



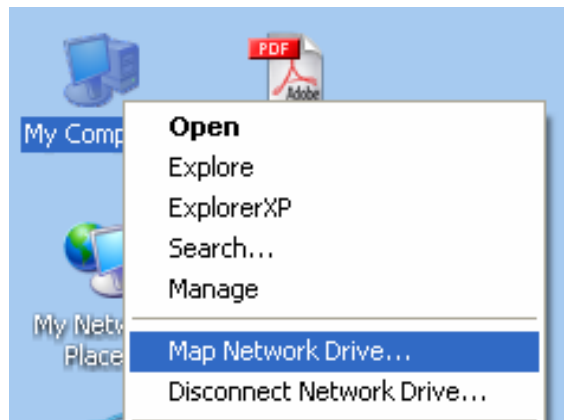
## How Do I Map a Haas Drive?

If you are a student, faculty, or staff member at Haas you have shares on the network that you can access both here and at home. Usually these shares are mapped automatically for you when you log in to one of our computers. However there may be times when you need to map the drives manually. In this document we will provide instructions for mapping the general drives that you have access to at Haas. If you need to map drives at home, please see the document "[How do I Install and Use the Cisco Virtual Private Network for the Berkeley Campus?](#)"

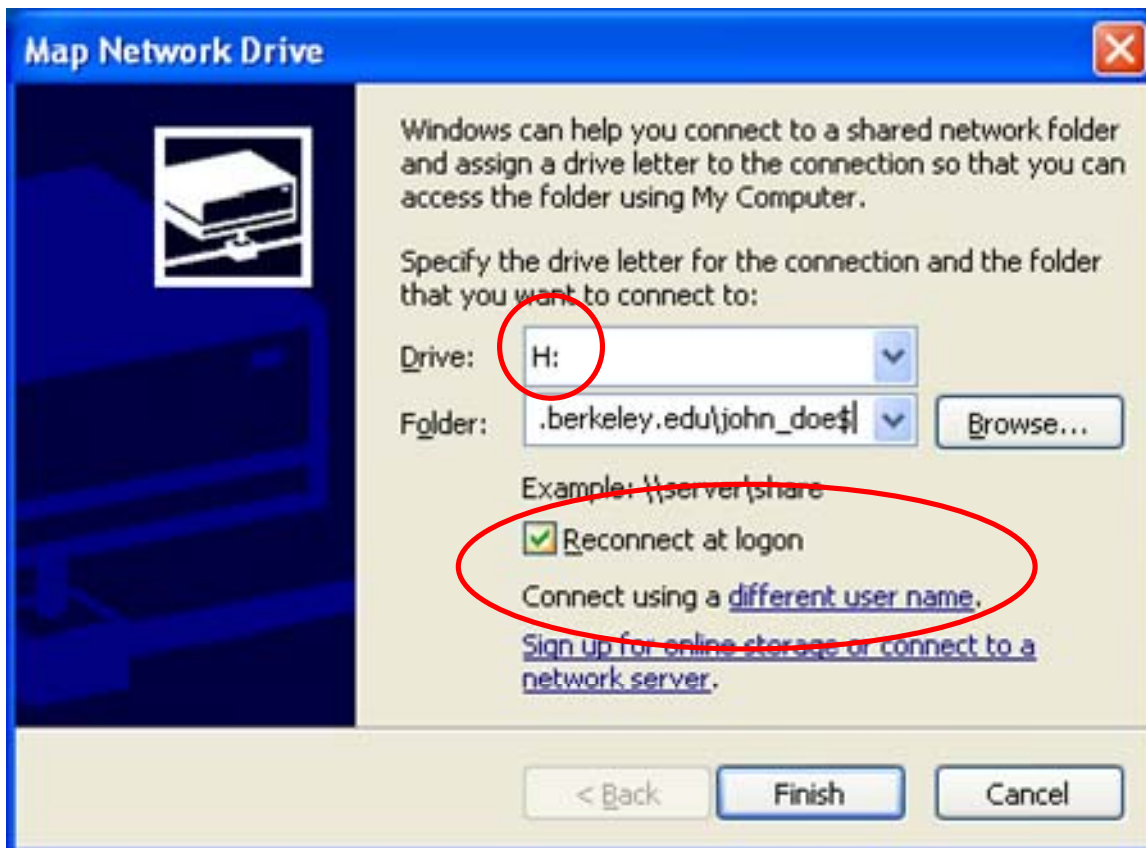
Students, Faculty and Staff have access to three different network shares, we call them the **H**, **I**, and **P** drives.

