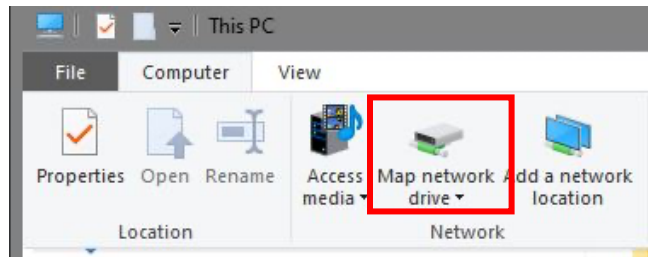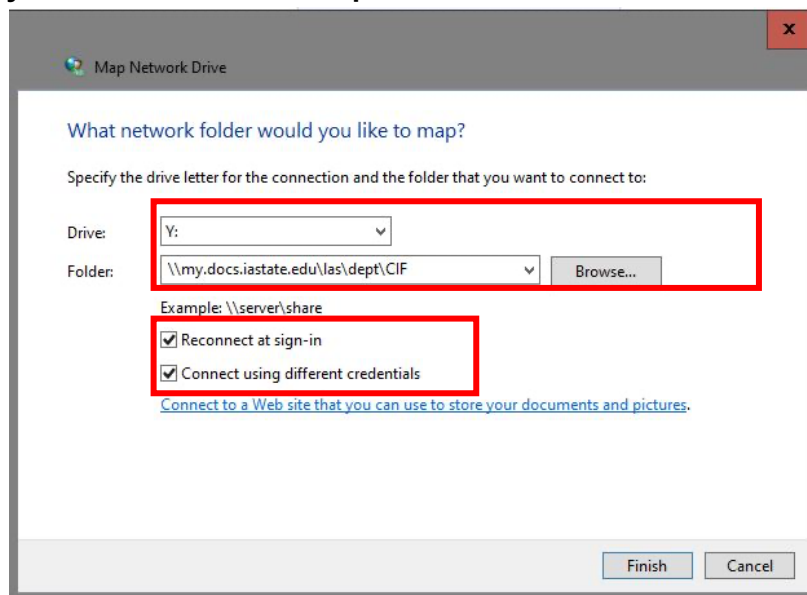# Accessing CIF Research Files Storage Cloud from an On-Campus Computer

From Windows:
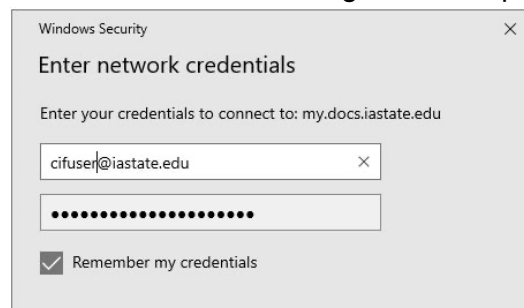1. Open up "Computer" or "This PC"
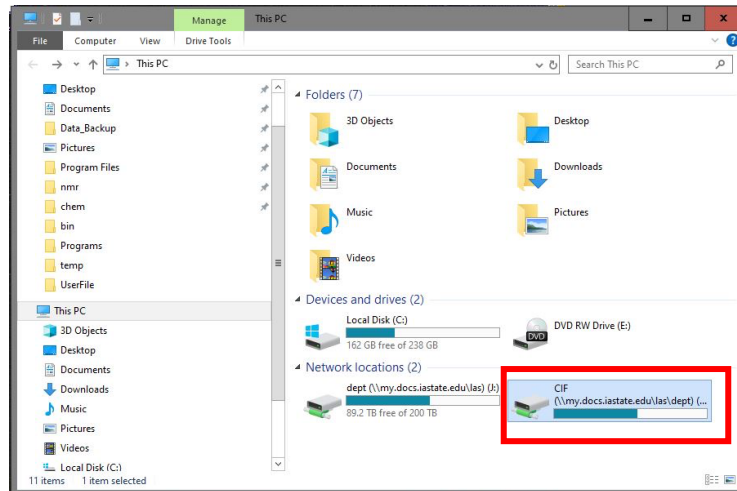2. Below the address bar click "Map Network Drive"

3. Choose the drive letter of your choice (default is Z:, you may choose any letter) and into the "Folder" box, enter: **\\my.docs.iastate.edu\las\dept\CIF**
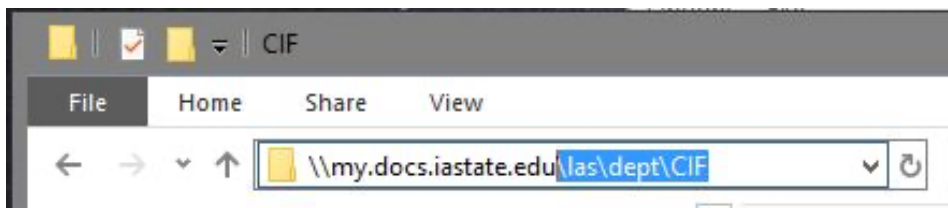

