# Reconnecting your Campus Drives after a Password Change

## Re-mounting your campus drives after a password change.

Sometimes when changing your password from a remote computer, your campus drives may become inactive or "un-mapped" and you will need to re-map the drives.
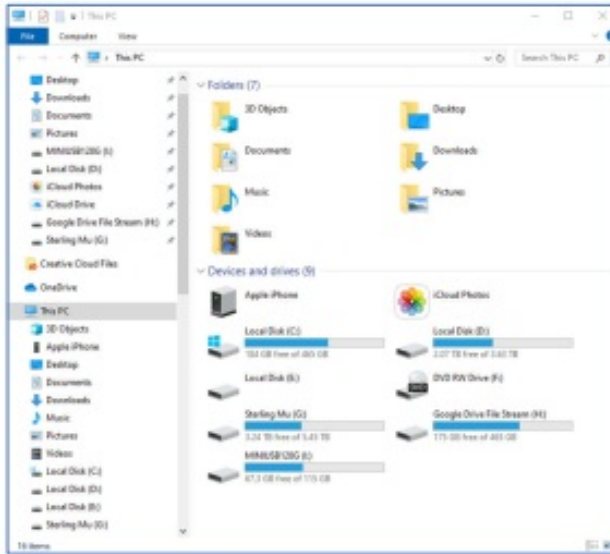
### For a personal PC
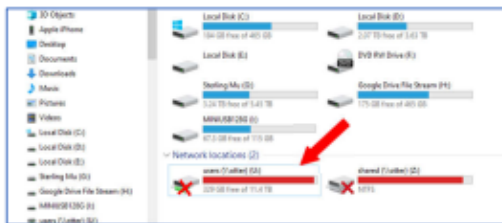


Make sure you are connected to the VPN. Close all open documents and applications. Open an Explorer window. IF your network drives appear but you don't have access, you will first disconnect the drives. Right click on the drive.
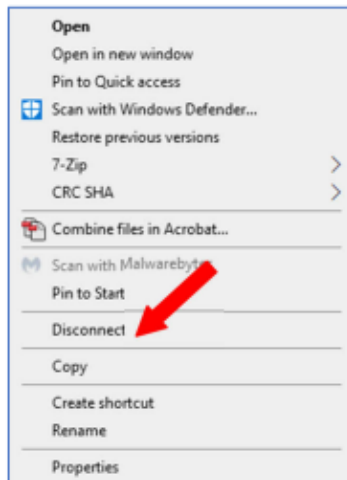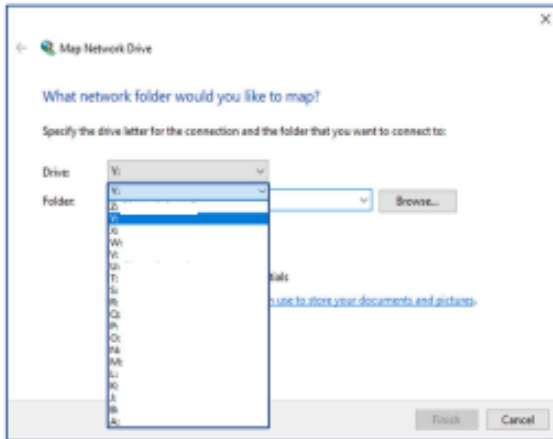


In the dialogue box that opens, click on "Disconnect" Do this for both your U and V drives.
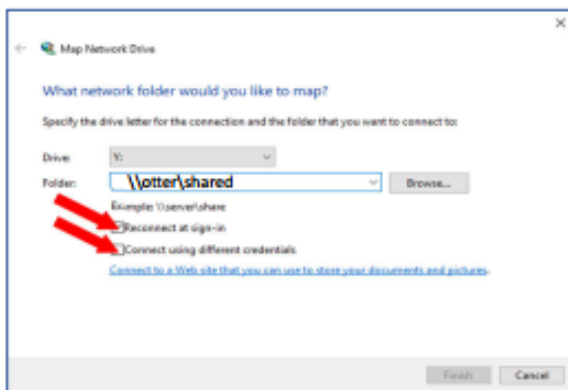
Your mapped drives should no longer appear in your file explorer window. If your drives still appear you may need to reboot your computer. Make sure you login to the VPN again.
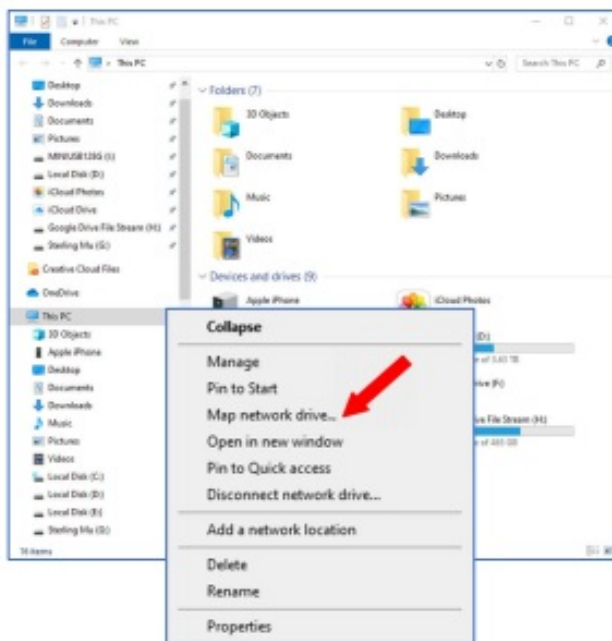


