



Using the PASS Gateway

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PASS: Introduction

Overview

PASS is an acronym for Penn State Access Account Storage Space. PASS provides storage space for your files on a server at University Park. Anyone that has a Penn State email account automatically receives PASS space.

Each user is given 500MB of storage space. Additional space is allocated to those who have obtained space for other services (such as personal web space). Also, the Penn State Portal and Penn State WebMail use your PASS to store your portal preferences and email, respectively. To check to see how much storage space you have been allocated and how much you have used, see <https://www.work.psu.edu/> (and click on the link for Directory Quotas).

PASS Tools: Gateway and Explorer

There are two ways to access your PASS. You can use the PASS Gateway or the PASS Explorer (via the PSU Portal). Both tools allow you to:

- transfer folders and files between your local PC and your PASS space.
- create and delete folders as well as delete files in your PASS space.

For example, you can use the PASS Gateway or the PASS Explorer to transfer your web page files to your personal web space. Or, you can create folders in your PASS space for saving other files, such as those created in Word or Excel.

As an alternative to the PASS tools, you can use the SSH Secure FTP client for file transfers. This software is available at: <http://aset.its.psu.edu/internet/ssh>.

PASS Gateway

The PASS Gateway allows you to map a drive to your PASS space. With this method, you can:

- transfer folders and files between your local PC and your PASS space.
- create folders; save files; and copy, cut, and paste folders and files in your PASS space --- just like you normally do with your local drives and files.

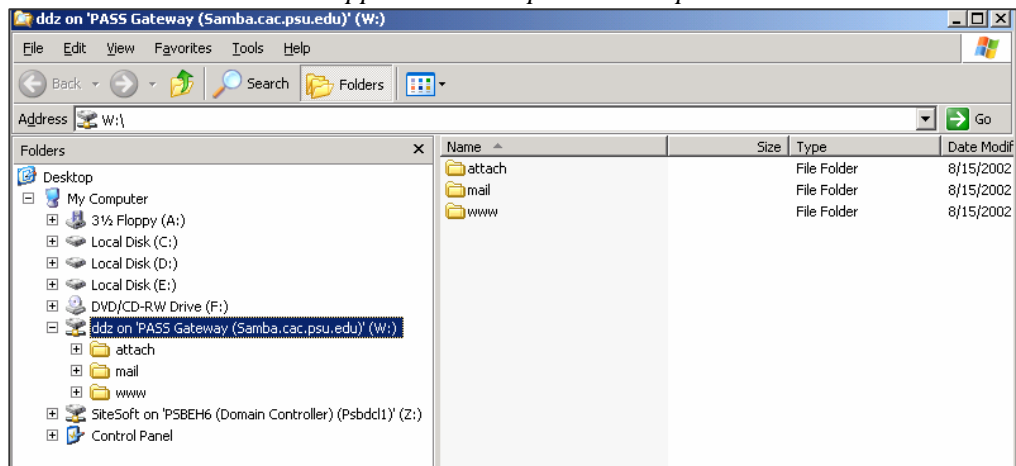
Using the PASS Gateway in the Computer Labs

The computer labs have a desktop short-cut to provide quick access to the PASS Gateway.

To use the PASS Gateway in the labs, follow these instructions:

1. Logon to the PC.
2. Click the Start button and then choose the following items from the cascading menu:
Programs/Data Disk and Other Utilities/PASS Gateway.
3. When prompted, type your Access userid and password.
4. A drive is now mapped to your PASS space. You can:
 - a. create folders; and copy, cut, and paste folders and files in your PASS space.
 - b. use an application's *File/Save* command to save files to your PASS space.
 - c. transfer files between your local drives and your PASS space.

