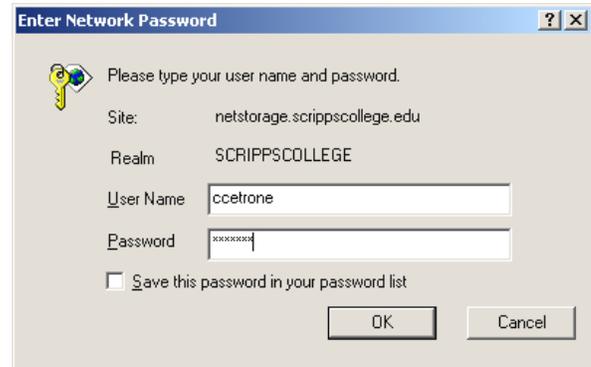


ACCESSING THE NETWORK FROM OFF-CAMPUS USING NETSTORAGE WEB ACCESS

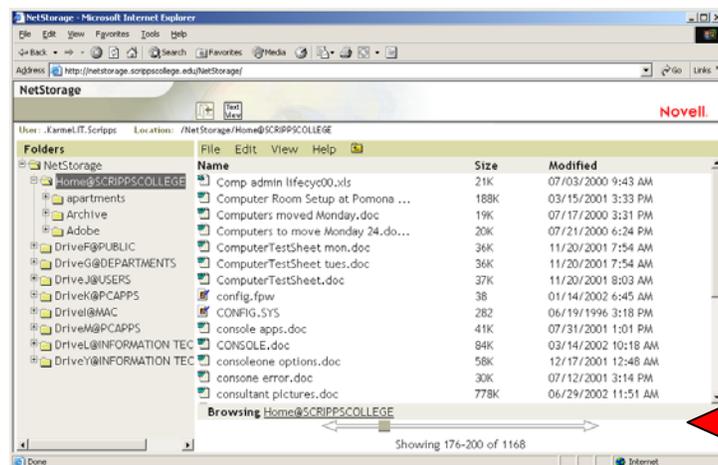
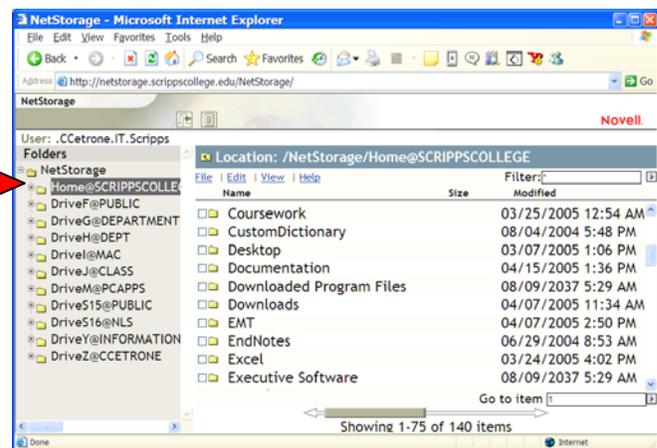
Scripps College now has available to faculty, staff, and students NetStorage, a resource for accessing files on the Scripps computer network from a remote location, such as home. The following procedure will allow you to open and save files on the Scripps network from an off-campus computer using your Internet browser such as Internet Explorer.

1. Open Internet Explorer and go to this **exact** Web address (which is case-sensitive):
<https://netstorage.scrippscollege.edu/NetStorage/>

2. The “Enter Network Password” window will come up - login to the Scripps server by typing your username and your network password; if this does not work try your username and full context, e.g.: .cctrone.it.scripps (period first). Contexts are:
Faculty = faculty
Admin Staff = ad
Other Staff = staff
Students = graduation year (or .student)

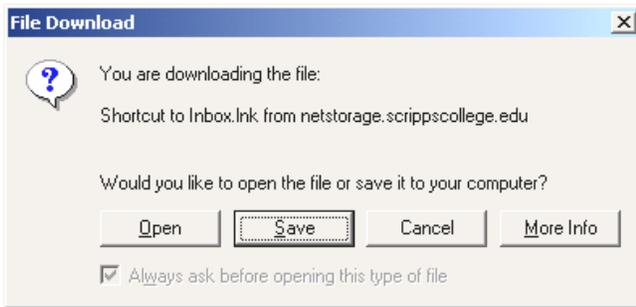


3. After you have been authenticated (logged in) to the server you will see your network folders. On the left side of the screen click on [Home@scrippscollege](#) to open your Home Directory (Z Drive); or Drive G to open your department folder. You can also use Drive Y or Drive Z if they appear.



