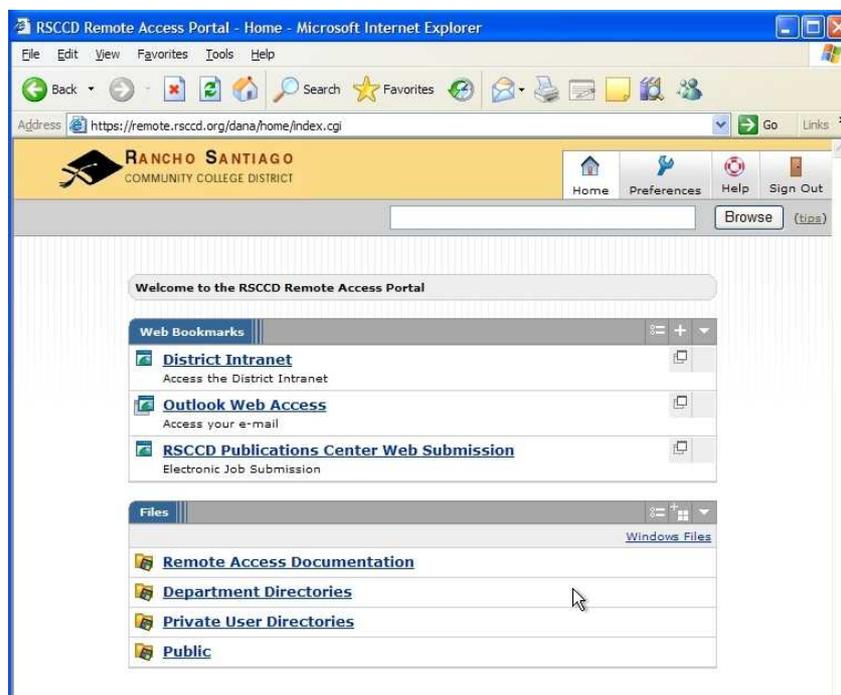


## Accessing the RSCCD Remote Portal

To access your RSCCD network resources remotely from anywhere with just a web browser (preferably Microsoft Internet Explorer 6.0 or later), go to the following URL in your browser's address bar; <http://remote.rsccd.edu>. Also, you must disable the blocking of session cookies and the blocking of pop-ups for <http://remote.rsccd.edu>. The scope of applications that have browser security functions is too vast to be covered in this document. Please see any of your application's documentation regarding session cookies and pop-up blocking.



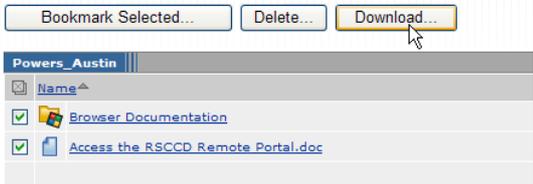
Once logged in using your existing network login you get the following page.



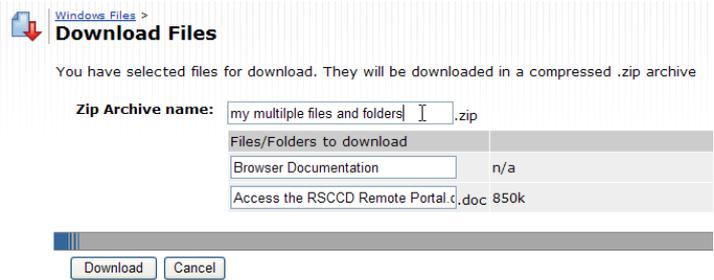
From here you are provided links to access the District Intranet, Outlook Web Access, RSCCD Publications Center Web Submission, and folders and files located in your H-Drive folder.

