Mapping a Drive on BMIISI (Windows)
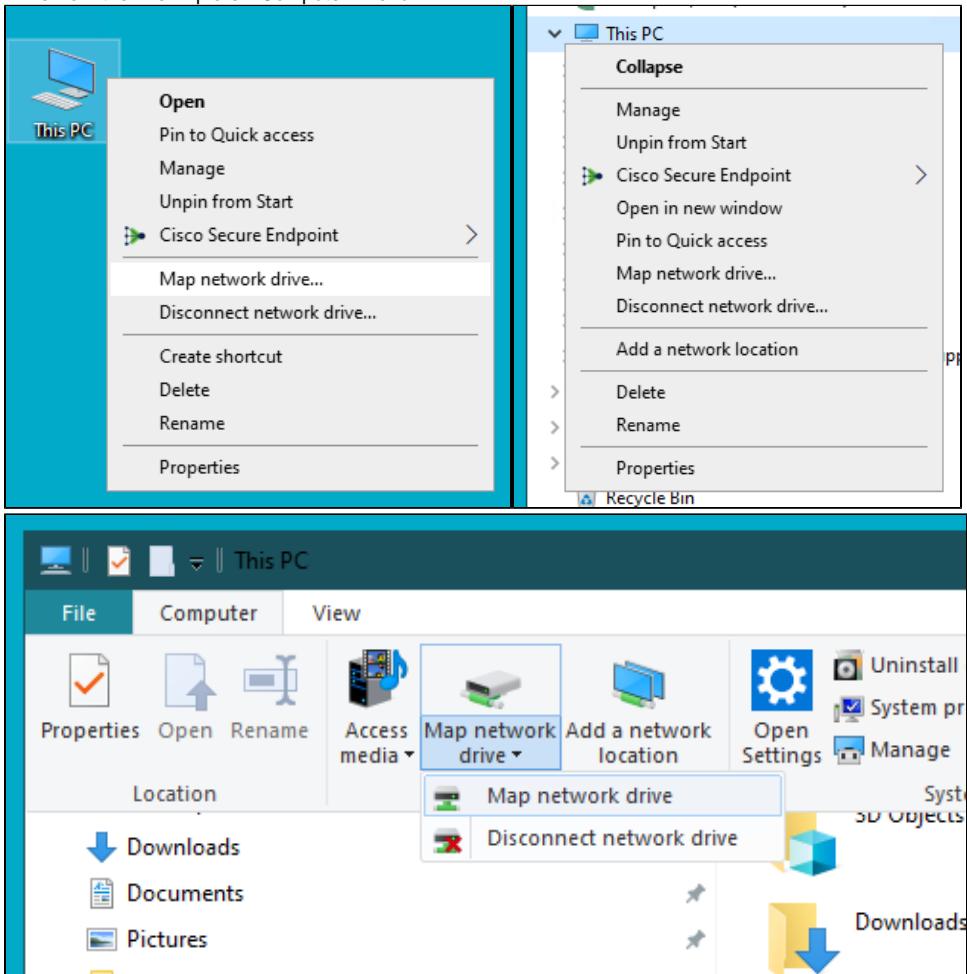
How to map a drive to the BMIISI RES server (bmiisi.chmcres.cchmc.org) in Windows 7 & Windows 10.

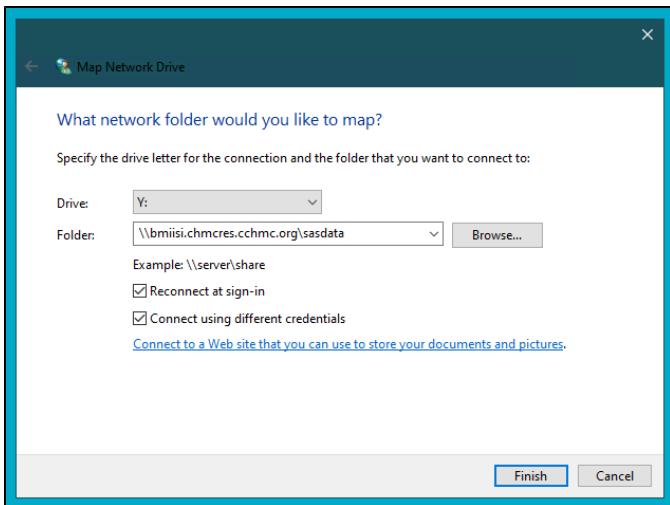✅ Download a PDF copy of this document: RESITHUB-MappingBMIISIWin-050618-1337-13.pdf

ⓘ **Getting Access to a Drive**

- After being granted access to a drive, you must restart your computer before mapping a drive to it.
  If you are denied access to a drive, please restart your computer and try mapping it again.

- Authorizers can grant access to users via the Permissions Manager.
  Authorizers do not automatically have access, but they can grant access to themselves.

- The Permissions Manager can be accessed here: https://dp.research.cchmc.org/.

- Instructions on how to use Permissions Manager are here: https://confluence.research.cchmc.org/x/dgNcAw.

