Introduction

The Griffith Research Vault provides archival storage of digital data that is infrequently used, but stored for long-term retention.

Once you have been provided access to a Research Vault folder "{Share name}" you will need to follow these instructions to map a drive to connect from your Windows 10 computer.
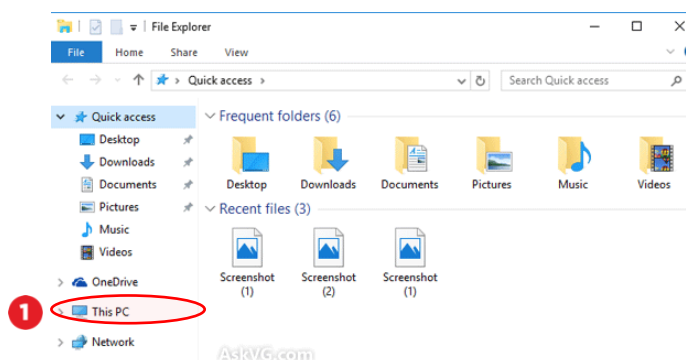
IMPORTANT:

When entering Griffith credentials always login using *staff\sNumber* (e.g. staff\s123456) and your portal password.
If connecting from home, you must connect using Griffith VPN. You can only connect from a home/personal computer if it complies with your research ethics.
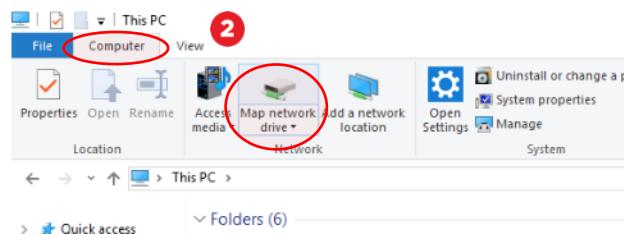
Step 1: Map network drive for Research Vault

1   Open **File Explorer** Window by clicking ⊞ + **E** (Windows key + letter E).

Choose **This PC** from the left side of the window.

2   On the **Computer** tab, select **Map Network Drive**.

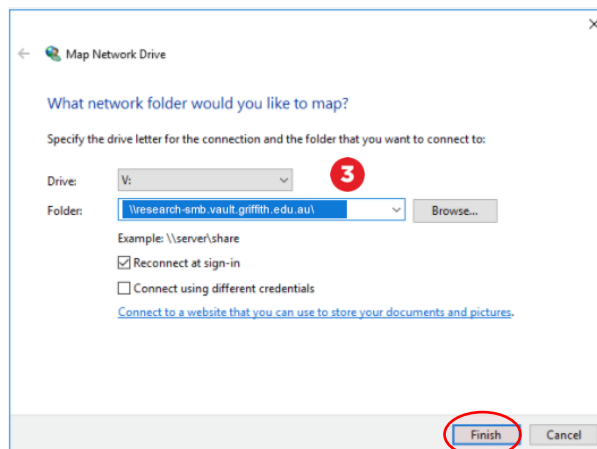**3**   In the **Map Network Drive** window, choose **Drive** letter from dropdown.

In the folder field type:
\\research-smb.vault.griffith.edu.au\{Share name}

For example: \\research-smb.vault.griffith.edu.au\ERS

!   The {Share name} is the folder name advised by Griffith eResearch when the Research Vault was created.
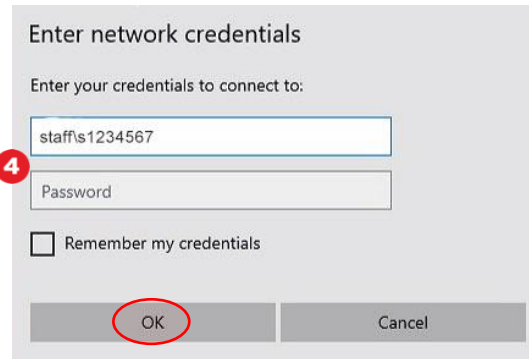
Click **Finish**.

Alternatively, type in the Griffith Research Path \\research-smb.vault.griffith.edu.au\ then select Browse to search for your Research Vault folder.

4 If prompted for credentials, enter the following:

Username: **staff\sNumber**
Password: **Griffith Portal password**

Click **OK**

5 You will then be able to access your Research Vault from your Windows Computer.

For more information contact:
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