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

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.