

Manually Connecting to SOM Shares

Lionel Vennie - 2025-12-11 - [Endpoint](#)

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.

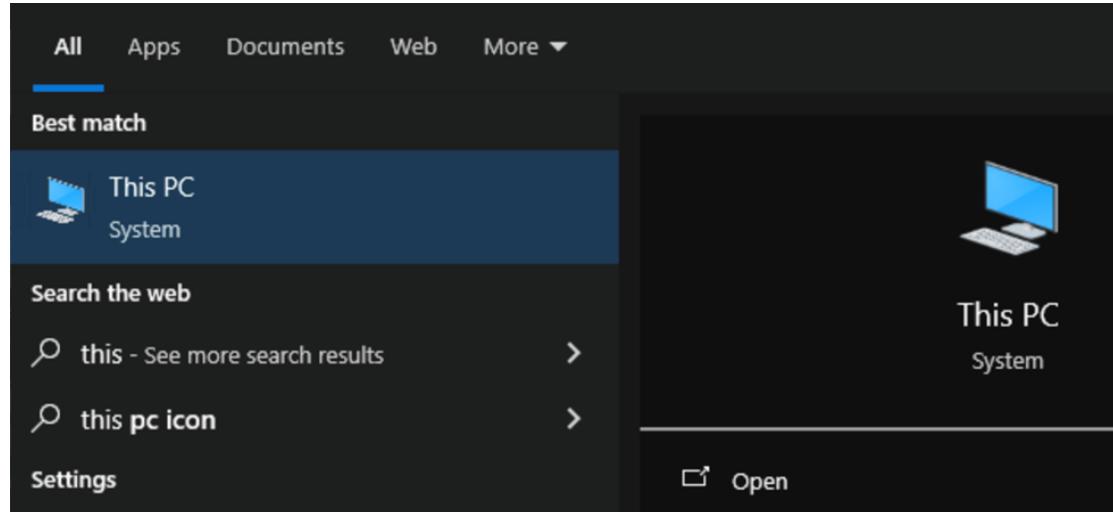
Windows PCs

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

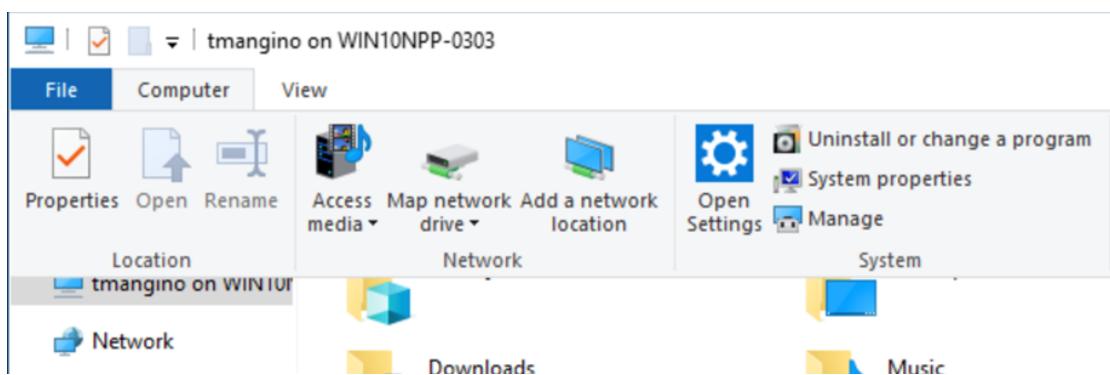
Click the **Start** button.

