

# WestConn's Remote Access User's Guide For Students, Faculty, & Staff

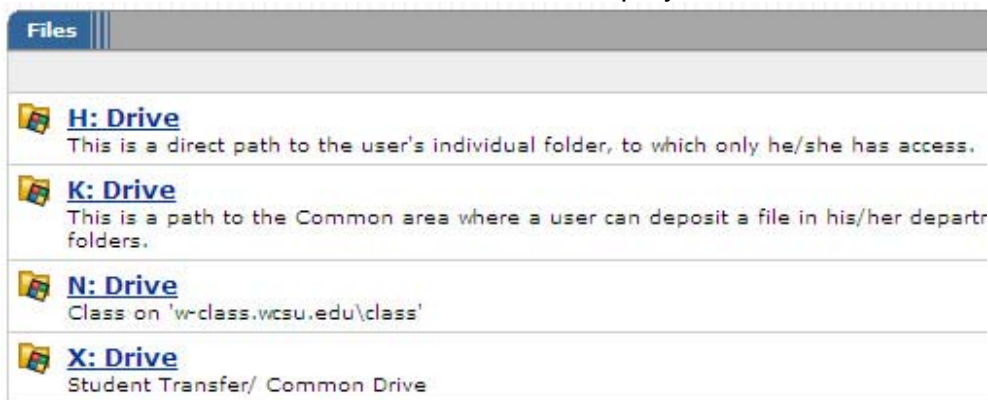
Once logged-in to WestConn's Remote Access (refer to the Log-in Instructions at <https://www.wcsu.edu/remotearchive>), you will come to the main page, called the Files page that will look *similar* to Figure 1 (Fig. 1). This page lists Network Drive Bookmarks that you are authorized to access through WestConn's Remote Access.

*Fig 1: WestConn Remote Access  
Bookmarks page.*

## Using the File Bookmarks

**For Faculty & Staff:** the H, K, N, & X drives are displayed.

**For Students:** the H, N, & X: drives are displayed.



- **To Open a Drive**, *click* on the drive letter link.
  - o A listing of all the files and folders contained in that drive will be displayed.
- **To Open a File or a Folder**, click on the appropriate file or folder name.
- **To Download a File** to your computer
  - o Select the check box next to the file or folder. Click Download.
  - o Next, Name the document, click on download.
  - o File Download Box will appear. You can choose to open or save the document.
  - o Repeat above mentioned steps to download additional documents.

- **To upload a file** to a folder to your University Network Drive(s)
  - o Click the Upload Files button.
  - o Click the Browse to navigate to the file which you wish to upload, click on the file and click Open
  - o In the Save As window, Name the document. The Upload To: Window is where the document is being uploaded.
  - o Click on the Upload button
    - Upload Status Box will appear. This box will give you a status bar for the upload progress. Press close when the progress bar reads "done".
  - o Confirm the file has been Uploaded & Saved.
  - o Repeat above steps to upload additional documents.
  
- **To Create a New Folder**
  - o Click the New Folder button
  - o Type a name for the folder
  - o Click the Create Folder button
  
- **To Delete a File or Folder**
  - o Select the check box next to it
  - o Click Delete Selected
  - o A screen will appear with the document or folder name and ask you to either select Yes or Cancel.

Note: In order to work on a folder you must download the file to your desktop. You must then upload the file(s) back to the selected folder. Please make sure you have saved any changes from the download process before you upload. Please see Figure 2 (fig. 2) for a complete cycle for downloading and uploading files.