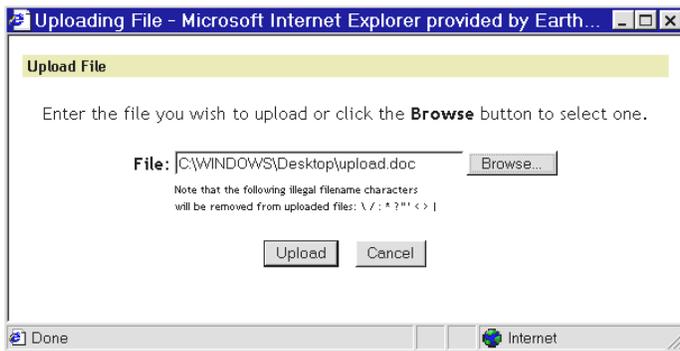
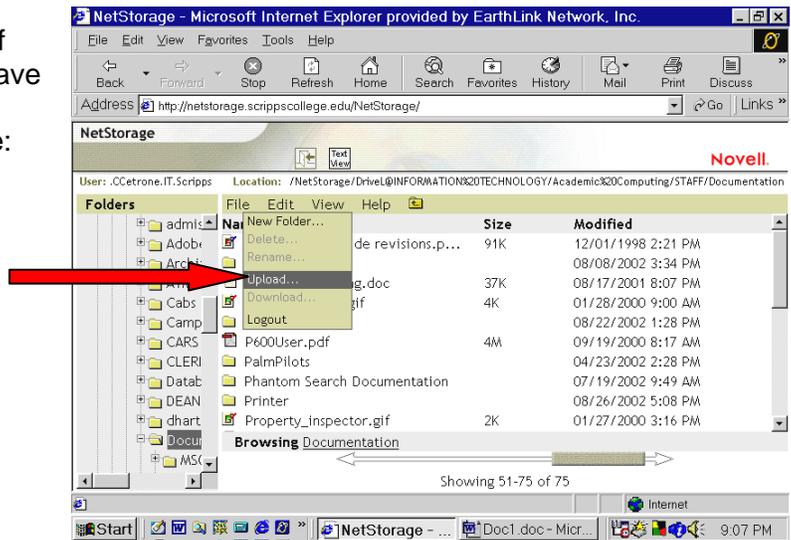
4. In the right panel you will see a listing of your folders and files. Scroll down using the vertical scroll bar on the right, and then use the horizontal scroll bar on the bottom of the screen to see the rest of your folders and files.

- To open a file, position the cursor over it and double click to start File Download, or check the box next to the filename > go to File > Download



- The File Download window will give you two options:
 - Click Open to open the file in your Web browser, or better yet:
 - Click Save to save the file to your computer's C drive or a floppy disk, where you can then open the file in the program (e.g. Word) and edit it

- When you are done editing the file, or if you have created a new file, you can save it back to the Scripps network by uploading on the NetStorage web page:
 - Highlight the NetStorage folder in which you want to save your file
 - On the "Folders" bar, click File > Upload



- In the "Upload File" window, browse for the file on your computer and once selected, click the Upload button

- When you are done, click on the Logout button, which is one of the two icons near the top of your NetStorage web page.



Logout

Scripps Policy on Overtime Pay for Accessing Technology Resources During Non-working Hours:

Non-exempt employees who access any Scripps technology resource from off-campus may not be eligible for overtime pay in the event that they choose to use this resource outside of normal working hours. Overtime may only be worked with prior approval of your Scripps College supervisor.