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Connecting to the Network Drive: Faculty and Staff

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This article will help faculty and staff connect to your network drive (e.g. u:\\) from off-campus or a device that's not joined to our domain. Students should consult [MyGoogleDrive](#).

Before You Start

You will need the following before you can complete this task:

- A Wharton account
- An active Faculty, Staff, PhD, or Temp Staff PennKey affiliation,
- The path to your network drive

Windows

1. If you are off campus, first connect to **FortiClient** or **GlobalProtect's sra.upenn.edu** connection. Here are instructions to do so - [VPN Guide](#).
2. Open File Explorer from the taskbar.
3. In the left pane, right-click **This PC** and select **Map Network Drive**.
4. In the folder field, enter the path to your network drive. [Contact your Wharton Computing representative](#) if you do not know what to enter here.
 - If you would like the connection to the network drive to remain after the computer is rebooted, check **Reconnect at sign-in**.
5. Check **Connect using different credentials**.
6. Click **Finish**.
7. When the Windows Security box appears, enter **wharton\<your Wharton username>** in the user name field and your Wharton password in the password field.
8. Click **OK**.

Mac

1. Make sure you are connected to either **FortiClient** or **GlobalProtect's sra.upenn.edu** VPN connection.
2. Open Finder.
3. Go to the left of the menu bar located at the top of the screen and click on **Go**. Scroll down to **Connect to Server** and click on it.
4. A **Connect to Server** window will appear, here you will enter the Network Drive that needs to be mapped. Afterwards, you'll be prompted to put in your credentials. This will be your **PennKey username** followed by your **Wharton password**.
 - Click the + to add network drive file path to the list of Favorite Servers on your device.
5. If you have multiple network drive folders, you will be able to select which volumes you would like to mount and connect to.
6. Click **OK**.

If you run into any errors while attempting to access this, please [Contact your Wharton Computing representative](#).

Questions?

Contact: [Wharton Computing](#)