## Working with the H – Drive through the Remote Portal

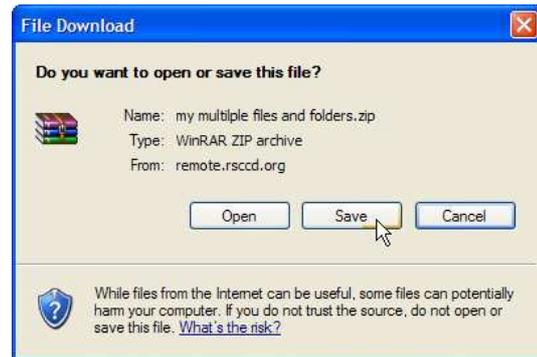
Once logged into the remote portal you are provided access to the same folders and files that are available on a district desktop computer's H – Drive.

<p>What is presented under “Files” are direct links to the folders available under the H – Drive.</p>	
<p>You will find your own private folder under “Private User Directories”; just as you would at work when logged into your desktop.</p>	
<p>Once in your folder you will see a list of all folders and files you have.</p>	
<p>You can download individual files by clicking directly on the filename you wish to retrieve.</p>	
<p>You may also choose to download multiple files and folders by placing a checkmark next to each item you want to retrieve and then initiate the final download by clicking the “Download...” button.</p>	

When downloading multiple files and or folders you are asked to choose a name for your ZIP Archive. This is then the ZIP file that will be downloaded containing all the items selected in the previous dialog.



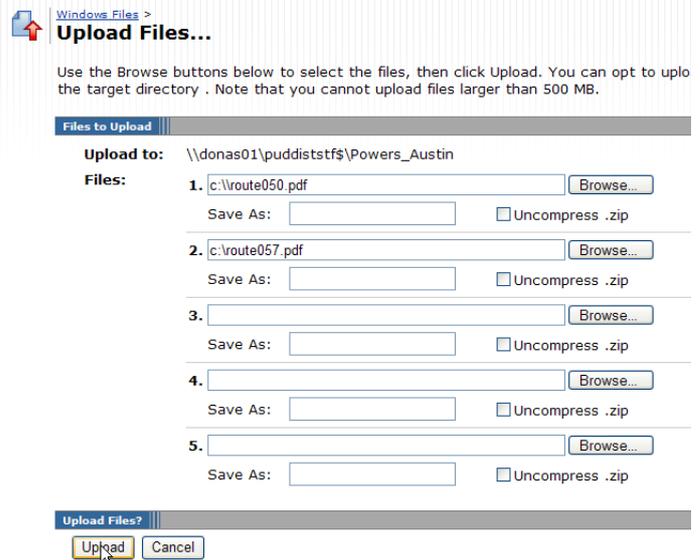
When downloading a file from the remote portal always choose “Save” in the file download dialog. If you choose “Open”, the file will be placed in a randomly generated temporary location on your computers’ hard drive and the file will be next to impossible to locate later.



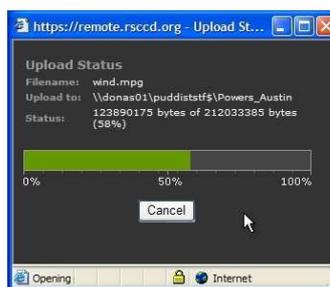
To save a file back to your H – Drive use the “Upload Files...” button.



When uploading files you may choose up to five files to upload at a time. The system cannot handle the uploading of files larger than 500 MB.



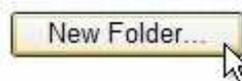
The “Upload Status” dialog keeps track of file upload progress and completion.



If uploading a file with an identical name of a pre-existing file, the newly uploaded filename will be appended with time stamp information based on the time the new version was uploaded.



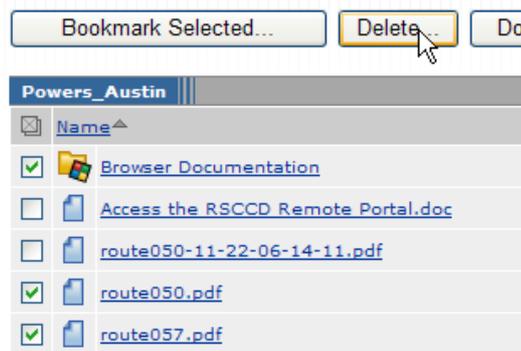
To create a new folder just click on the “New Folder...” button.