Open a file explorer window and click on "This PC" Right click and choose "Map Network Drive.
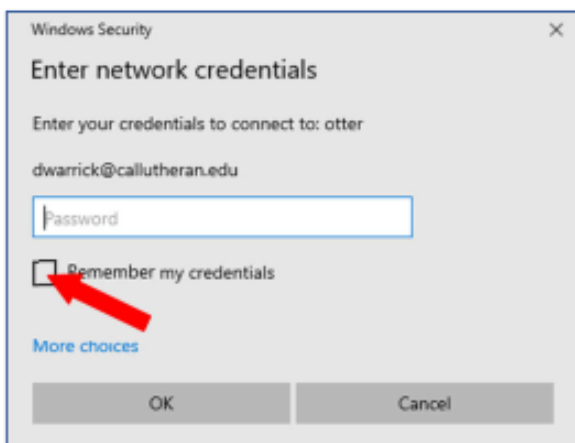
We'll begin by re-mapping your departmental drive. Begin by selecting drive letter "V".
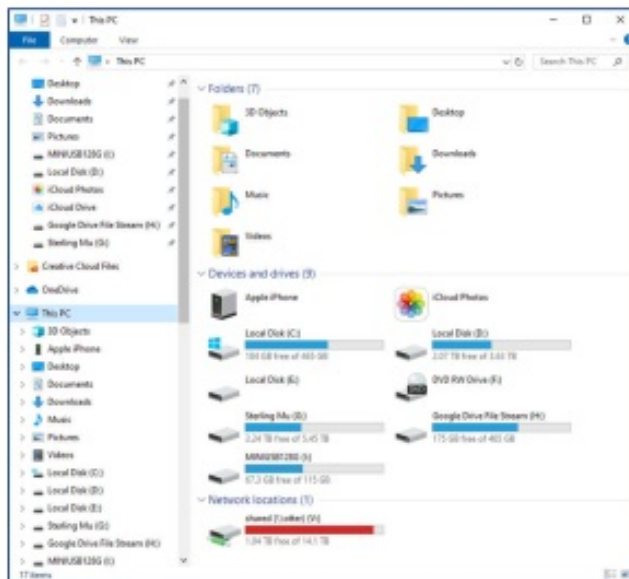


Make sure you have a checkmark in both "Reconnect at Startup" and "Connect using different credentials"

In folder name for the "V" drive type: \\otter\shared
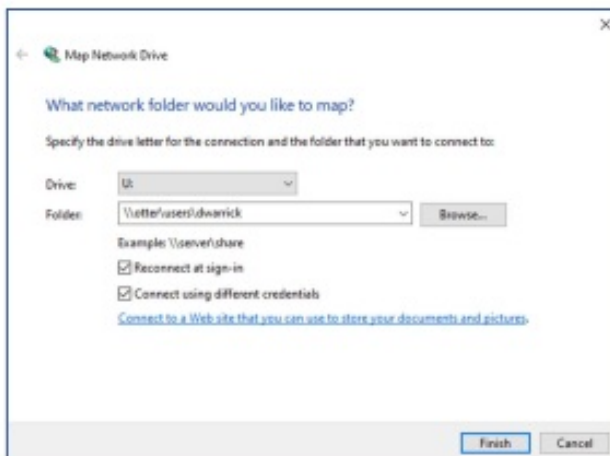
Click Finish.



Enter your CLU credentials and place a checkmark in the box "Remember my credentials"

The V drive now appears in your Explorer window.



Remap your "U" drive in the same way. This time, in the map network drive dialogue box, enter:

\\otter\users\username
*(Where username is your campus user name)*

Your departmental and personal drives have now been restored and you can access your campus data as long as you remain connected to the VPN