

The SOM Dean's Office provides a limited amount of secure data storage for all SOM departments. This data is backed up nightly and secured using folder permissions. When logging onto a SOMTech-supported Windows computer, users will be given a T: drive (Share drive) which houses department-shared data and a U: drive (Home drive) which is data that is not shared with other users.

Manual Connections

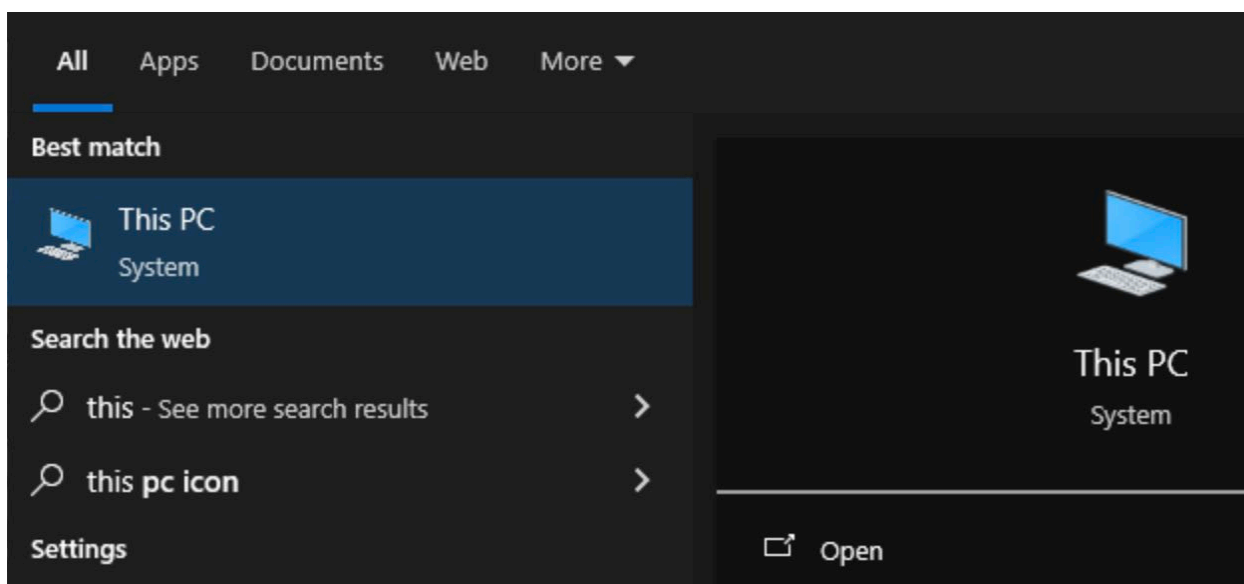
If for some reason, on a SOM-supported Windows computer, the SOM Shares do not map automatically when you login - use the instructions below to manually map the drives.

Connecting to the share drives from personal computers is not permitted. Please reach out to somtech@vcuhealth.org for other connection methods.

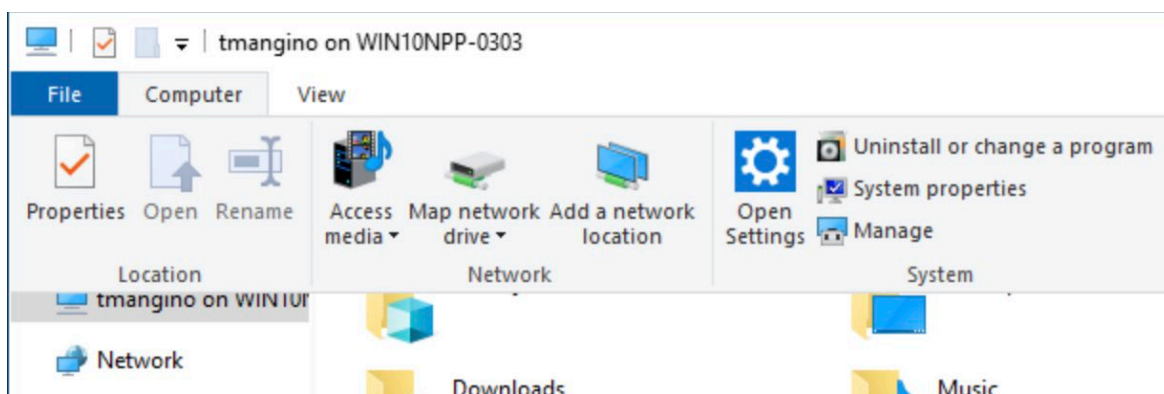
Windows PCs

For Windows 10 PCs, please follow these steps to establish a connection:

1. Click the **Start** button.
2. Begin typing **This PC** and wait for the results
(NOTE: If manually mapping on a VCU Health computer - it may rename This PC to match your VCU Health username, look for the icon on your desktop instead)



3. Within **This PC**, select the **Computer** tab and then choose **Map network drive** from the toolbar. This will open the **Map Network Drive** window.



