

Using the NCOEstore Storage Server to Store Your Images

NOTE: All VUMC users must have a valid VUID in order to access NCOEstore. If you do not have one you can [request one](#).

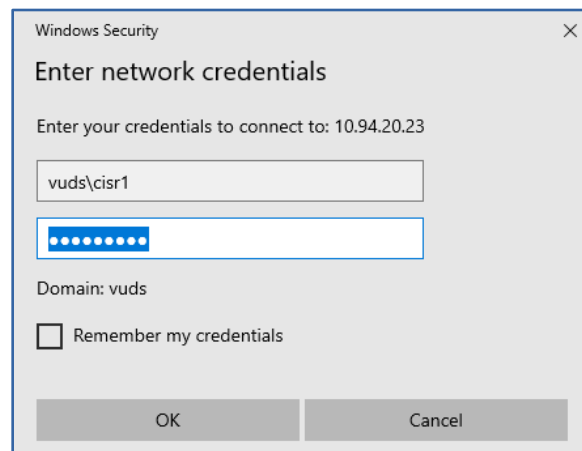
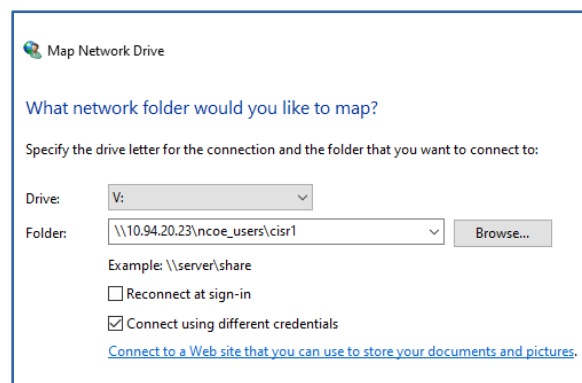
The NCOEstore data server is a very large, very fast disk storage system available to all CISR users, and is our preferred location for temporarily storing image files. The CISR does not guarantee the retention of data and only holds temporary data for 45 days to facilitate transfer to local storage managed by the user.

IMPORTANT! When mapping a drive outside of CISR locations, you will want to connect to Ethernet directly via cable, not Wi-Fi. Connecting to NCOEstore using Wi-Fi will require you to use a VPN in order to access NCOEstore. Direct cable connection to an Ethernet port is highly recommended.

Accessing NCOEstore from other PC computers:

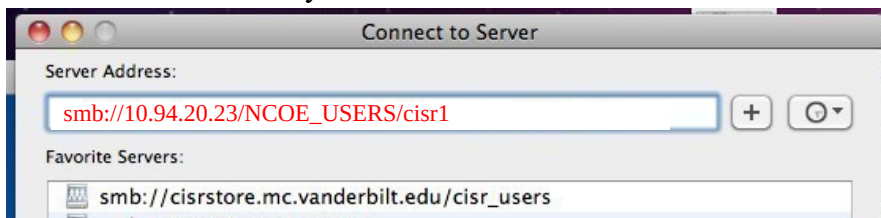
To access your NCOEstore folder from a PC outside of CISR, follow these steps:

- 1) Logon to your PC.
- 2) Press the Win Key + e , and right click on “This PC”.
- 3) Select “Map Network Drive”
- 4) The window to the right should appear. For Drive, choose an available drive letter.
- 5) For Folder, enter:
\\10.94.20.23\NCOE_USERS\your_VUID
where your_VUID is your actual VUID (e.g. cisr1).
- 6) If you want the drive to reconnect every time you logon, check “Reconnect at sign-in”
- 7) You will need to click on “Connect using different credentials”. The window to the right should appear. For User name, enter **VUDS\your_VUID** (your_VUID is your actual VUID, e.g. cisr1). For Password, enter your VUID password.
- 8) If this is a personal, not a public computer, click “Remember my credentials.”



Accessing NCOEstore from a Macintosh:

- 1) In the Finder, select the Go menu
- 2) In the Go menu, select “Connect to Server”
- 3) The “Connect to Server” window should appear. For server address, enter:
smb://10.94.20.23/NCOE_USERS/your_VUID (your_VUID is your actual VUID, e.g. cisr1). Your personal folder is labeled with your VUID.
- 4) Click connect. If your Mac requests that you authenticate, enter **VUDS\your_VUID** and your password.



Getting Help

If you have trouble accessing your folder, please verify that you have entered the correct server information, including your VUID and password. You may contact any CISR staff member for assistance. Please check the calendar system notices for information about problems and outages. If you still have trouble, please contact Sean Schaffer (sean.schaffer@vanderbilt.edu , 615-343-3750)