Begin typing **This PC** and wait for the results

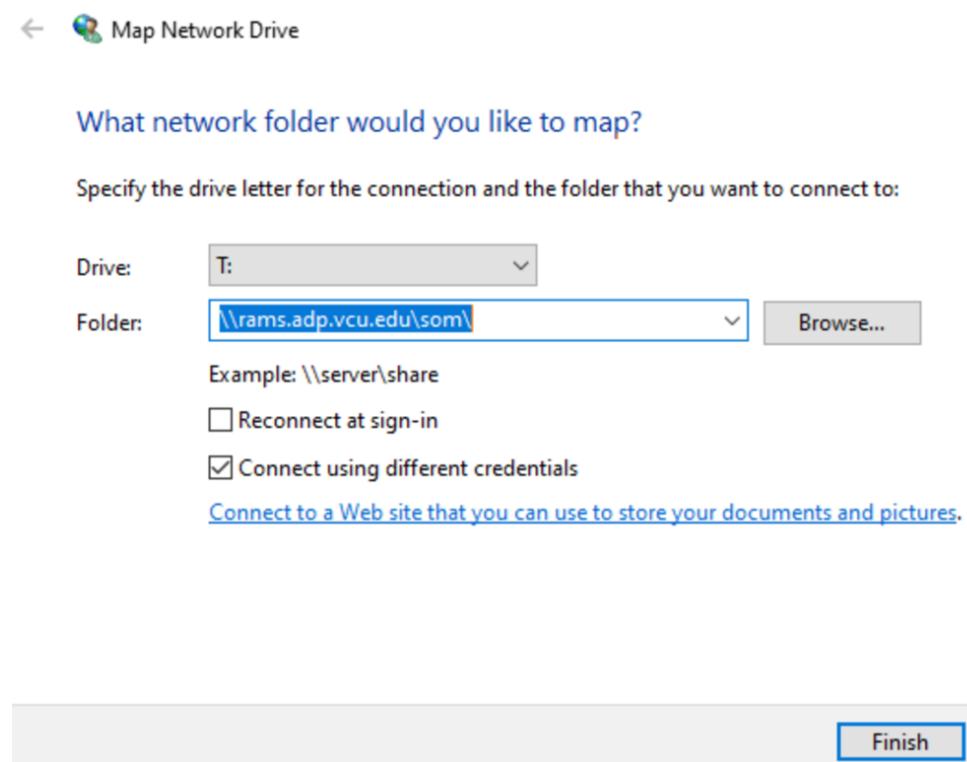
(NOTE: If manually mapping on a VCU Health computer - it may rename This PC to match your VCU Health username, look for the icon on your desktop instead)



