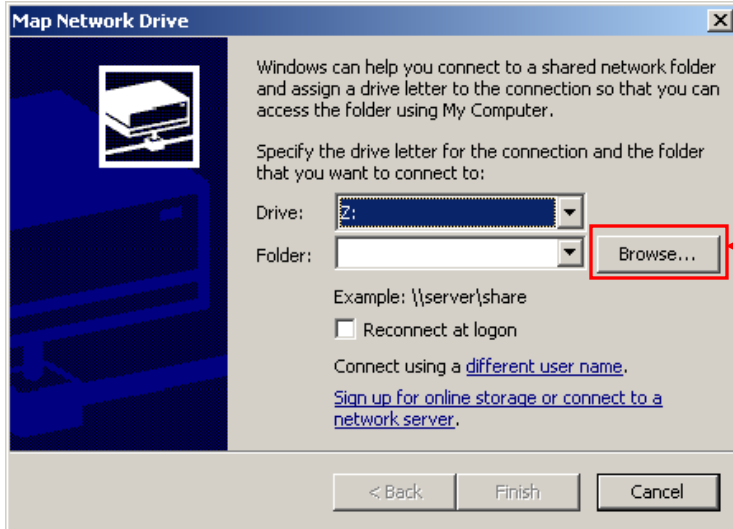
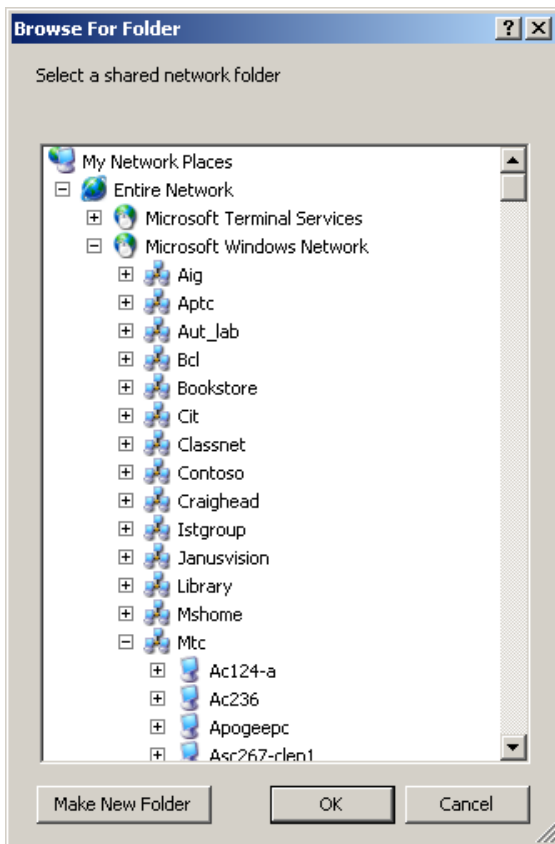


MAPPING A NETWORK DRIVE

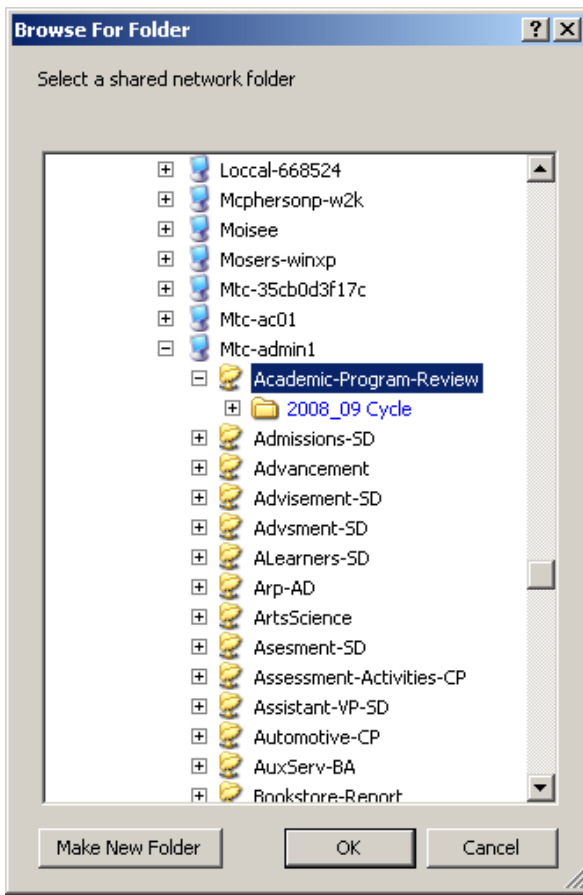
1. Click the Start button.
2. Highlight the Settings option and open the Control Panel.
3. On the Menu bar at the top of the screen, select the Tools menu
4. Select Map Network Drive...
5. When the dialog box pops up, click the Browse... button.



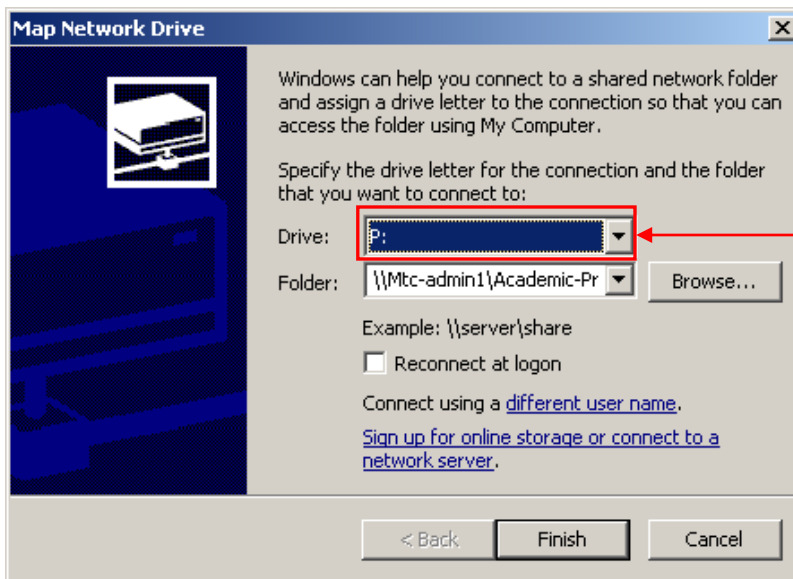
6. Expand Entire Network, then expand Microsoft Windows Network and then expand Mtc.



- Expand Mtc-admin1, select Academic-Program-Review, and click OK.



- When the Map Network Drive dialog box pops up, change the Drive by clicking the drop-down arrow in the Drive: section and selecting which letter you would like to use. (ARP has selected P: as their local drive identifier.)



- Click the Finish button.

You are now ready to download Academic Program Review forms and save them to this shared network drive. Refer to [DOWNLOADING Forms](#).