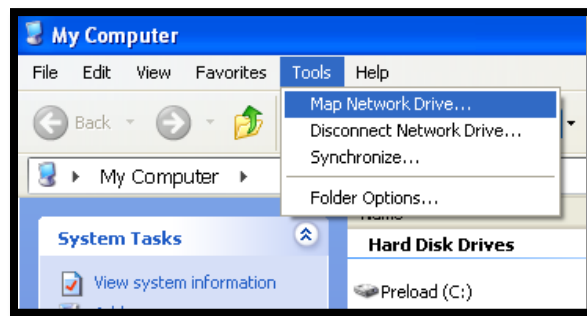


How to Manually Map Your Project PASS Space

Mapping a drive using Windows XP or Windows 7

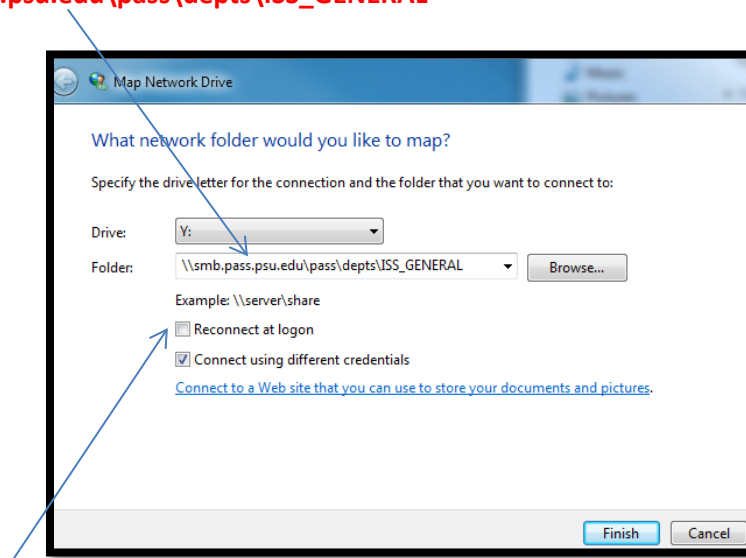
1. Open **My Computer** and click on the **Tools** menu option. From the drop down list, choose **Map Network Drive**. **Windows 7** users click on **Computer** and then select **Map a Drive** on the toolbar.



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)

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



Select **Reconnect at Logon** and **Connect using different credentials** (make sure they both are checked) then click the **FINISH** button.

3. 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.



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