Mapping the TOAD Shared Queries Drive (ie. BlueWhale)

• Complete the **Computer Account Request/Change Form** and send to OIT for processing
  o Select **Computer Login – Groups or Shared Drive Path:** and enter `\sw-bluewhale.apps.ad.alaska.edu\ToadQueries` on the line provided
• Once access has been granted, start **My Computer** or right-click on the **Windows Start** button and then select **Explore**
• Open the **Tools** menu
• Select **Map Network Drive**
• Fill in the **Map Network Drive** window:
  o **Drive** - select a drive letter that is not already used by your system. Click the drop-down button to see a list of choices, and select one that does not already have something after the colon. T: (for **Toad**) is a good choice if it is not already used.
  o **Folder** - `\sw-bluewhale.apps.ad.alaska.edu\ToadQueries`
  o Leave the **Reconnect at logon** checkbox marked
  o Click the **Connect using a different user name** link
  o Fill in the **Connect As…** window:
    ▪ **User name**: `ua\UAUserName`
      (UAUserName = your login used to sign in to your computer)
    ▪ **Password**: Your UA password
  o Click **OK**
• Back in the **Map Network Drive** window, click **Finish**

Now when you open **My Computer** or **Windows Explorer**, they should include this drive:

**ToadQueries on 'sw-bluewhale.apps.ad.alaska.edu' (T :)**

Look in that location for folders that contain useful Toad documentation and stored queries.