Map Grants.Gov in Windows 7

The following assumes that you are connected to the BUMC network, either directly or using VPN. If you are at home or on a non-configured BU machine, you MUST connect via VPN. In general we recommend using VPN while connected from ANY location, regardless of your configuration. Most importantly, if you are having any difficulties mapping the drive below we recommend trying VPN before contacting us.

1. **Click Windows Start Button,**and open **Computer**
2. Click **Map network drive**
3. Select the **Drive Letter** (I choose X in my example), Type **\\bumc.bu.edu\grants.gov,**Check **Reconnect at Logon b**ox if you want the Mapping to be persistent (remain after a reboot).  Check**Connect using different credentials** box, Click **Finished** when finished.

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1. When prompted, enter your BU username (ad\username) and Kerberos password and click **OK.**

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1. You should now able to see the new drive in Computer under Network Location. Unless you changed it, the name of the drive should be ‘**grants.gov (\\bumc.bu.edu)(X:)’**