

# Mapping to Staff User Folder U:

## Instructions for connecting your off-site computer to SON resources:

### Windows Automated install:

Your U: is located: `\\win.ad.jhu.edu\cloud\SonEmployee$\<Your_JHED_ID>`.  
We have an automated tool to take care of mapping the drive for you.

1. If offsite you will need to first connect the Hopkins VPN "The Pulse Secure VPN." If this is not already installed, there are instructions here [JHPul se information](#).
2. Please [click](#) the following link: [SON Staff U Drive](#).
3. Download and save the file to your desktop.
4. Double click and open the file.
5. Provide you JHED ID and Password.


Your U: drive should now be mapped. After a reboot and the VPN is connected, you will be prompted for your JHED password when you attempt to access the drive. At this time, you can chose to save your credentials for the future by selecting the "Remember my credentials" box.

### Manual install: Windows 7,8 & Macintosh OS X


To map the drive manually please follow these instructions:

- If offsite you will need to first connect the Hopkins VPN "The Pulse Secure VPN." If this is not already installed, there are instructions here [JHPul se information](#).
- The path of the folder is `\\win.ad.jhu.edu\cloud\SonEmployee$\<Your_JHED_ID>`


#### Windows 7:

1. Click the Start button , and then click Computer.
2. Click Map network drive.
3. In the Drive list, click a drive letter, U:.
4. In the Folder box, type `\\win.ad.jhu.edu\cloud\SonEmployee$\<Your_JHED_ID>`  
To connect every time you log on to your computer, select the Reconnect at logon check box.  
To connect using your Hopkins credentials, select the Connect using different credentials check box. User Name: Win\`<Your_JHED_ID>` Password: `<Your_JHED_Password>`.
5. Click Finish.

#### Windows 8:

1. Click or tap the Start button , and start typing Computer then click or tap "This PC".
2. In the Menu bar, click or tap Computer, and then click or tap Map network drive.
3. In the Drive list, click or tap a drive letter, U:.
4. In the Folder box, type `\\win.ad.jhu.edu\cloud\SonEmployee$\<Your_JHED_ID>`  
To connect every time you sign in to your computer, select the Reconnect at sign-in check box.  
To connect using your Hopkins credentials, select the Connect using different credentials check box. User Name: Win\`<Your_JHED_ID>` Password: `<Your_JHED_Password>`.
5. Click or tap Finish.

#### Macintosh OS X:

1. From the Mac OS X Finder , hit Command+K to bring up the 'Connect to Server' window.
2. Enter the path to the network drive you want to map, ie: `smb://win.ad.jhu.edu/cloud/SonEmployee$/<Your_JHED_ID>` and click 'Connect'.  
To save the network drive click the plus button next to the path.
3. Enter your Login: Win\`<Your_JHED_ID>` and Password: `<Your_JHED_Password>` and click "OK" to mount the network drive.  
To have the computer remember your username and password, select Remember this password in my keychain.
4. Click Connect.



Unknown macro: 'hideelements-macro'