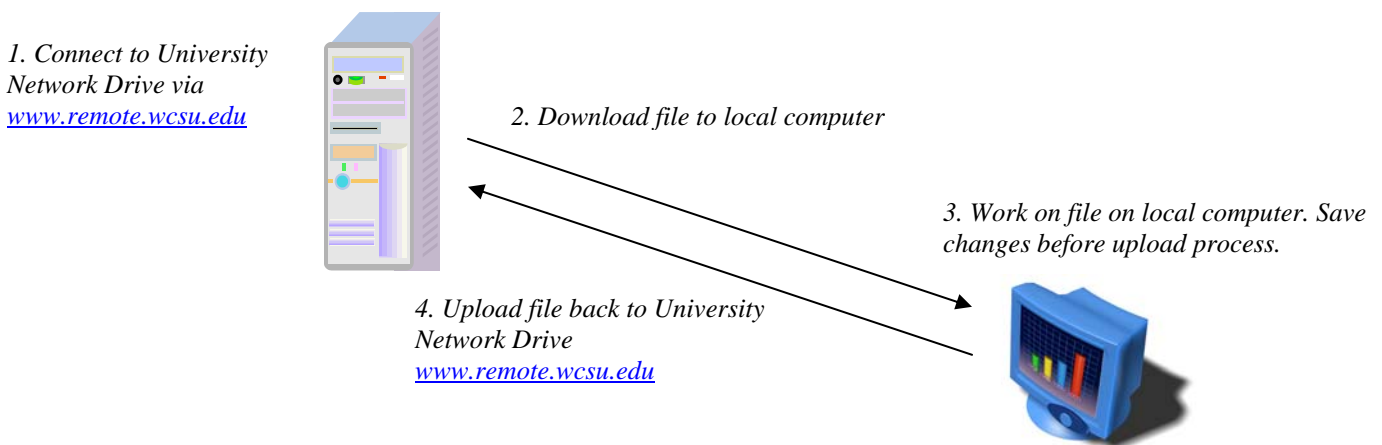


Fig 2: Complete Cycle for downloading and uploading files

## Navigating the Folder Bookmarks:



Fig 3: Navigating Folder Bookmarks

Every time you click on a link in the Files Bookmark, a breadcrumb will appear on the top of the screen (Fig. 3). The **breadcrumbs** show your current location, and provide links to previous screens. In the example above, there are two breadcrumbs, Windows Files, and H: Drive. To navigate to any of those screens, simply click on that link.

## Logging Off:

To conclude your WestConn Remote Access session:

1. **For Faculty/Staff**, click **End Session** in the Session Manager (Fig. 4).
2. **For Students**, proceed to Figure 6.

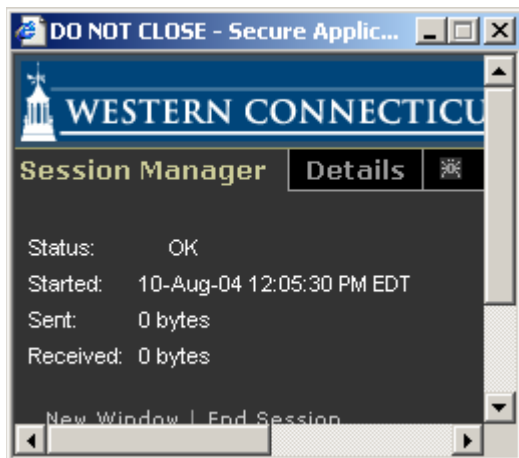
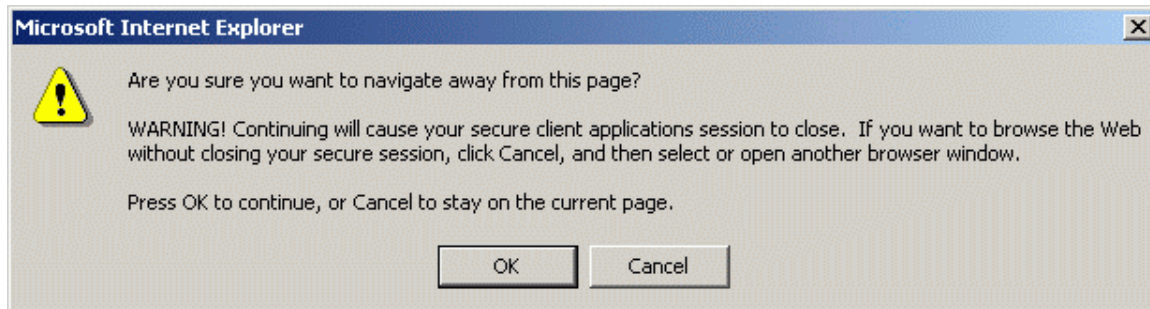


Fig. 4: Click End Session

You will be asked to confirm that you wish to end your session. Click **OK** when the window shown in *Figure 5* is displayed.



*Fig. 5: Click OK to close the Secure Application Manager*

Finally, click **Sign Out** in the upper right hand corner of the WestConn Remote access Bookmarks page (*Fig. 6*) to complete the log off process.



*Fig. 6: Click Sign Out on the Bookmarks page to complete the log off process*

**To report any problems with using WestConn Remote Access, please call the HelpDesk at 203-837-8467, or send an e-mail to [Request\\_University\\_Computing@wcsu.edu](mailto:Request_University_Computing@wcsu.edu).**