Shared Drive – Pediatric Divisions

Faculty members in Pediatrics have access to a shared drive for their division, often referred to as your **s-drive**.

1. Determine which server you need:

Pediatrics uses two different servers:
- Academic General Peds (PCP): **\\UTMBF5\PCP-Pedi**
- All other divisions (RB6): **\\UTMBFS3\PEDI**

  Note: Urgent Care Faculty may need both, if working in Urgent Care and General Peds
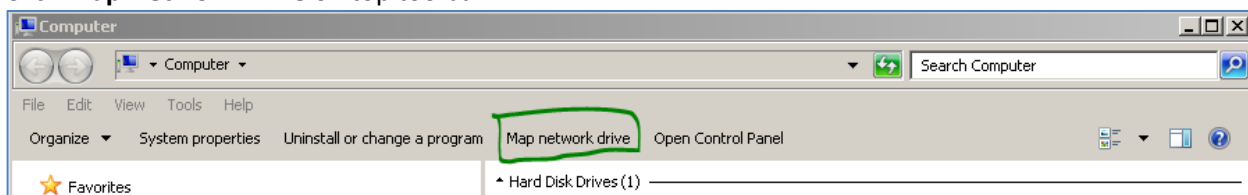
2. Request access:
To be given access to your divisional shared drive, contact your "trusted administrator"
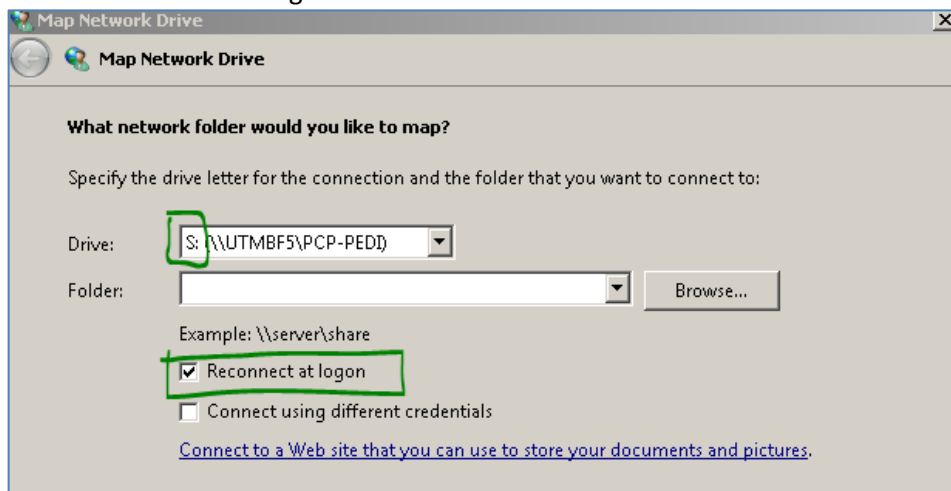(for Pediatrics, this is Tayna Vazquez).

3. Map your desktop or laptop to this drive:
(must do this on *each* computer for which you want s:drive access)

a. Find **My Computer** (a) from the desktop or (b) from **Start Menu → Compute**r

b. Click **Map Network Drive** on top toolbar

c. Choose S (*if both division drives needed, use a different drive letter for each)
Add the server name (using the choices above)
And check "Reconnect at Logon"

4. Click **Finish**