- The **H drive** is your **Home** drive, a personal and private share where you should save all your important documents. You can store up to **1GB** if you are a student, **2GB** if you are faculty or staff. The H drive is backed up every day so that your data is safe. This data can be restored if necessary – but only for the first three months after it was lost. These restore time restrictions apply to all of the drives.
- The **P drive** is a **Public** share. This drive can be used to store data temporarily- one week. This is a shared drive meant to be used for project collaboration and data sharing. Everyone has access to this drive. It is cleaned weekly on Sundays.

Step	Procedure
1	<p><b><i>Mapping a Drive at Haas</i></b></p> <p>The following instructions are divided into two different sections. One for students, and one for faculty, PHD students, and staff. This is because depending on the group that you belong to, some of the paths to the shares are different.</p> <p><b><i>Students</i></b> (MBAs, EWMBAs, MFEs, Undergraduates)</p> <p>In order to map a drive you need to know the name of the server, and the share that you are mapping. The following paths should be used by students to map their H and P drives:</p> <p><b>H</b> - \\hcs-data2.haas.berkeley.edu\username\$  <b>P</b> - \\hcs-data.haas.berkeley.edu\public , then open the <b>Podium PC</b> folder and save your data there.</p> <p>We will go through the steps in mapping the H drive as an example.</p> <ol style="list-style-type: none"> <li>First <b>right click</b> on <b>My Computer</b> (This can be done from the Desktop or from the Start Menu)</li> <li><b>Select Map Network Drive</b></li> </ol>



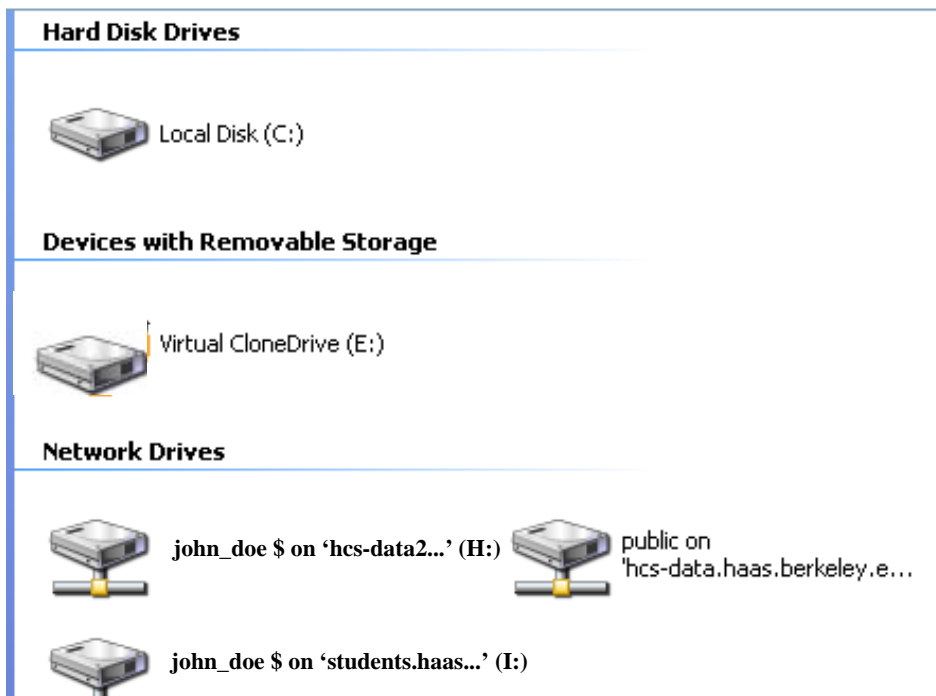
Step	Procedure
2	<p>a. Next, choose the <b>H letter</b> from the <b>Drive</b> drop down menu.</p> <p>b. Under the Folder field, enter <b>\\hcs-data2.haas.berkeley.edu\username\$</b> , i.e. <b>\\hcs-data2.haas.berkeley.edu\john_doe\$</b></p> <p>c. You have the option of leaving the box <b>“Reconnect at logon”</b> checked, however, your computer will try to connect to the drive(s) you mapped <b>every time you log on</b>, and you will see the message <b>“Could not reconnect all network drives”</b> in the system tray—until you enter your Haas credentials. On the other hand, if you leave this box checked you will not need to go through any of the steps above again, to connect to your drive(s). All you will need to do to do is <b>double click</b> on the drive to open it, and then <b>enter your Haas credentials</b> when prompted. Also, with Windows XP I believe that you will only need to enter your credentials once and you will be given access to all the Haas drives you have previously mapped with the same credentials</p> <p>d. Click on the link <b>Connect using a different user name</b>.</p>



