**Remember my credentials**”, then click **OK** to continue.

![Windows Security](image)

### Step 4

The drive that you mapped should open after a few seconds. If not, open **This PC**, and the drive should have appeared under **Network Drives**. You can open the drive from there and start using it as you normally would.

**That is it!** You can now use the paths on Step 1 to map your other drives! Please check below for a list of paths that you can use to map other shares.

![Network locations](image)
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<td></td>
<td>G: <code>\campus.berkeley.edu\eei-dfs\haas\group share name</code></td>
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<td></td>
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