

Remote Storage Area (RSA) Basics

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Remote Storage Area Overview

What is Remote Storage Area?

The RSA website allows current employees and students access to files stored on CSCC personal network drives (S Drives, V Drives, etc.) remotely using the Internet.

The RSA website will enable employees and students to:

- Access files stored on CSCC personal network drives from home.
- Add, delete, and rename folders on personal network drives remotely.
- Upload, download, overwrite, delete, and copy files on personal network drives remotely.

Who has access to RSA?

- All current active CSCC employees and students

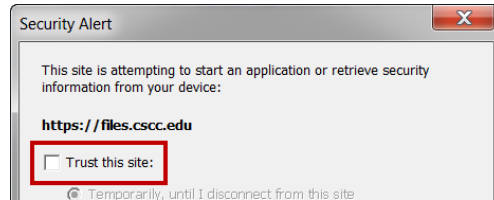
How much space is available?

- CSCC employees: 500 MB
- CSCC students: 300 MB

Basic RSA Use

How to login?

1. Using Internet Explore go to this website: files.csc.c.edu
2. If a *Security Alert* window comes up do the following:
 - a. **Click** on the **Trust** this site check box

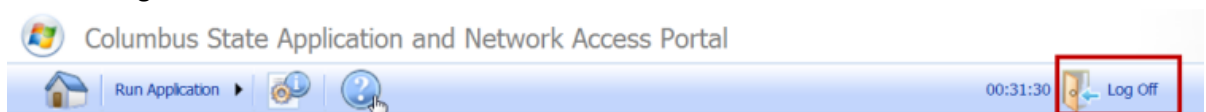


- b. **Click** the **Trust** button.
3. Type in your CSCC username in **Username** text area.
 4. Type in CSCC password in **Password** text area.
 5. **Click** the **Log On** button.

How to Logout

Always logout when you are done using the RSA website.

1. Click the logout button.



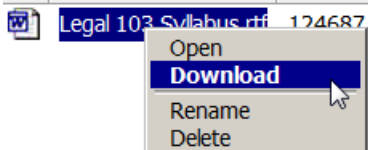
Working with Files

How to Download a File

Use the following steps to download a copy of a file from your personal network drive to your home computer.

1. Login to the RSA site.
2. Navigate to the file needing to be downloaded.

3. **Right-click on the file** and **select Download** from pop-up menu.

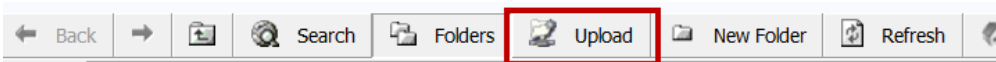


4. When prompted **click** on the **Save** button.
5. Use the file dialog box to navigate to the location on your home computer where you would like to save the selected file for download.
6. **Click** the **Save** button to download file.

How to Upload/Overwrite/Add/Save a File

Use the following steps when you want to upload, add, update, or save a file to your personal network drive.

1. Login into the CSCC RSA site.
2. Navigate to the area where you would like to upload/update a file.
3. **Click** on the **Upload** button.



4. **Click** on the **Browse** button.



5. Use the file dialog box to navigate to the file you wish to upload/update. Double-click on the file to select it for upload.
 - **TIP:** If you wish to overwrite/update the existing file on your network drive with the file you are uploading, make sure to click on the *Overwrite if the file exists* check box.
6. **Click** the **Upload Now** button to save file to RSA.

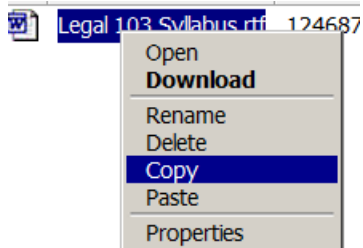
How to Delete a File or Folder

1. Login to the RSA site.

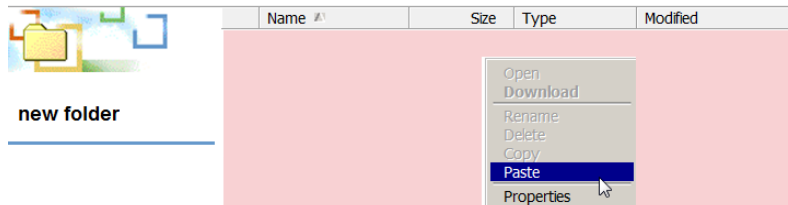
2. Locate the file/folder you wish to delete.
3. **Right-click on the file/folder** and **select Delete** from pop-up menu.
4. When prompted **click Ok** to confirm the file/folder deletion.

How to Copy a File To Another Location On Drive?

1. Login to the RSA site.
2. Navigate to the file you wish to copy.
3. **Right-click on the file** you wish to copy and **select Copy** from pop-up menu.



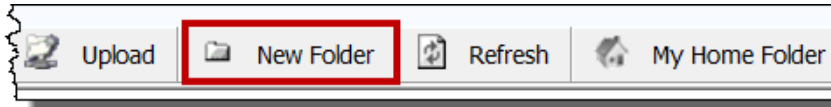
4. Navigate to the area you wish the file to be copied to.
5. Right-click in the file listing area and select Paste.



Working with Folders:

How to Add a New Folder

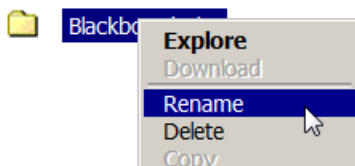
1. Login to the RSA Site.
2. Navigate to the area where you would like to add a folder.
3. **Click** on the **New Folder** menu button.



4. Type in the name of the folder in the Folder name text box.
5. **Click** on the **Create Folder** button.

How to Rename a Folder

1. Login to the RSA site.
2. Locate the folder that needs renaming.
3. Right-click on the folder and select Rename from the pop-up menu.



4. A new window will open with a text area containing the current name of the selected folder.
5. Edit the folder name text in the area.



6. Click the OK button to rename file name.

How to Delete a Folder

Follow the instructions listed under the area **How to Delete A File or Folder**.

Example Use of RSA

How to continue working on a document from home that resides on your CSCC personal network drive?

1. Login to the CSCC RSA site. (Pg 4)
2. Locate the file you wish to continue working on from home.
3. Download the file to your home computer. (Pg 4)
4. Open and edit the file on your home computer.
5. Make sure to save the file once you are done working on the file.
6. Log back into the CSCC RSA site. (Pg 4)
7. Navigate to where the file is located and upload the updated the file. (Pg 5)

Now when you go back to work, and open your file from your personal network drive, the file will be updated with any changes you completed while working from your home computer.