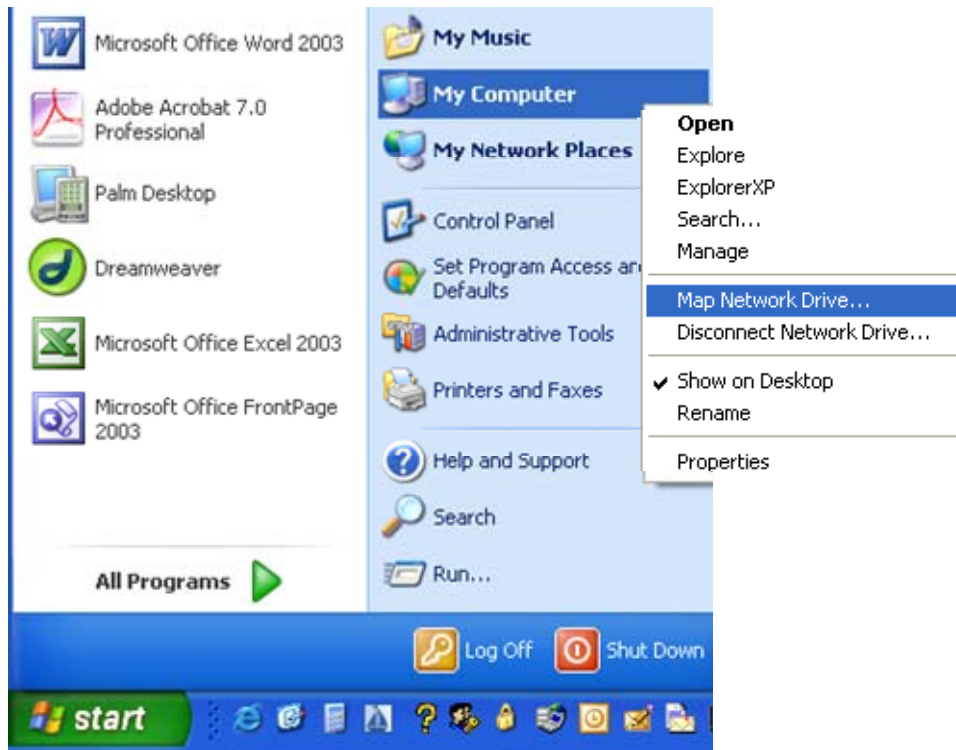
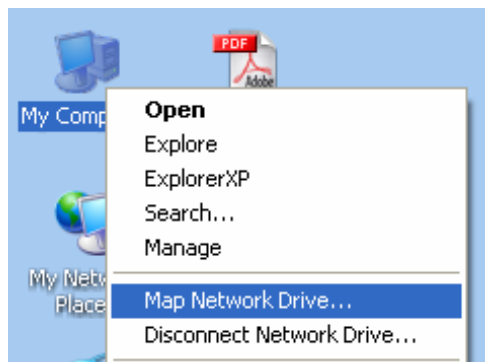
Step	Procedure
3	<p>a. In the <b>Connect As ....</b> window, enter your <b>Haas username</b> in the following manner:</p> <p>User name: <b>haas\username</b>                      Password: <b>Your Haas password</b></p> <p>b. Click <b>OK</b>, and then <b>Finish</b>.</p>