1. Right-click **This PC** on your desktop and select **Map Network Drive**. You can also right-click This PC in File Explorer or select Map Network Drive from the File Explorer "Computer" menu:

2. The Map Network Drive window should appear. For the **Drive** field, select the letter you want to assign to the network folder you are mapping. In the **Folder** field, type or paste the address of the folder you would like to assign to the drive letter. Example:**\\bmiisi.chmcres.cchmc.org\SHARE_NAME**. In the screenshot below we are accessing the share "sasdata":
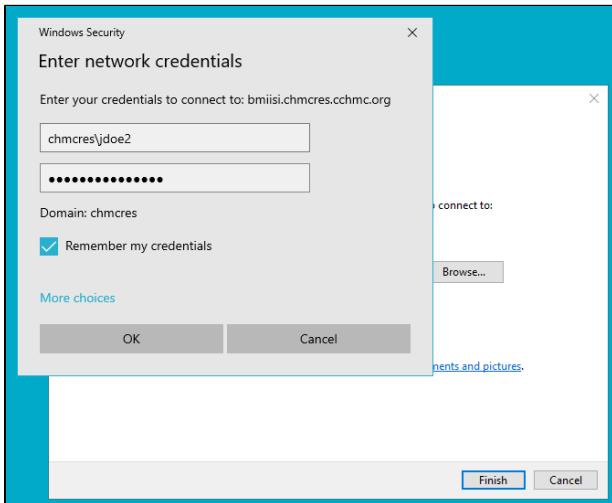
3. Check the box to "**Reconnect at sign-in**".

4. Check the box to "**Connect using different credentials**" and then click the **Finish** button.

5. In the "Windows Security" window **enter your User ID with the "chmcres\"** prefix, then your **password**, and click the **OK** button. In this example, Jdoe2 is used for the user ID, so "**chmcres\Jdoe2**" is entered.
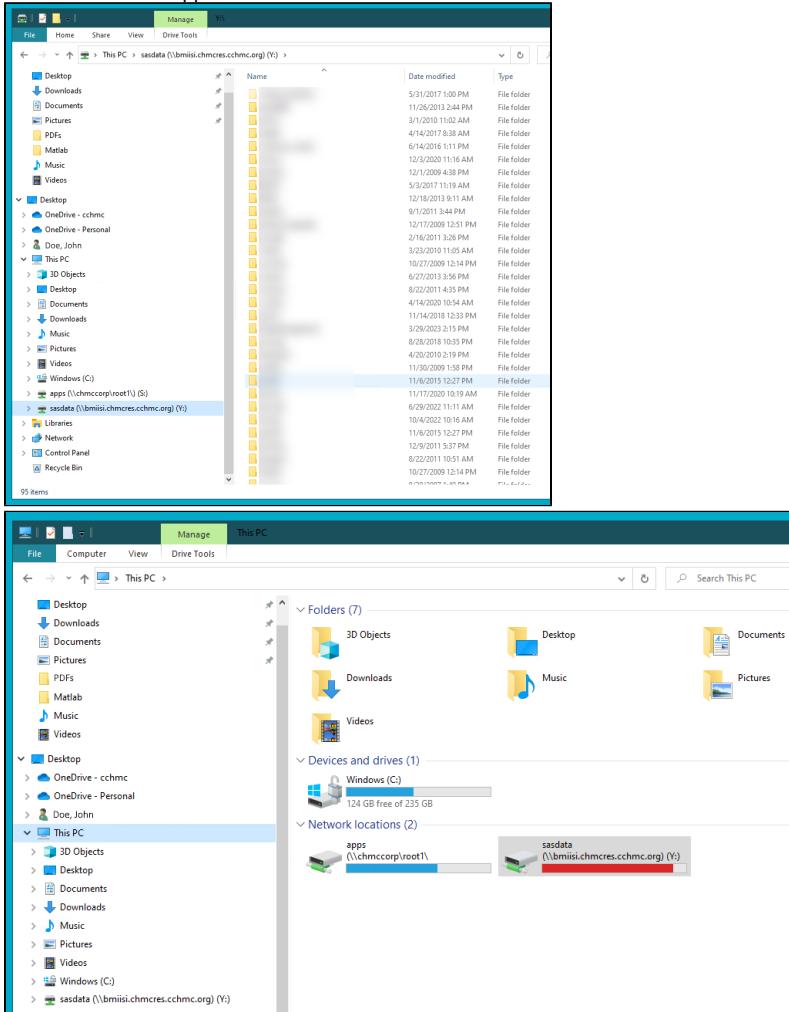
> ⊕ **You must format your User ID as "chmcres\userid"**
>
> **You must check the box to "Connect using different credentials" and your User ID must be formatted as "chmcres\userid", where "userid" is your CCHMC User ID.**

6. The drive is now mapped.

Getting additional help

If there are still any issues after reading these instructions and any help is still needed please email help-rds@bmi.cchmc.org for further assistance.