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): `\UTMBF53\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 → Computer
   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