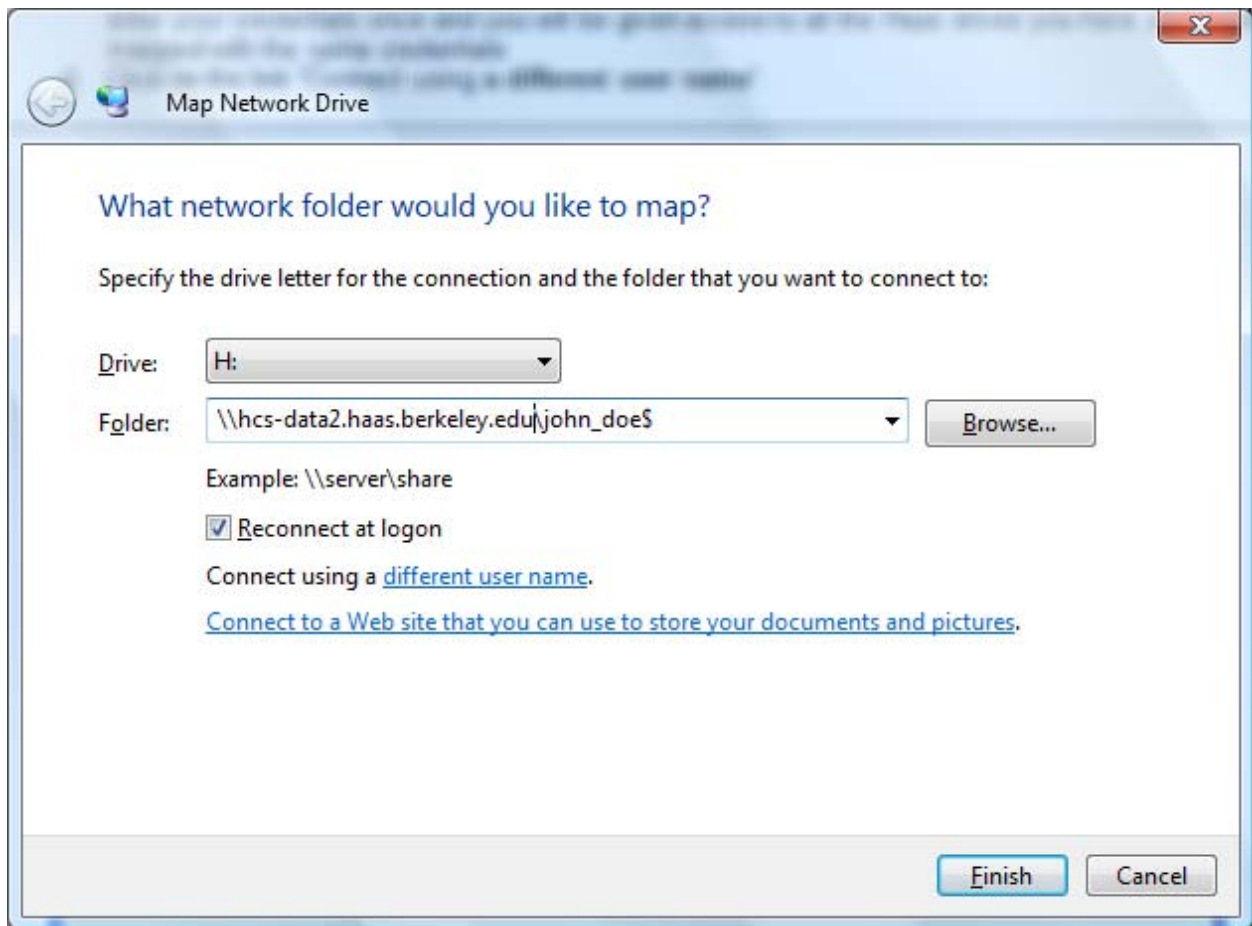
Step	Procedure
4	<p>The drive that you mapped should open after a few seconds. If not, open <b>My Computer</b>, and the drive should have appeared under <b>Network Drives</b>. You can open the drive from there and start using it as you normally would.</p> <p><b>That is it!</b> You can now use the paths on Step 1 to map your <b>I</b> and <b>P</b> drives!</p>



Step	Procedure
5	<p><b><i>Faculty, PHD Students, and Staff</i></b></p> <p>In order to map a drive you need to know the name of the server, and the share that you are mapping. The following paths should be used by faculty, PHD students and staff to map their H, I, and P drives:</p> <p><b>H</b> - \\hcs-data.haas.berkeley.edu\username\$  <b>P</b> - \\hcs-data.haas.berkeley.edu\public , then open the <b>Podium PC</b> folder and save your data there.</p> <p>We will go through the steps in mapping the <b>H</b> drive as an example.</p> <ol style="list-style-type: none"> <li>First <b>right click</b> on <b>My Computer</b> (This can be done from the <b>Desktop</b> or from the <b>Start Menu</b>)</li> <li><b>Select Map Network Drive</b></li> </ol>



Step	Procedure
6	<p>a. Next, choose the <b>H letter</b> from the <b>Drive</b> drop down menu.</p> <p>b. Under the <b>Folder</b> field, enter <b>\\hcs-data2.haas.berkeley.edu\username\$</b> , i.e. \\hcs-data2\john_doe\$</p> <p>c. You have the option of leaving the box <b>“Reconnect at logon”</b> checked, however, your computer will try to connect to the drive(s) you mapped <b>every time you log on</b>, and you will see the message <b>“Could not reconnect all network drives”</b> in the system tray—until you enter your Haas credentials. On the other hand, if you leave this box checked you will not need to go through any of the steps above again, to connect to your drive(s). All you will need to do to do is <b>double click</b> on the drive to open it, and then <b>enter your Haas credentials</b> when prompted. Also, with Windows XP I believe that you will only need to enter your credentials once and you will be given access to all the Haas drives you have previously mapped with the same credentials</p> <p>d. Click on the link <b>“Connect using a different user name”</b>.</p>



Step	Procedure
7	<p>c. In the <b>Connect As ....</b> window, enter your <b>Haas username</b> in the following manner:</p> <p>User name: <b>haas\username</b>                      Password: <b>Your Haas password</b></p> <p>d. Click <b>OK</b>, and then <b>Finish</b>.</p>



Step	Procedure
8	<p>The drive that you mapped should open after a few seconds. If not, open <b>My Computer</b>, and the drive should have appeared under <b>Network Drives</b>. You can open the drive from there and start using it as you normally would.</p> <p><b>That is it!</b> You can now use the paths on Step 5 to map your <b>P drive!</b></p>

