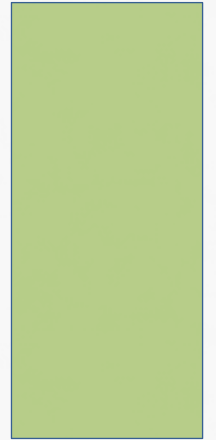


EMPLOYEE REMOTE ACCESS INSTRUCTIONS



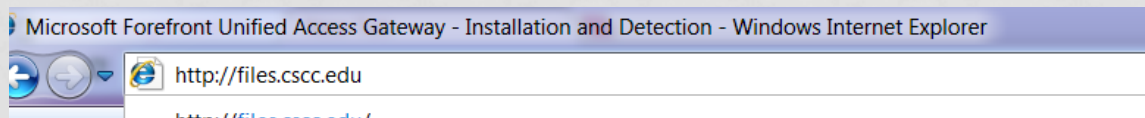
Using Internet Explorer:

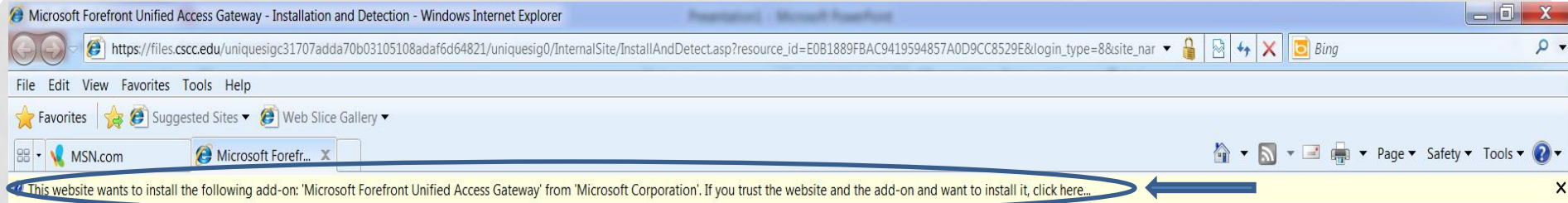
From your computer's desktop, double click on the Internet Explorer icon. (Internet Explorer is the preferred browser for this site.)



In the address bar type in this web address:

<http://files.csc.c.edu>





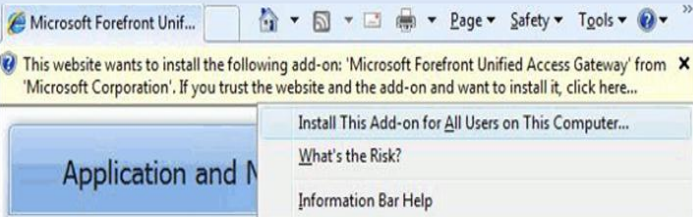
You can either click in the yellow bar to install or.....

Columbus State Application and Network Access Portal

Install Forefront UAG client components:

To install the components:

1. Right-click the Information Bar.
2. Select **Install This Add-On for All Users**, as follows:



The screenshot shows a context menu for the yellow information bar. The menu items are: "Install This Add-on for All Users on This Computer...", "What's the Risk?", and "Information Bar Help".

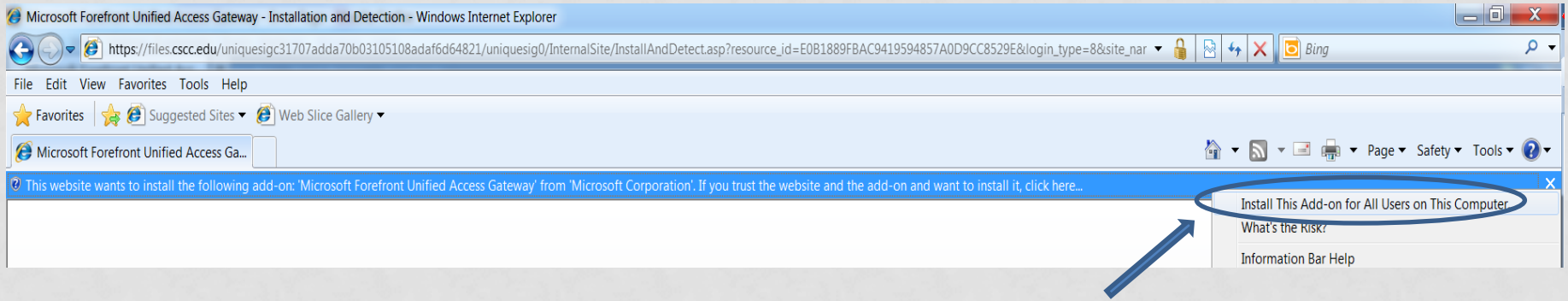
To install the components, you must have administrator privileges on this device. If you cannot see the Internet Explorer Information Bar, enable your browser to allow download of ActiveX components.

To skip this installation and continue with limited functionality click here:

Continue

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You can skip the install and continue with limited functionality.



If you choose to Install the Microsoft Unified Access Gateway add-on....

