

The RSCCD Remote Access Portal to allows access to district resources from offsite computers at the following link: <u>http://remote.rsccd.edu</u>.

The following guide details how to login and access the Remote Portal.

**NOTE:** The Remote Access Portal is for Faculty/Staff use only.

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Office Hours: Mon-Fri, 7:30am-4:30pm

#### <u>Step 1</u>

Open a web browser and go to https://remote.rsccd.edu.

https://remote.rsccd.edu/

### <u>Step 2</u>

For Username and Password, enter your WebAdvisor ID and password.

When done, click "Sign In."

NOTE: The WebAdvisor ID format is two letters & five numbers (e.g., ab12345).



## <u>Step 3</u>

**NOTE:** Only one instance of Remote Portal can be logged into at a time.

If you receive a Warning that "There are already other user sessions in progress", you can either click "Continue the session" (to continue your current session) or click "Cancel" to exit out.

RANCHO SANTIAGO Community College District	
Warning There are already other user sessions in progress:   Login IP Address Last Access Time	
Continue will result in termination of the other session. Please select from one of the following options: Continue the session Cancel	
NOTE: Only one instance of Remote Portal can be logged into at a If you receive a Warning that "There are already other user session progress", you can either click "Continue the session" (to continue current session) or click "Cancel" to exit out.	a time. ons in e your

### <u>Step 4</u>

Once you are logged in, under the section called **Web Bookmarks**, some or all of the following links will be available:

- WebAdvisor Login
- District Intranet
- Outlook Web Access
- ITS Help Desk
- Report Repository
- Enrollment Management Tool
- Web Attendance Tracker
- RSCCD Publications Center Web Submission
- Staff Evaluation
- Ad Astra7 Room & Event Scheduler.



### <u>Step 5</u>

Also available on the Remote District Portal are the **Department Directories** and the **Private User Directories**. These are located in the **Files** section of the portal below the Web Bookmarks.

If you have been assigned a network Private User folder (usually your login) or granted access to Department folders (also known as H-Drive folders) they will be available remotely via the portal.

	- Home Preferences Sign Out Browse
Welcome to the RSCCD Remote Access Portal (Faculty/Staff use only), rsc\jf04262. You last signed in o 204.75.251.80	n Fri, 13-Mar-2020 11:33:35 PDT from
WebAdvisor Login	
District Intranet	
Access the District Intranet	Also available on the Remote
Access your e-mail	Portal are the Department Dir
ITS Help Desk	
Enter an online ticket to request assistance or review our PAQ's Report Repository	and the Private User Direct
Available to Administrators and Designees	
Available to Administrators and Designees	
Web Attendance Tracker	These are located in the Files a
RSCCD Publications Center Web Submission Employees can access the RSCCD Publications Center's online submission system to have their documents print assistance with the online submission system. coll (2714) 528-5955 or sand an email to sublications@rsccd.edu.	ed by clicking on the link above. If you need the book
Staff Evaluation	Ø
Ad Astra 7, Room & Event Scheduler	C
	If you have been assigned a r
Files	
Clearing Your Browser's Cache and History	Private Oser Tolder (usually you
Remote Access Documentation	granted access to Department
Department Directories	(also known as H-Drive folders)
Private User Directories	he evailable remetalu via the
Public	be available remotely via the
Terminal Sessions	
term://test	
Client Application Sessions	

# <u>Step 6</u>

To securely end your session, click the "Sign Out" button.

Community College District		Logged-in as: jf04262 Home Preference
Welcome to the RSCCD Remote Access Portal (Fac 204.75.251.80	ulty/Staff use only), rsc\jf04262. You last signed in on Fri, 13-Mar-2(	020 11:36:13 PDT from
Web Bookmarks		8= +   ▼
WebAdvisor Login		9
Access the District Intranet		Ð
Outlook Web Access		0
ITS Help Desk Enter an online ticket to request assistance or re	<b>T</b>	C I
Report Repository	To securely end your sess	ion, 🛛 🖻
Available to Administrators and Designees     Available to Administrators and Designees	click the "Sign Out" button.	n. 🗉
Web Attendance Tracker		Ð
RSCCD Publications Center Web S Employees can access the RSCCD Publications C assistance with the online submission system, ca		ou need
Staff Evaluation		P
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Files		8= <sup>+</sup> ••• 💌
		Windows Files
Clearing Your Browser's Cache and	History	
Remote Access Documentation		
Department Directories		
Private User Directories		
Public		
Terminal Sessions		≈ ⁺ <sub>₽</sub> ▼
term://test		8= 1
Client Application Sessions		<b>•</b>
🐣 Network Connect		Start

## <u>Step 7</u>

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