

## EIC USER MANUAL FOR ACCESSING THE NETWORK DRIVES

Please follow the corresponding instructions to access CEC network drives and manage your data, depending on the type of computer you are using:

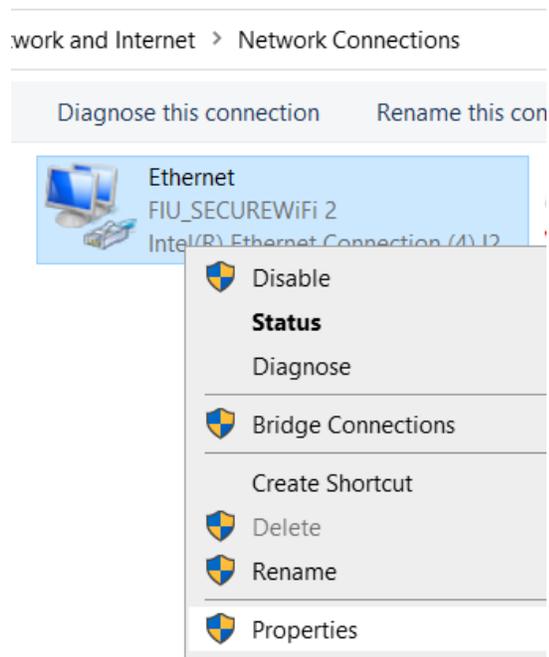
### WINDOWS:

**When you are off campus, please be sure to connect to FIU's VPN first.**

#### 1. Add DNS Suffixes

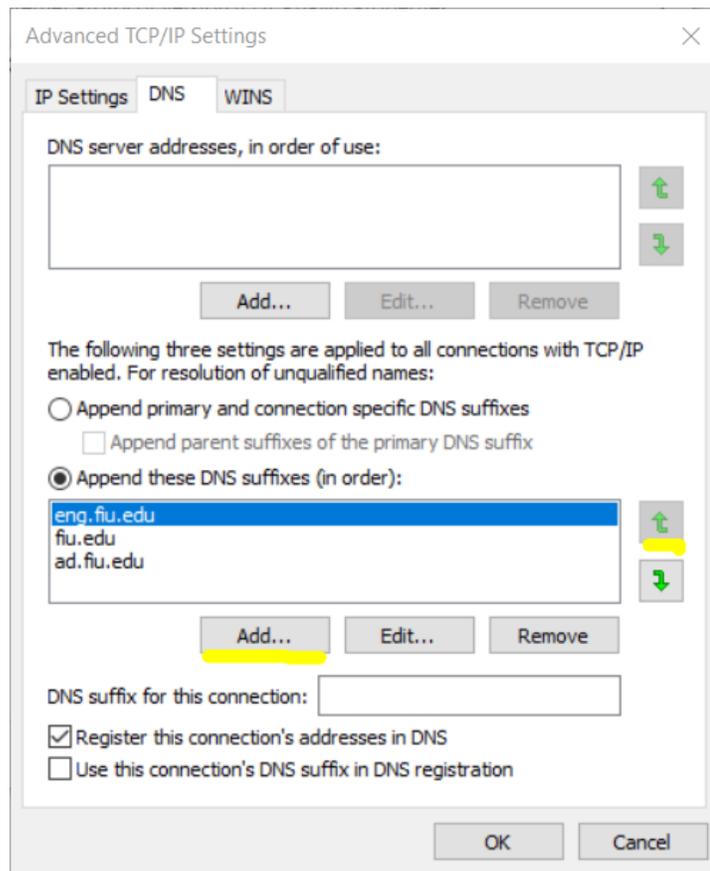
Access the properties of the network interface you wish to configure.

1. Click on the Search button and type in 'View network connections', then click on Open
2. Right click on the network interface you want to modify, then click on Properties.  
**(Please note: You will need administrative privileges to access the Properties pane.)**



3. Double-click on "Internet Protocol Version 4 (TCP/IPv4)"
4. In the Internet Protocol (TCP/IP) Properties dialog box, click the Advanced button.
5. Click the DNS tab in the Advanced TCP/IP Settings dialog box.
6. Click the "Append these DNS suffixes (in order)" radio button.

7. Now click the Add button to add DNS suffixes to the connection.
8. In the TCP/IP Domain Suffix dialog box, enter **fiu.edu** then click on Add
9. Repeat step 8 to add each of the remaining addresses **ad.fiu.edu** and **eng.fiu.edu**.
10. Make sure that eng.fiu.edu is at the top of the list. If not use the green up arrow to move it.
11. When finished, click OK to close the Advanced TCP/IP Settings dialog box.



