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 two basic steps summarized below, with detailed steps following.
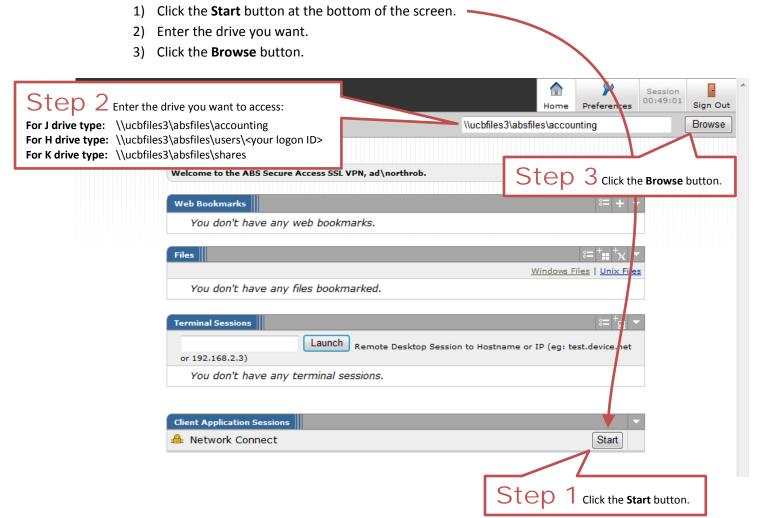
1. Set up a Virtual Private Network (VPN) on the computer you will use to access the drives.
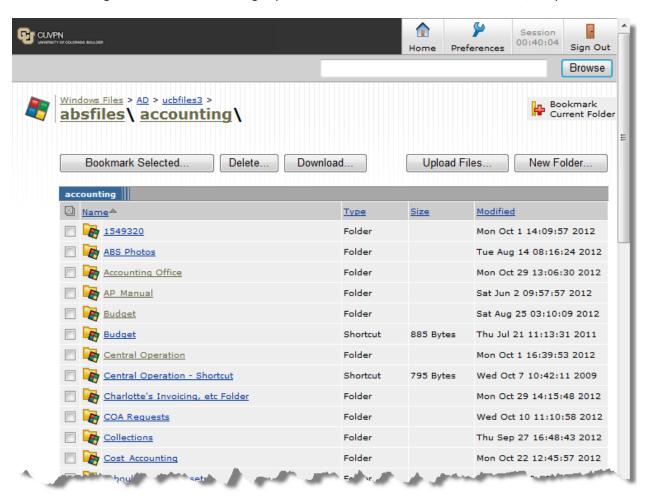2. Logon to the ABS VPN site.

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 Identikey.
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.

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

Home   Preferences   Session 00:49:01   Sign Out

\\ucbfiles3\absfiles\accounting   [Browse]

Step 3 Click the **Browse** button.

Welcome to the ABS Secure Access SSL VPN, ad\northrob.

Web Bookmarks
You don't have any web bookmarks.

Files   Windows Files | Unix Files
You don't have any files bookmarked.

Terminal Sessions
[   ] [Launch] Remote Desktop Session to Hostname or IP (eg: test.device.net or 192.168.2.3)
You don't have any terminal sessions.

Client Application Sessions
🔒 Network Connect   [Start]

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, take security precautions. 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. Also remember:
    *   As always, take the same care you do at the office when working on the ABS network drives—deleting and moving files that don't belong to you makes for a real bad day.
    *   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.