

Mapping a Drive on BMIISI (Windows)

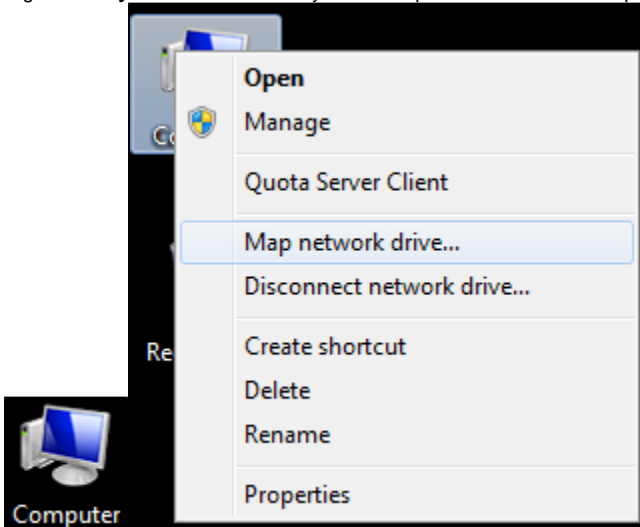
How to map a drive to the BMIISI RES server (bmiisi.chmcres.cchmc.org) in Windows 7 & Windows 10.

Download a PDF copy of this document: [RESITHUB-MappingBMIISiWin-050618-1337-13.pdf](#)

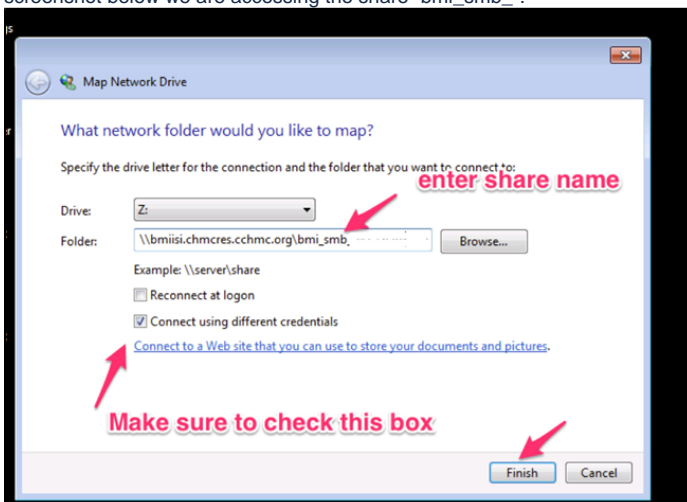
Getting Access to a Drive

- 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 **My PC OR This PC** on your desktop or in Windows File Explorer and select **Map Network Drive**:

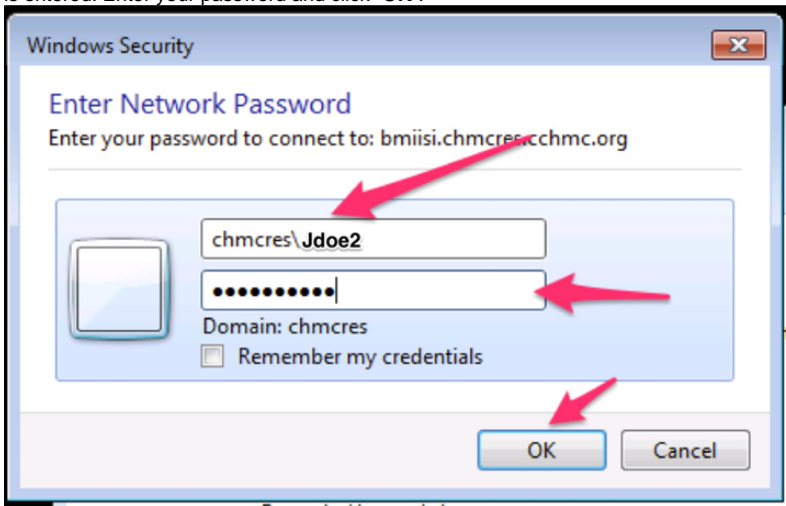


2. The Map Network Drive window should appear. For **Drive**, select the letter you want to assign to the network folder you are mapping. For "**Folder**", type or paste the address of the folder you would like to assign to the drive letter. Example: `\\bmiisi.chmcres.cchmc.org\SHARE_NAME`. In the screenshot below we are accessing the share "bmi_smb".

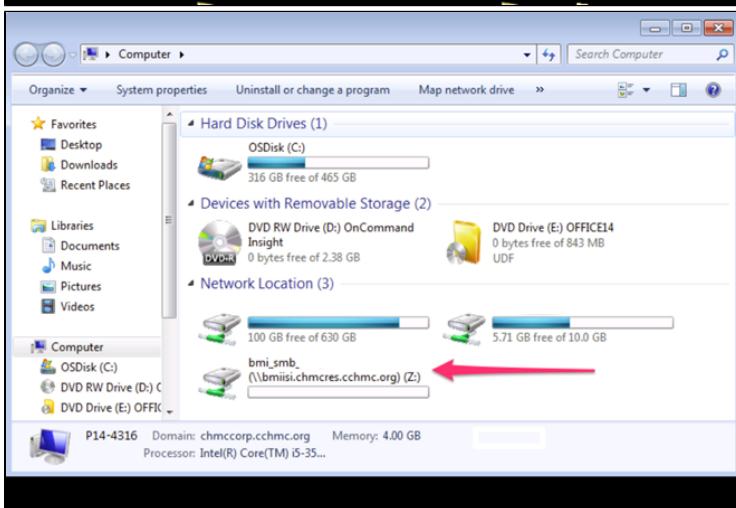
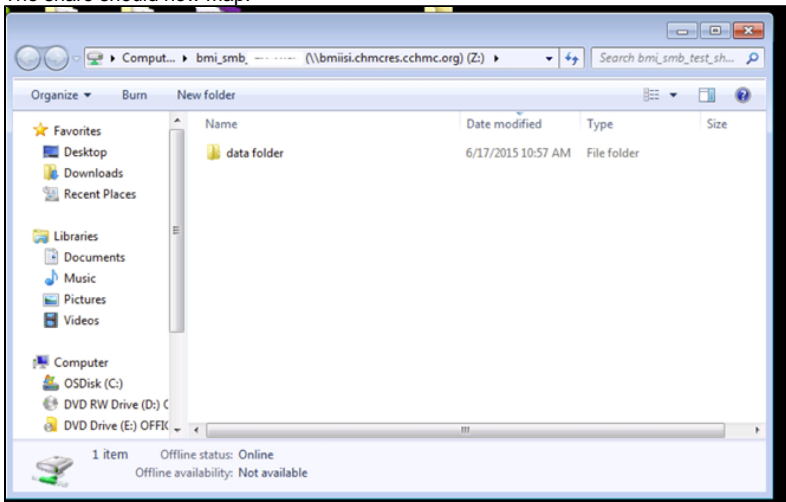


3. Select the **Reconnect at logon** checkbox.

- Also, make sure to check “Connect using different credentials” and then click the “Finish” button.
- Your User ID needs to be formatted as **chmcred\XXXXXX**, where XXXXXX is your CHMC user id.
- In the “Windows Security” screen enter your User ID with the “chmcred\” prefix. In this example, Jdoe2 is used for the user ID, so **chmcred\Jdoe2** is entered. Enter your password and click “OK”.



- The share should now map.



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.