4. Select an unused drive letter from the **Drive:** dropdown menu.
Enter the following folder in the **Folder** field: \\rams.adp.vcu.edu\som\
Check the box to **Connect using different credentials**.



What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

☐ Reconnect at sign-in

☒ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish

Cancel

Click the **Finish** button.

5. When prompted for your login credentials, enter your eID and eID password.
(if you're on a VCU Health computer, then you will likely need to enter your eID as such: RAMS\<eIDHere>)

Windows Security

Enter network credentials

Enter your credentials to connect to: rams.adp.vcu.edu

Domain: rams

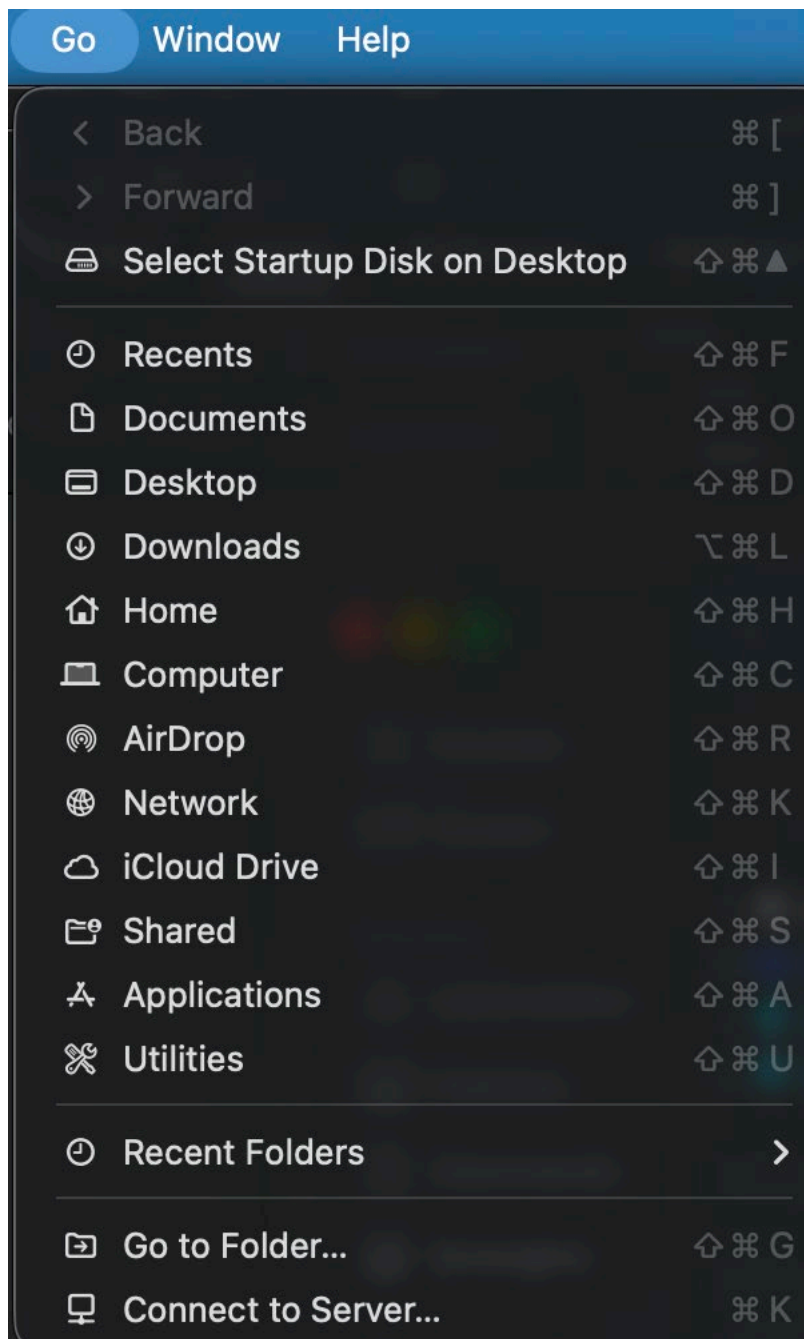
☒ Remember my credentials

6. After submitting your credentials, a drive which contains both department share folders and your home folder will be mapped.

