

## **Accessing RIA3 from FACS Computers-UPDATED 08/06/21**

Email [Howard Katz \(hkatz@bwh.harvard.edu\)](mailto:hkatz@bwh.harvard.edu) for ACI members or [I-Cheng Ho \(iho@bwh.harvard.edu\)](mailto:iho@bwh.harvard.edu) for RII members to request access to RIA3.

Once you have access: On the Windows desktop of a FACS computer, double-click the icon labeled BWH-RIA3 (if it's missing, see instructions\* below)

A login box should pop up. Enter your Partners user name in this format: partners\username, and enter your Partners password. *(NOTE: If a folder opens rather than a password box, and it's not your lab's folder, see instructions\*\* below to change to your lab's folder, or just use the folder named "FACS Data" to transfer your data. The FACS Data folder can be accessed by all users of RIA3.)*

Click OK

Your lab's folder should pop up in a window. Copy your files from the FACS computer to RIA3 as you would between any two folders in Windows.

To log off your folder, right-click on the "My Computer" icon on the Windows desktop.

Select "Disconnect Network Drive"

Select \\rfawin.partners.org

Click OK.

Contact [Howard](#) or [I-Cheng](#) if it doesn't work.

See separate instructions for how to access your RIA3 folder from other computers.

\* If desktop BWH-ria3 icon is missing:

Right-click the "My Computer" icon on the desktop or in the Start Menu

Click "Map network drive" to open the dialog box

In the "Drive" field, select drive "Z" from the drop-down menu

In the "Folder" field, enter this address: \\rfawin.partners.org\BWH-RIA3  
Be sure that "Reconnect at logon" is checked

Click on "Connect using a different user name"

Enter your Partners user name **in this format**: partners\username (note that it's a back slash, not a forward slash), and enter your Partners password

Click OK

Click "Finish"

Double-click the "My Computer" icon, and you should be able to right-click on the letter of the drive you just mapped (i.e., "Z")

Select "Create shortcut"

Click yes to the request to put it on the desktop

The RIA3-bwh icon will appear on the desktop. You can shorten the long name Windows will put under it by right-clicking on the name and shortening it to RIA3-bwh.

**\*\*If RIA3 is logged into someone else's folder:**

Right-click on the "My Computer" icon on the Windows desktop, or in the Start Menu



Select "Disconnect Network Drive"

Select \\rfawin.partners.org

Click OK

Log in to your lab's folder as described at the beginning of this document, but if it still shows someone else's folder, you should see a folder named "FACS Data." You can copy your data to that folder, and you will be able to access the folder when you log into RIA3 from any other computer.