12. Click OK to close the Internet Protocol (TCP/IP) Properties dialog box.
13. Click OK to close the network connection's Properties dialog box.

## 2. Mapping the Drives

You can access the shared folders in the following network drives by mapping them in Windows:

H-drive: Personal Home Workspace

Students:

[\\eicv23.ad.fiu.edu\DATA\\_EICV23\HOME](\\eicv23.ad.fiu.edu\DATA_EICV23\HOME)

Faculty & Staff:

[\\eicv6.ad.fiu.edu\DATA\\_EICV6\HOME](\\eicv6.ad.fiu.edu\DATA_EICV6\HOME)

M-drive: Course materials:

[\\eicv21.ad.fiu.edu\DATA\\_EICV21\READ](\\eicv21.ad.fiu.edu\DATA_EICV21\READ)

R-drive: Research data:

[\\eicv22.ad.fiu.edu\DATA\\_EICV16\RESEARCH](\\eicv22.ad.fiu.edu\DATA_EICV16\RESEARCH)

S-drive: Departments shared folders.

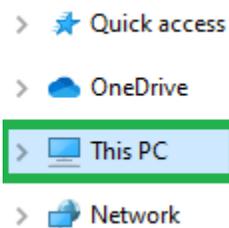
[\\eicv21.ad.fiu.edu\DATA\\_EICV21\DEPARTAMENTAL-SHARES](\\eicv21.ad.fiu.edu\DATA_EICV21\DEPARTAMENTAL-SHARES)

To map any of these network drives in Windows, please follow these steps:

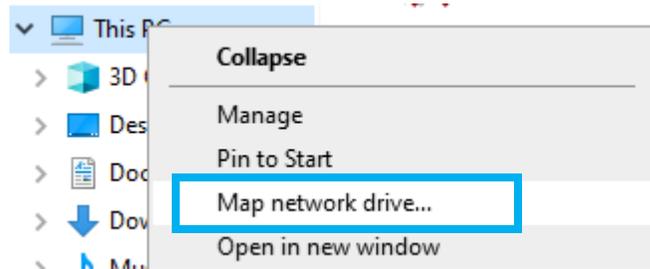
1. Open **File Explorer** from the taskbar or the **Start menu**, or press the **Windows logo key + E**.



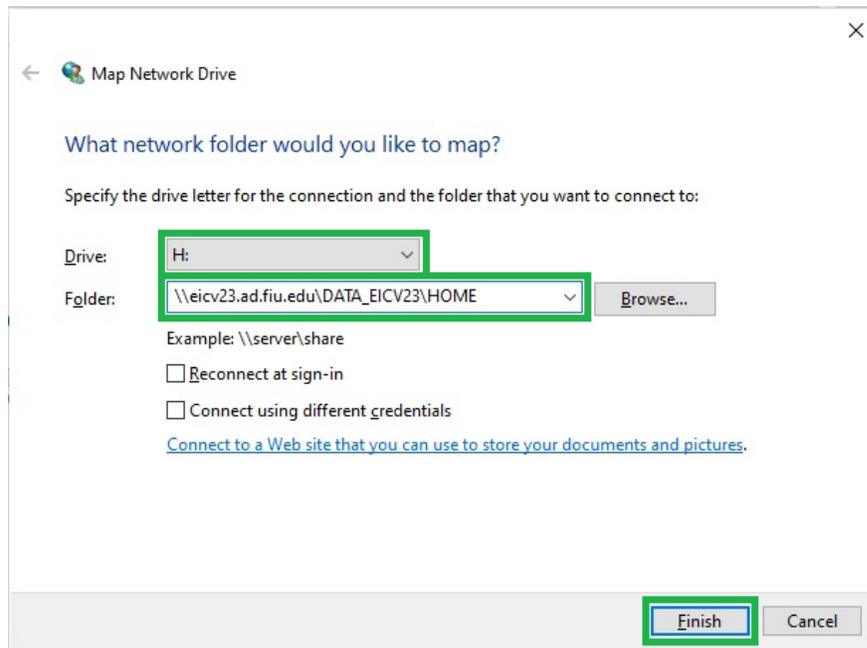
2. **Select and Right Click “This PC”** from the left pane.