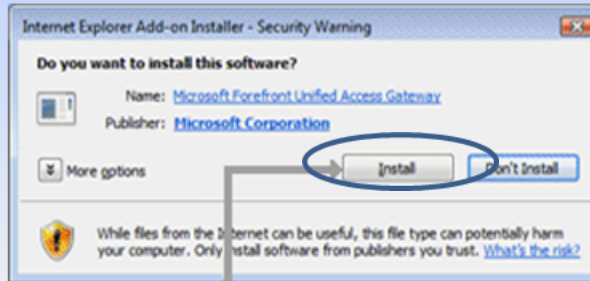
Click directly on the button, Install This Add-on for All Users on This Computer

Columbus State Application and Network Access Portal

Downloading Endpoint Component Manager...



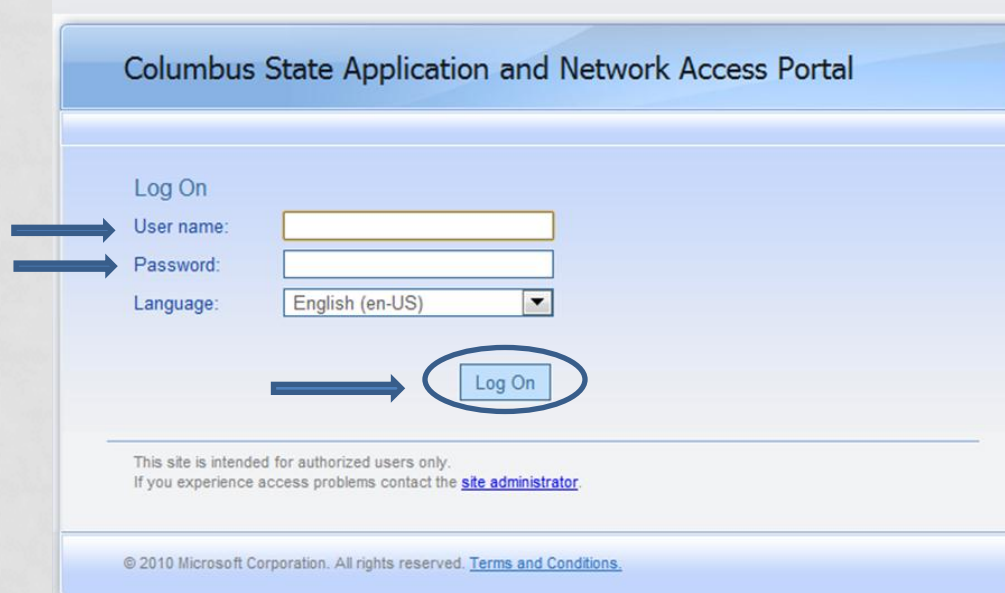
Please wait a few minutes for component downloads to complete. Corporate policy might require components for site access.



If this prompt appears
click Install to install the components.

The Endpoint Component Manager will begin to download and install.

If you receive a security warning prompt, click on the Install button to continue.



Columbus State Application and Network Access Portal

Log On

User name:

Password:

Language:

This site is intended for authorized users only.
If you experience access problems contact the [site administrator](#).

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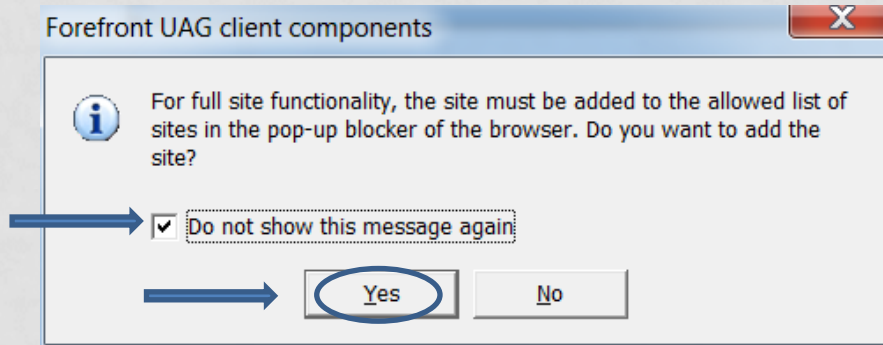
Once the add-on is installed, the login screen will appear.

To access the new Network Portal, type in your Columbus State User name and Password