4. Make sure the boxes are CHECKED next to "Reconnect at sign-in" and "Use different credentials"
5. Click "Finish"
6. A dialog box will pop up asking for your login information. This requires your **ISU net-ID that is used for email**, etc. (NOT your login information used for CIF computers.) Enter **yourusername@iastate.edu** as your user name, and **your ISU email password**. Check "Remember my credentials" in order for the "Reconnect at login" to work properly.

7. The drive Z: (or whatever letter you have chosen) should appear in the "Computer" window under "Network Locations" as "CIF".
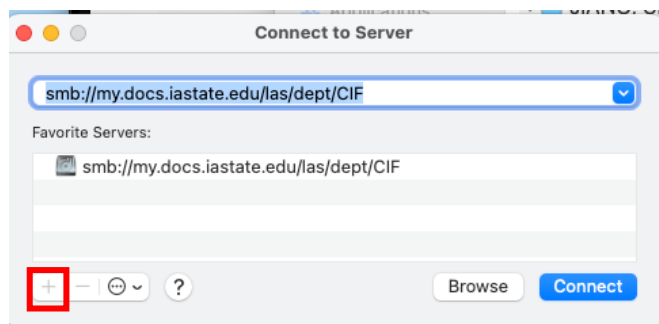

8. Click on the "CIF" drive to access the data, and navigate to your professor's folder and your data folders. **You will only be able to see your research group's folder.** You will not be able to modify data directly on the research cloud or save files back to your cloud data folder. **You will have to copy the data to your own computer in order to modify the data.** Programs like Topspin modify the data. MNova uses a read-only copy of the data and saves it as a separate format.

9. **For SOME ENGINEERING USERS**: The College of Engineering also uses the Research Files drive for data storage. Your computer may already be connected, and Windows may give you an error if you attempt to re-connect to the CIF path. Thus, you may have to manually type in the address **\\my.docs.iastate.edu\las\dept\CIF** into the address bar. Click on the address bar (shown in the image below although the path is incorrect) and type the correct address as above. To get back to the Engineering folder, replace the **\las\dept\CIF** with **\engr**
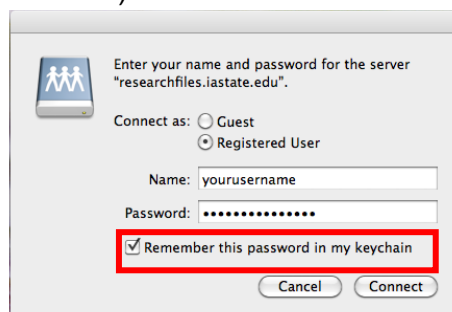
From Mac:

1. From a **Finder window** type ⌘-k **OR** click "Go" and then "Connect to Server" from the menu bar.
2. Into the server address box, type**: smb://my.docs.iastate.edu/las/dept/CIF**
    a. You can also click the "+" to add the server address to your favorite servers.

3. A dialog box will open up asking for your login. **This requires your ISU net-ID that is used for email**, etc. Type yourusername in the log-in, followed by the **password you use for your email.** (NOT your login information used for CIF computers.) Mac does NOT require the @iastate.edu after yourusername (Windows does).

4. Click on the "CIF" drive to access the data, and navigate to your professor's folder and your data folders. **You will only be able to see your research group's folder.** You will not be able to modify data directly on the research cloud or save files back to your cloud data folder. **You will have to copy the data to your own computer in order to modify the data.** Programs like Topspin modify the data. MNova uses a read-only copy of the data and saves it as a separate format.

Accessing CIF Research Files Storage Cloud from an OFF-Campus Computer

1. "Off-campus" means any computer not connected to the IASTATE network, including computers located in Spedding Hall and other Ames Lab facilities and computers connected to the EDUROAM network.
2. Iowa State University IT Services provides software to create a VPN or Virtual Private Network from your off-campus computer to the Iowa State Network.
3. The first time you use the VPN you will have to install some software and configure your computer. The instructions are available from IT Services: https://vpn.iastate.edu
4. Once you have installed and connected to the ISU VPN, you can follow the instructions for accessing the CIF Research Files Storage Cloud as above. If you have already mapped a network drive you may need remap or reconnect to the drive after you start the VPN client.