3. Then select **Map network drive**.

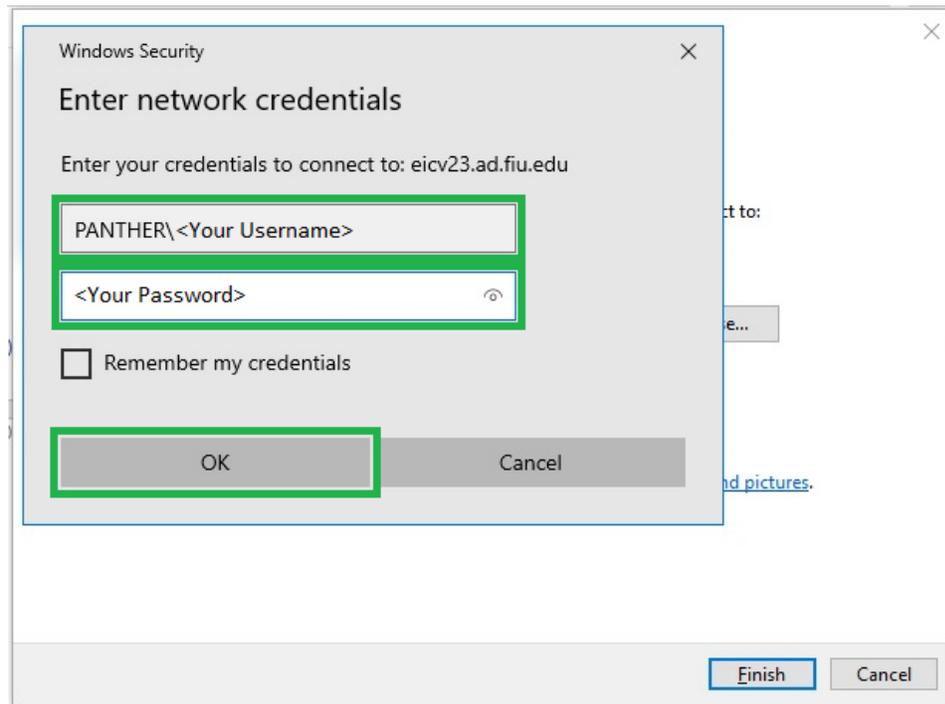


4. In the **Drive** list, select a drive letter. (Any available letter will do.)
5. In the **Folder** box, type the full path of the network drive's shared folder.

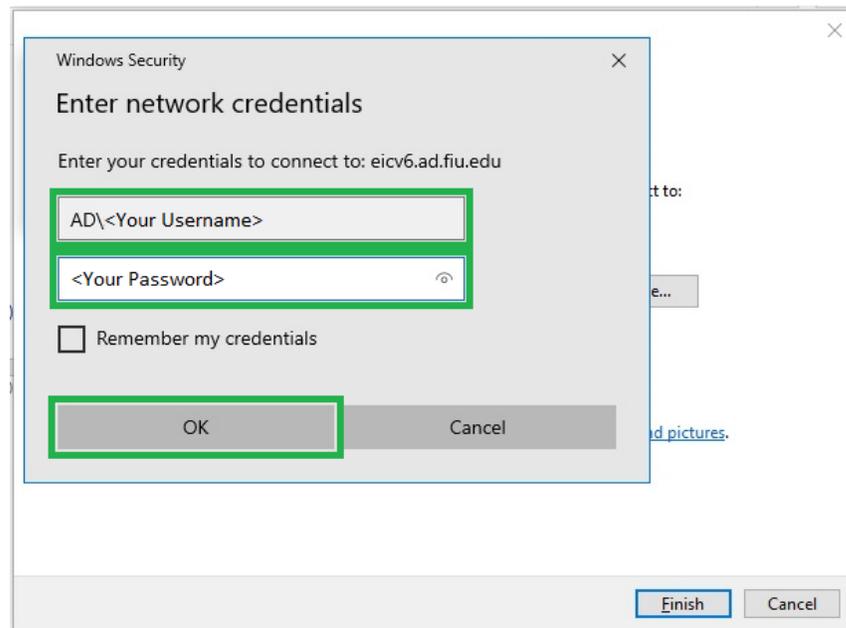


6. Select **Finish**.

7. At the **Enter network credentials** pop-up window, do as follows:
  - a. If you are a **student**, type in your login as: **PANTHER\<your username>**



- b. If you are **faculty/staff**, type in your login as: **AD\<your username>**



8. Then type in your my.fiu.edu password.
9. Click on the **“OK”** button.

10. Click on your username to access your corresponding folders and files in home directory:

