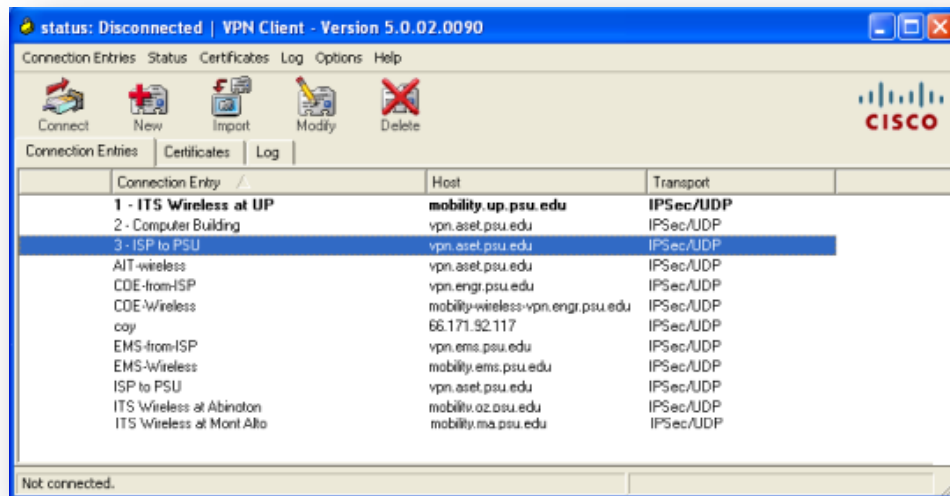


Connecting to Department or Project PASS from Home

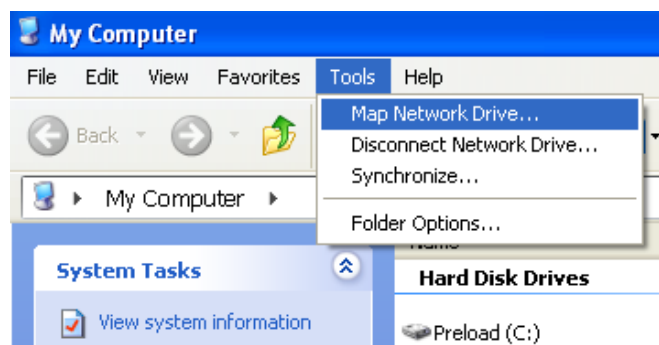
VPN

1. Open up the VPN Client on your computer
2. If you do not have the VPN client you can download it here: <https://downloads.its.psu.edu/> (Select “Connecting to Penn State”)
3. Also download and install the “Kerberos settings for PASS and UDrive Access : <https://downloads.its.psu.edu/> (select “File Transfer”)
4. Connect by selecting ISP to PSU



Manually Mapping Project or Department Space

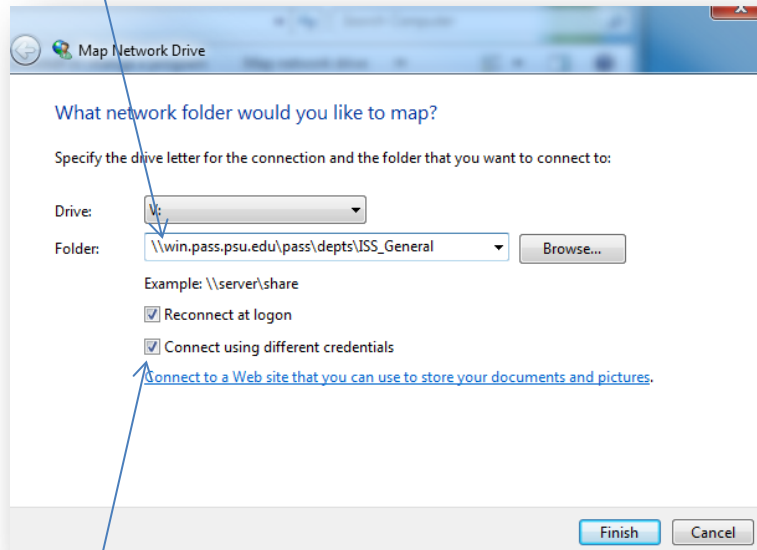
1. Open **My Computer** and click on the **Tools** menu option. From the drop down list, choose **Map Network Drive**. Windows 7 users click on **Computer** and then select **Map a Drive** on the toolbar.



2. A box will appear **select a drive letter** and then put in the path to the folder. (Note: **You need to know your path to your folder before you can map the drive.**)

Ex: my path was emailed to me like this: [\\win.pass.psu.edu\pass\depts\ISS_GENERAL](http://win.pass.psu.edu/pass/depts/ISS_GENERAL)

1. Look at this example to see how you manually map the space: **\\win.pass.psu.edu\pass\depts\ISS_GENERAL**



Select **Connect using different credentials** then click the **FINISH** button

2. The credentials box will appear. Please add your username followed by @dce.psu.edu (**ex: xyz12@dce.psu.edu**) and then your PSU Access account password. Please follow the image.



3. Click **Ok** and your **Project PASS Space** will be mapped.