Macs

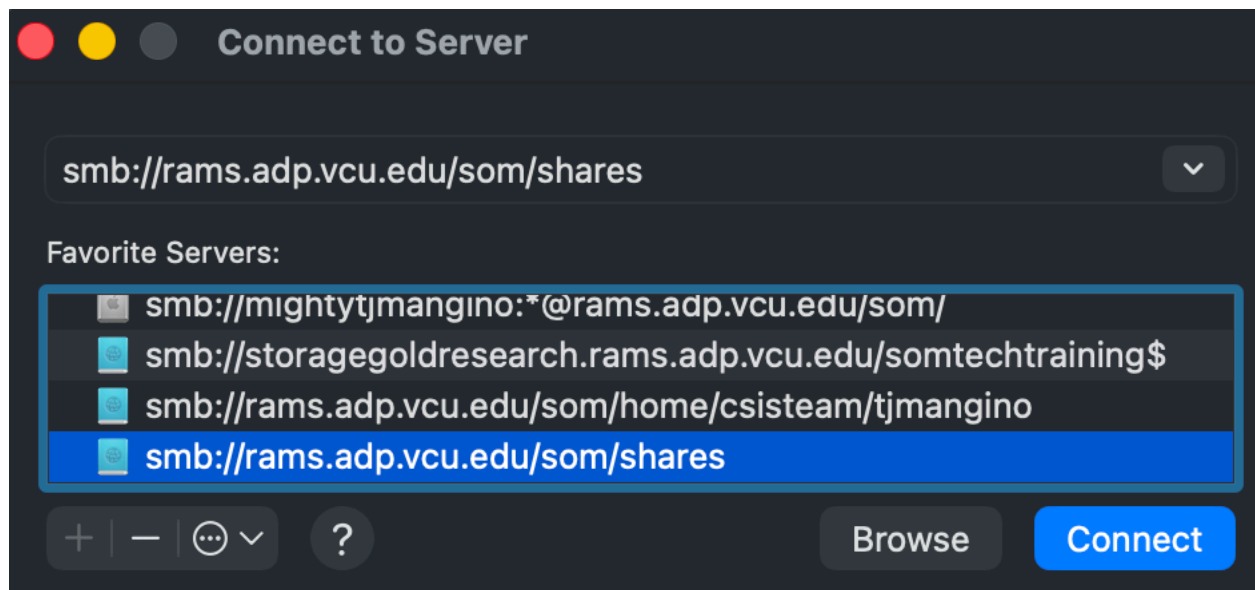
For Macs, please follow these steps to establish a connection:

1. Open Finder.
2. Within the top menu bar, click on the **Go** dropdown.



3. From the **Go** menu, select **Connect to Server....** (or press Cmd + K)

4. In the **Server Address** field, enter the following paths, substituting *DEPT* with the department name listed in the list below and *eID* with your eID.
Click the plus sign (+) after entering each address to save them to the **Favorite Servers** section.



- 5.
- `smb://rams.adp.vcu.edu/som/shares/DEPT`
 - `smb://rams.adp.vcu.edu/som/home/DEPT/eID`
6. Highlight the server that you want to connect to and click the **Connect** button.
7. When prompted for your login credentials, enter your eID and eID password (In certain circumstances, you may need to precede your eID with RAMS\, like RAMS\eID).
8. You should now see shortcuts to the file shares on the desktop.

Department Folder Names

Use the department/division folder names below when manually connecting to the file shares from a Mac.

- ACSS
- Addiction Psych
- Admin
- Anatomy
- Anatomy Pictures
- Anesthesiology
- Biochemistry
- BARGISurg
- Billing
- Biostatistics
- Cardiothoracic

- CCTR
- CSIS Team
- CTCCE
- Deans Office
- Dermatology
- Emergency Medicine
- Epidemiology
- Genetics
- Health Disparities
- Health Innovation
- Health Behavior and Policy
- ~~Healthcare Policy~~
- IM Administration
- IM Cardiology
- IM Endocrinology
- IM Family Medicine
- IM Gastroenterology
- IM General Medicine
- IM Geriatrics
- IM Hematology Oncology
- IM Hospital Medicine
- IM HIV AIDS Center
- IM Infectious Diseases
- IM Nephrology
- IM Neurology
- IM OEA
- IM Psychiatry
- IM Pulmonary
- IM Quality Health
- IM RAI
- Microbiology and Immunology
- Neurosurgery
- OBGYN
- Oncology
- Orthopaedics
- Otolaryngology

- Parkinson Clinic
- Pediatrics
- PediatricSurg
- PharmTox
- Physiology and Biophysics
- Plastics
- PMR
- Radiology
- ~~SBH HIPAA~~
- ~~Social and Behavioral Health~~
- Surgery
- Technology Services
- Transplant
- Trauma
- Urology
- Vascular
- Womens Health Institute