



**U.S. Department of Veterans Affairs**

North Florida / South Georgia Veterans Health System

## **NF/SGVHS Research Service**

Standard Operating Procedure:

### **Access to the R Drive**

**Updated: 02/02/2024**

- Research Service has exclusive use of the R “Research” Drive on the VA network.
- If you are a new employee or using a new computer, you may have to map the R drive so it will be accessible from Windows File Explorer (or whatever file viewing program you use). Follow the instructions at this link to map a drive on a Windows computer:  
<https://support.microsoft.com/en-us/windows/map-a-network-drive-in-windows-29ce55d1-34e3-a7e2-4801-131475f9557d>  
If this link is broken or you are using a different operating system, then search the web for “map a network drive” to find instructions.
- Use the following path when mapping to the R drive:  
**\\v08.med.va.gov\NFL\Research**
- To access any folder on the R drive, you must have permission granted by an administrator through the VA Shared Folder and File Exchange (SFFX). Most Principal Investigators have administrative access over their own folder(s) and group(s), and can customize permissions as they wish. Instructions for investigators are located on the VA Research Service webpage, just search (Ctrl + F) the page for SFFX.
- You may need to log out of your computer and back in for SFFX permissions to take effect.
- For assistance please contact Research Service leadership.