

Mapping your FinAid network drive

1. Right click **My Computer** then click **Map Network Drive**.



2. Click the arrow to the right of Drive and select the letter that you desire to use for the new drive.
3. Enter the name of the share in the "Folder:" box as follows:

\\sysfossil1\x_finaid\$

4. Click the box that says "Reconnect at logon".

Note: Substitute "x" with your school code.



5. Click the "Finish" button.

If you need any help contact user support (Sys-BannerFinAidHelp).