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

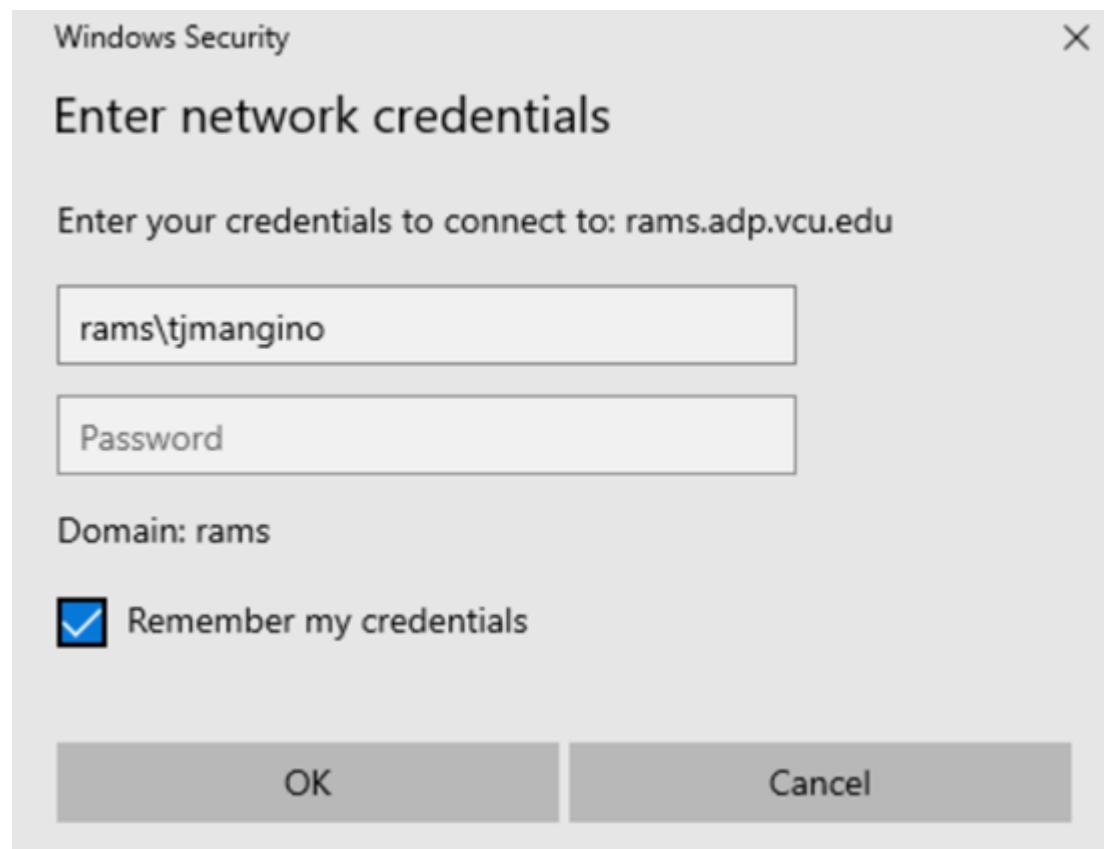


Select an unused drive letter from the **Drive:** dropdown menu.
Enter the following folder in the **Folder** field: `\rams.adp.vcu.edu\som\`
Check the box to **Connect using different credentials**.



Click the **Finish** button.

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>**



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

Mac

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

Open Finder.

Go

Window

Help

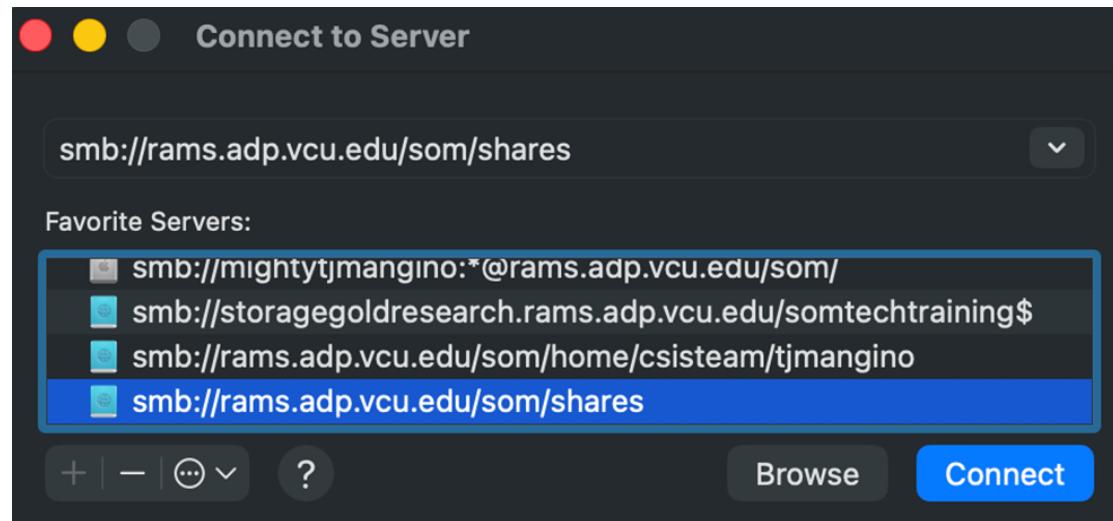
< Back	⌘ [
> Forward	⌘]
⏏ Select Startup Disk on Desktop	⇧ ⌘ ▲
⌚ Recents	⇧ ⌘ F
↳ Documents	⇧ ⌘ O
✉ Desktop	⇧ ⌘ D
⌚ Downloads	⌥ ⌘ L
HomeAs	⇧ ⌘ H
Folder Computer	⇧ ⌘ C
ⓘ AirDrop	⇧ ⌘ R
🌐 Network	⇧ ⌘ K
Cloud iCloud Drive	⇧ ⌘ I
✉ Shared	⇧ ⌘ S
⤷ Applications	⇧ ⌘ A
⌘ Utilities	⇧ ⌘ U
⌚ Recent Folders	>
✉ Go to Folder...	⇧ ⌘ G
⤷ Connect to Server...	⌘ K

Within the top menu bar, click on the **Go** dropdown.

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

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.



- **smb://rams.adp.vcu.edu/som/shares/DEPT**
- **smb://rams.adp.vcu.edu/som/home/DEPT/eID**

Highlight the server that you want to connect to and click the **Connect** button.

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).

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
- CSISTeam
- 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

Attachments

- [Mapping Network Shares.pdf \(407.64 KB\)](#)