How to Remotely Access the SSSW K: Drive

**VPN Install & Configuration**

1. In order to access the files on the K: drive from a remote computer either at home or simply away from the office/campus, one must establish a connection to NYU’s network using VPN software. You can find instructions on how to download and install the required VPN software for Macs and/or Windows PCs at the following link:
   
   [http://www.nyu.edu/its/nyunet/offcampus/vpn/#us](http://www.nyu.edu/its/nyunet/offcampus/vpn/#us)

2. Select the proper version of operating system you are running from the page linked above and follow the installation instructions listed on the site. Steps 1 and 2 listed in this document will only have to be done once on each computer you wish to have access to the K: drive.

3. The newly installed software should be preconfigured with the proper settings to connect with NYU-NET. Simply open the application and click the connect option.

4. You will be asked enter a user name and password. These are the same credentials that are used to log in to your NYU Home account online and on your office computer. Once you have entered your netID and NYU Home password, click OK to continue. Another dialogue box will pop up welcoming you to NYU-NET; just click OK to continue once again.

**Access from Windows**

Once you have successfully established a VPN connection, you will notice a closed padlock icon in the lower right-hand corner of screen. If there is no such icon or the padlock is open, this may be an indicator that you are not properly connected. A proper connection must be established for when access to the K: drive is needed from a computer that is not on NYU’s campus network (NYU-Net).

![Connected](https://example.com) = Connected  ![Not Connected](https://example.com) = Not Connected

1. Now that you have established a VPN connection, it is time to manually map the network drive that will serve as a gateway for file access on the K: drive. Please click the start button and select
2. In the window that pops up, please click on the *Map network drive* option from the menu on the top.

3. Another window will then pop up. Please select the drive K: from the first pull-down menu, enter the path `\ssw001-wfs-v\Data\SSW01NFPVDATA01` and check the two boxes at the
bottom, and click the Finish button.

**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:** K:
- **Folder:** \\ssw001-wfs-\Data\SSW01NFPV\DATA01

Example: \\server\share
- **Reconnect at logon**
- **Connect using different credentials**

*Connect to a Web site that you can use to store your documents and pictures.*

4. The final window that appears prompts for a username and password. Here is where you will enter your NetID preceded by AD\, which specifies the domain being used to logon to the server. For example, my NetID is ts78. So for the username in this instance I would use AD\ts78. After you have entered your NetID after the AD\, please type in your NYU Home password in the subsequent field and check the box below so that your credentials are remembered.

5. If all goes well, the contents of the K: drive will appear and also be mapped in the Network Location portion of the Computer window that was originally opened. If you close out the share window, you can always reopen it by going to the start menu and clicking on Computer, then double-clicking on the drive mapping. This mapping will stay on your computer even after
reboots but the share will only be accessible if a VPN connection is active. If you have trouble accessing the share, it is always a good idea to make sure you have an internet connection and that the VPN software is running with a closed padlock displayed in the lower right-hand corner of the screen (a.k.a. the system tray).

Access from MACs
Once you have successfully established a VPN connection, you will notice a timer in the upper right-hand corner of the screen. If there is no timer indicating how long your VPN connection has been active for, then you are most likely not connected. A proper connection must be established for when access to the K: drive is needed from a computer that is not on NYU’s campus network (NYU-Net).

1. Now that you have established a VPN connection, it is time to manually map the network drive that will serve as a gateway for file access on the K: drive. With Finder open, please click on the Go pulldown menu and select the Connect to Server option located at the bottom.
2. A window will appear prompting for a server address. Enter in the path `smb://ssw001-wfs-v.ad.nyu.edu` and click on the Connect button.

3. Another window will pop up and ask for a name and password. Here is where you will enter your NetID preceded by AD\, which specifies the active directory domain (ad.nyu.edu) being used to logon to the server. For example, my NetID is ts78. So for the username in this instance I would use AD\ts78. After you have entered your NetID after the AD\, please type in your NYU Home password in the subsequent field and check the box below so that your credentials are remembered.

4. If all goes well, the contents of the K: drive will appear and also be mapped on the desktop of your Mac. If you close out the share window, you always reopen it by double-clicking on the drive mapping icon on the desktop. This mapping will not stay on your computer after logging off or rebooting.
5. You can also create an alias (shortcut) to the K: drive to avoid having to remap the drive every time remote access is needed. To do this, click on the K: drive icon that is on the desktop once so that it is highlighted. Then, from the File pull-down menu, select the Make Alias option.
6. Another icon will appear on your desktop entitled K: Alias. This icon will remain on your desktop even after logging off or rebooting the computer. The drive mapping and its alias will only be accessible if a VPN connection is active. If you have trouble accessing the share, it is always a good idea to make sure you have an internet connection and that the VPN software is running with a timer displayed by the VPN icon in the upper right-hand corner of the screen.

For Additional Help
Please contact ITS client services either by email at AskITS@nyu.edu or by calling (212) 998-3333 (x83333). A ticket will then be generated and assigned to a technician that would be able assist you with the issue(s) you are experiencing.