

## Accessing the ABS Network Drives from Off-site

The ABS shared drives (H, J, and K) are normally only accessible from a wired jack from within ABS. However, ABS employees can also access our network drives from home or another off-site location. This involves four basic steps summarized below, with detailed steps following.

1. Get your manager's approval to work from home.
2. Make sure your home computer is secure (item #5 starting on next page).
3. Set up a Virtual Private Network (VPN) on the computer you will use to access the drives.
4. Logon to the ABS VPN site.

### Set up a VPN

1. Go to <http://www.colorado.edu/oit/vpn> to learn about VPN service at CU-Boulder.
2. Click on the [Web Browser \(VPN Web Interface\) option](#).
3. Click on [Access Instructions](#) and follow the steps to install the VPN. **Be patient** while things load, install, and open.
4. Once the VPN is launched, you can access general campus resources, such as myCUinfo.

### Accessing ABS drives

1. With the VPN installed, go to <https://cuvpn.colorado.edu/abs> and logon with your Identikikey.
2. This brings up the screen below. Follow the steps below **in number order**.
  - 1) Click the **Start** button at the bottom of the screen.
  - 2) Enter the drive you want.
  - 3) Click the **Browse** button.

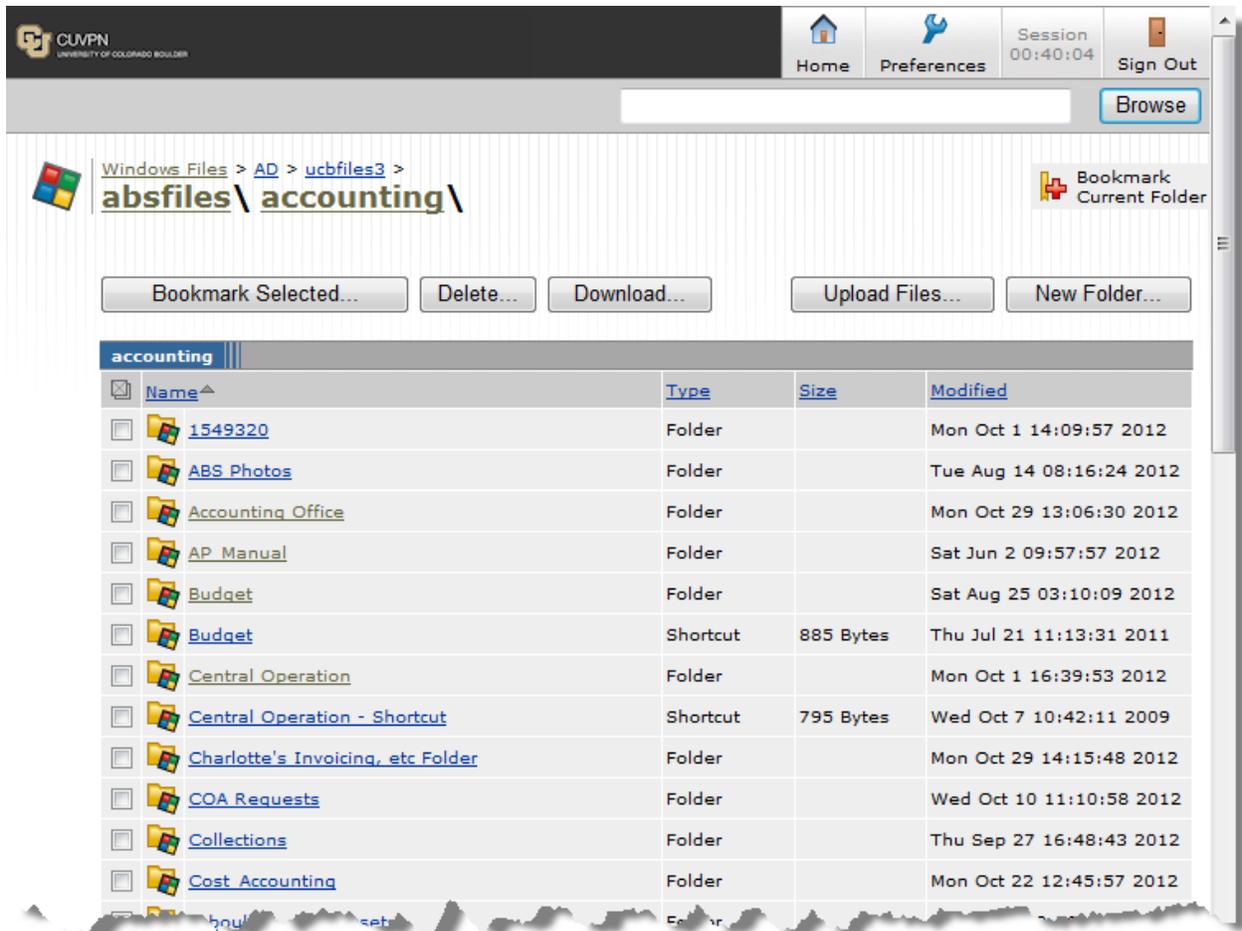
The screenshot shows the ABS VPN web interface. At the top, there is a navigation bar with 'Home', 'Preferences', 'Session 00:49:01', and 'Sign Out'. Below this is a text input field containing the path '\\ucbfiles3\absfiles\accounting' and a 'Browse' button. The main content area is divided into several sections: 'Web Bookmarks' (empty), 'Files' (empty), 'Terminal Sessions' (with a 'Launch' button and a text input field), and 'Client Application Sessions' (with a 'Start' button). Three red callout boxes are overlaid on the image: 'Step 1' points to the 'Start' button in the 'Client Application Sessions' section; 'Step 2' points to the text input field containing the drive path; 'Step 3' points to the 'Browse' button.

**Step 2** Enter the drive you want to access:  
For J drive type: \\ucbfiles3\absfiles\accounting  
For H drive type: \\ucbfiles3\absfiles\users\<>your logon ID>  
For K drive type: \\ucbfiles3\absfiles\shares

**Step 3** Click the **Browse** button.

**Step 1** Click the **Start** button.

3. Entering the J drive address brings up the screen below. Just click to the folder/file you want.



4. The layout is a little different than what you may be used to, but it's all there. You can use the **breadcrumbs** (circled below) to locate where you are in the drive structure.



5. **Security warning!** If you access job-related files from home, you must take security precautions. For example, if your home computer is hacked, your passwords may be at risk including your Identikey. That puts ABS and university information at risk. To find out how to keep your personal computer safe and secure, see <http://www.colorado.edu/oit/it-security/security-awareness>. Specifically:

- Use an up-to-date **firewall** and make sure it's turned on.
- Use an **antivirus** program and make sure it has the latest updates from the manufacturer.
- **Secure your home network:** create a strong password for your router—don't use the default manufacturer password; use WPA encryption not WEP.

- Make sure you're using the latest version of **Java**.
- Take the **same care** you do at the office when working on the ABS network drives—don't delete or move files that don't belong to you.
- Exercise the **same precautions** you do at work: log off from the ABS drives before leaving your home computer unattended to prevent unauthorized access to university data.