Drive Mapped to PASS Space in Computer Lab



For Additional Information

Explanation of PASS

- <http://cac.psu.edu/ait/storagespace.html>
- <https://www.work.psu.edu/pass/>

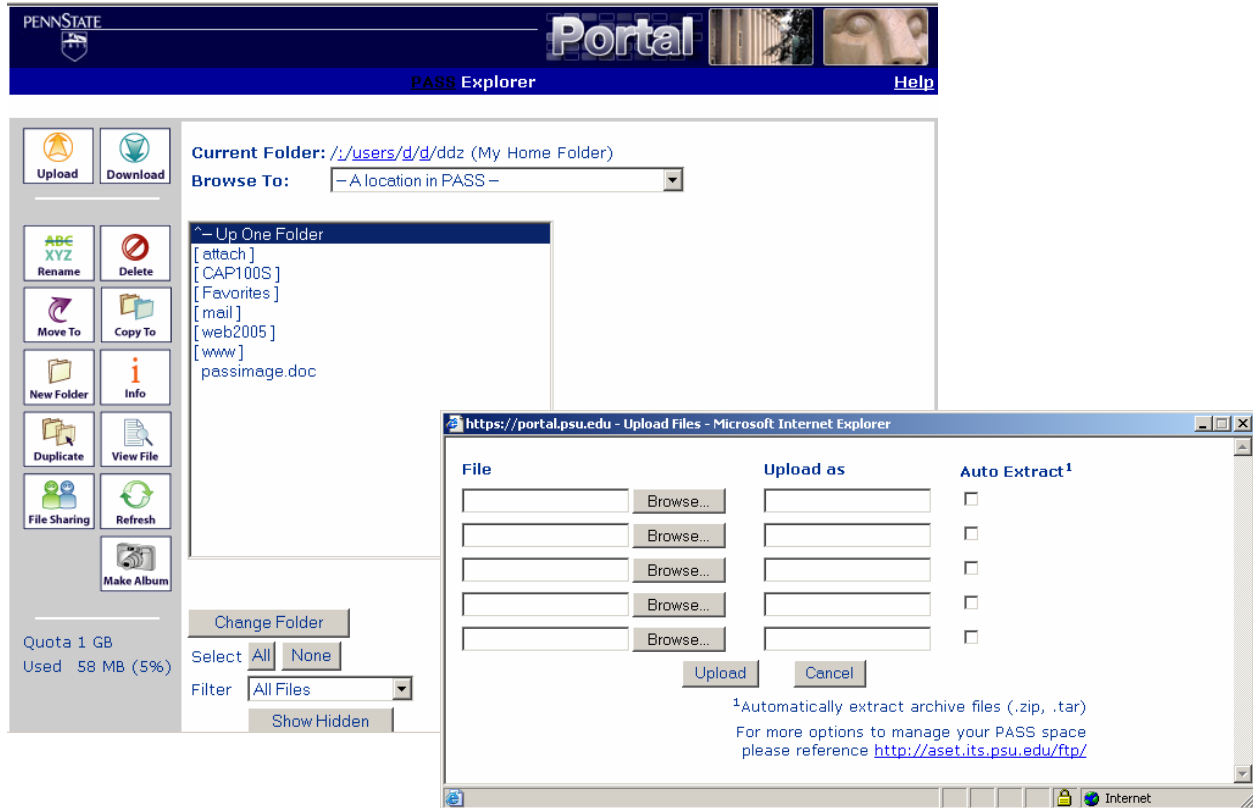
Instructions for Accessing the PASS Gateway from Outside the Computer Labs

- <https://www.work.psu.edu/pass/instructions.shtml> Note: If you make your network connection through a non-Penn State network connection (such as a cable modem, DSL, or other third-party ISP), you will need a VPN client in order to connect to PASS. For more details about VPN, see: <http://www.pserie.psu.edu/compcntr/vpn.htm> .

PASS Explorer

The PASS Explorer is a feature of the PSU Portal. PASS Explorer allows you to upload and download files as well as perform other file management functions.

PASS Explorer via PSU Portal



Before you can use the PASS Explorer, you must add the channel for ***Penn State Access Account Storage Space***. For instructions on how to add a channel and how to use PASS Explorer, visit: <http://www.psu.edu/portalproject/passexplorer> . For more details about the PSU Portal, see: <https://portal.psu.edu/> .