To finish creating the folder, just type in the folder name wanted and click the “Create Folder” button.



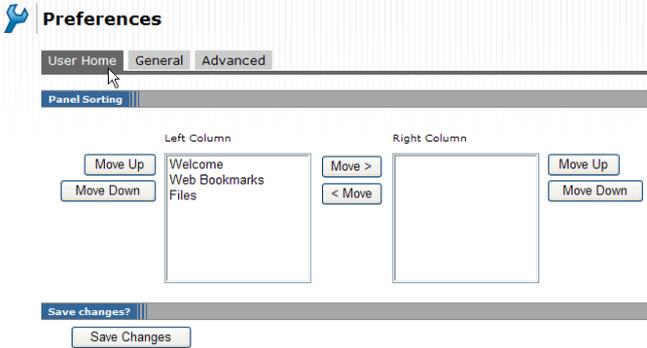
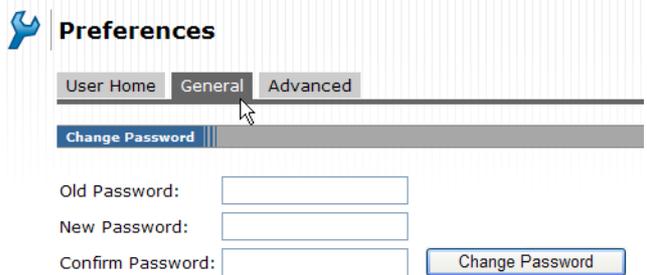
To delete files or folders, just check the associated check box of the files or folders that you want to delete and click the “Delete...” button.



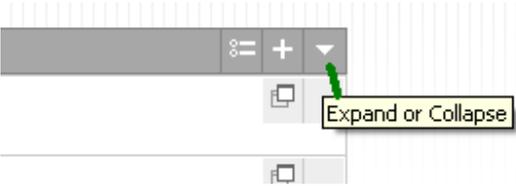
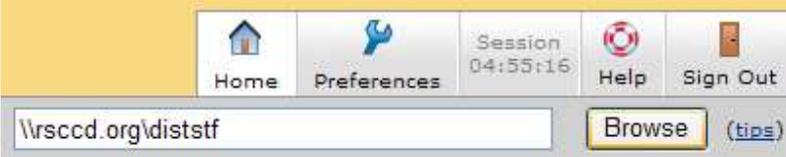
After clicking the “Delete...” button you will get a deletion confirmation dialog which lists the objects to be deleted. From here you can confirm or cancel the deletion request. Be very careful when deleting! Folders with all their contents delete just as easily as files.



## Other Useful Features

<p>There is a button bar at the top of the main portal page which provides for navigating back to the “Home” portal page, accessing preferences, and signing out. There also is a counter showing how much time you have left in your current login session.</p>	
<p>In Preferences you can reorder the appearance of your “User Home”.</p>	
<p>You can change your login password from the Preferences’ “General” tab.</p>	
<p>And on the Preferences’ “Advanced” Tab you can securely force the deletion of all browser cookies used during the current logon session.</p>	

**Other Useful Features Continued...**

<p>You can collapse or expand an entire panel by clicking on the the “Expand or Collapse” button which is available at the far right of every panel header.</p>	
<p>You can browse any network server or share that you happen to know the name of. You simply type the properly formatted network share name in the text box located under the main toolbar and click the “Browse” button.</p>	
<p>If after finding the network share you would like to use you can “Bookmark” it. Just check the box next to the folder/resource you would like to “Bookmark” and click the button labeled “Bookmark Selected...”</p>	
<p>Then make sure to name it something meaningful and click on the button labeled “Add Bookmark”.</p>	
<p>Now there exists a Bookmark in you “Files” Panel on your homepage which provides single click access to the network folder/resources.</p>	