Click on Log On



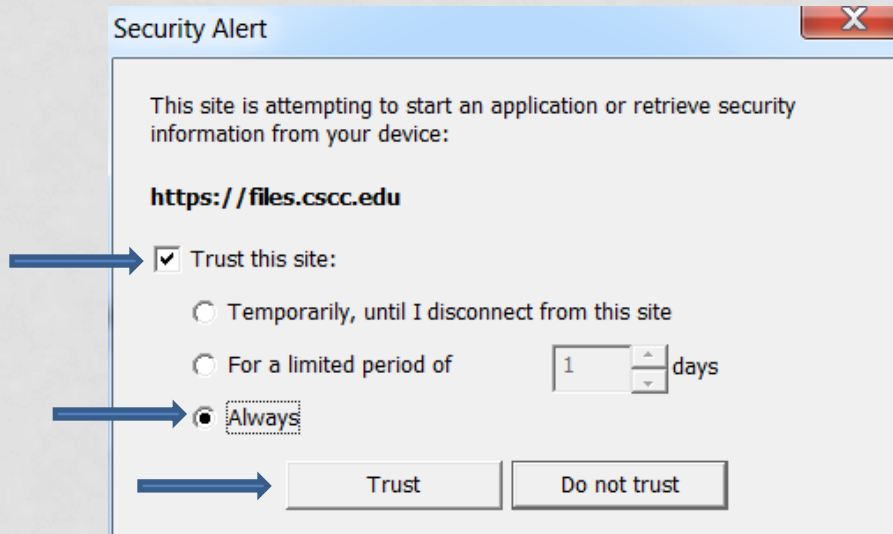
If you are having issues with your password, go to the website <http://password.csc.edu>



In order to access the site, you will need to add the site to the pop-up allowed list of your browser.

If you choose Do not show this message again, this is the only time you will see this dialogue box.

Click on Yes to add the site to your allowed list

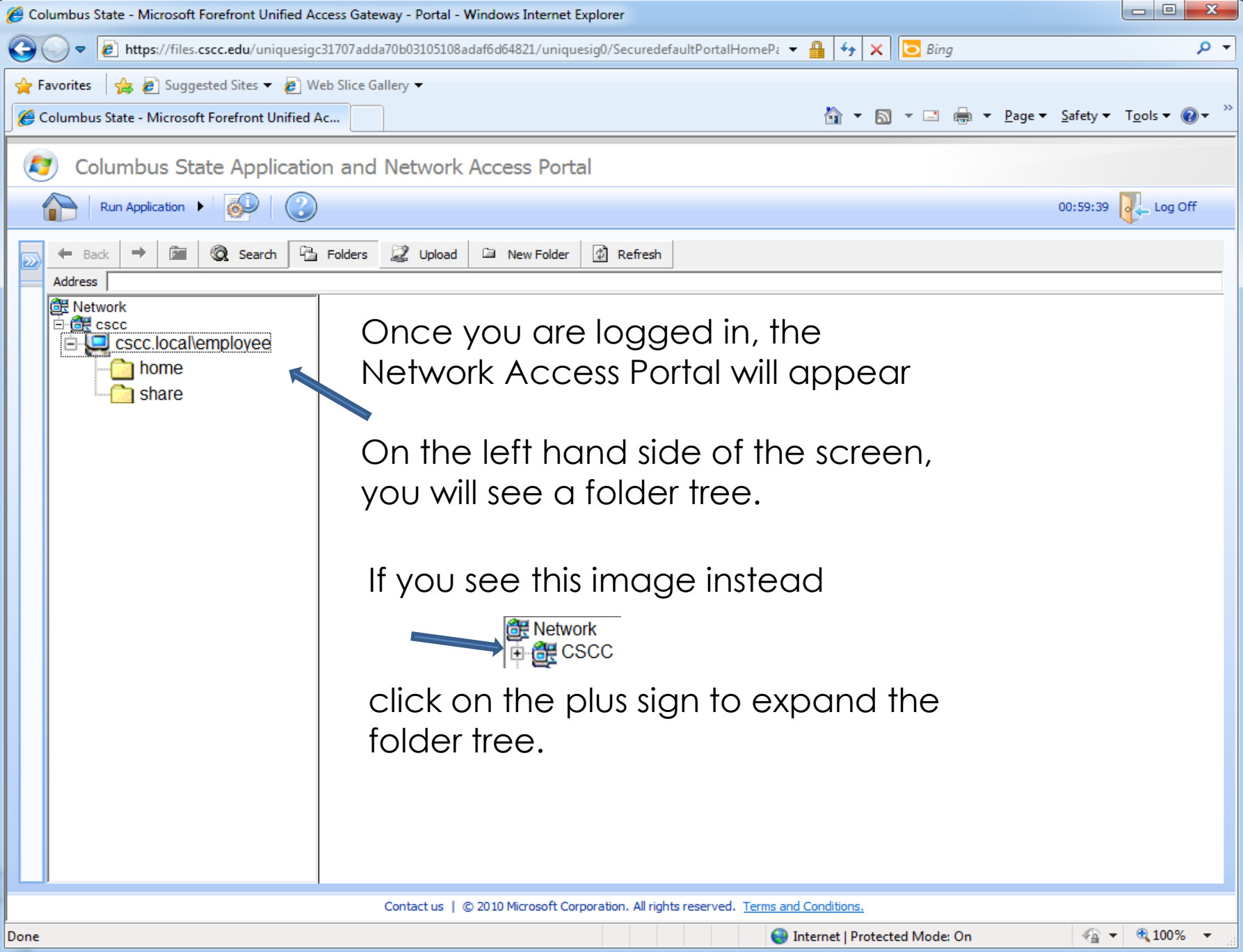


The next step is to Trust the website.

Checkmark Trust this site,

If you don't want to encounter this dialogue box again click the Always option

Click on the Trust button.



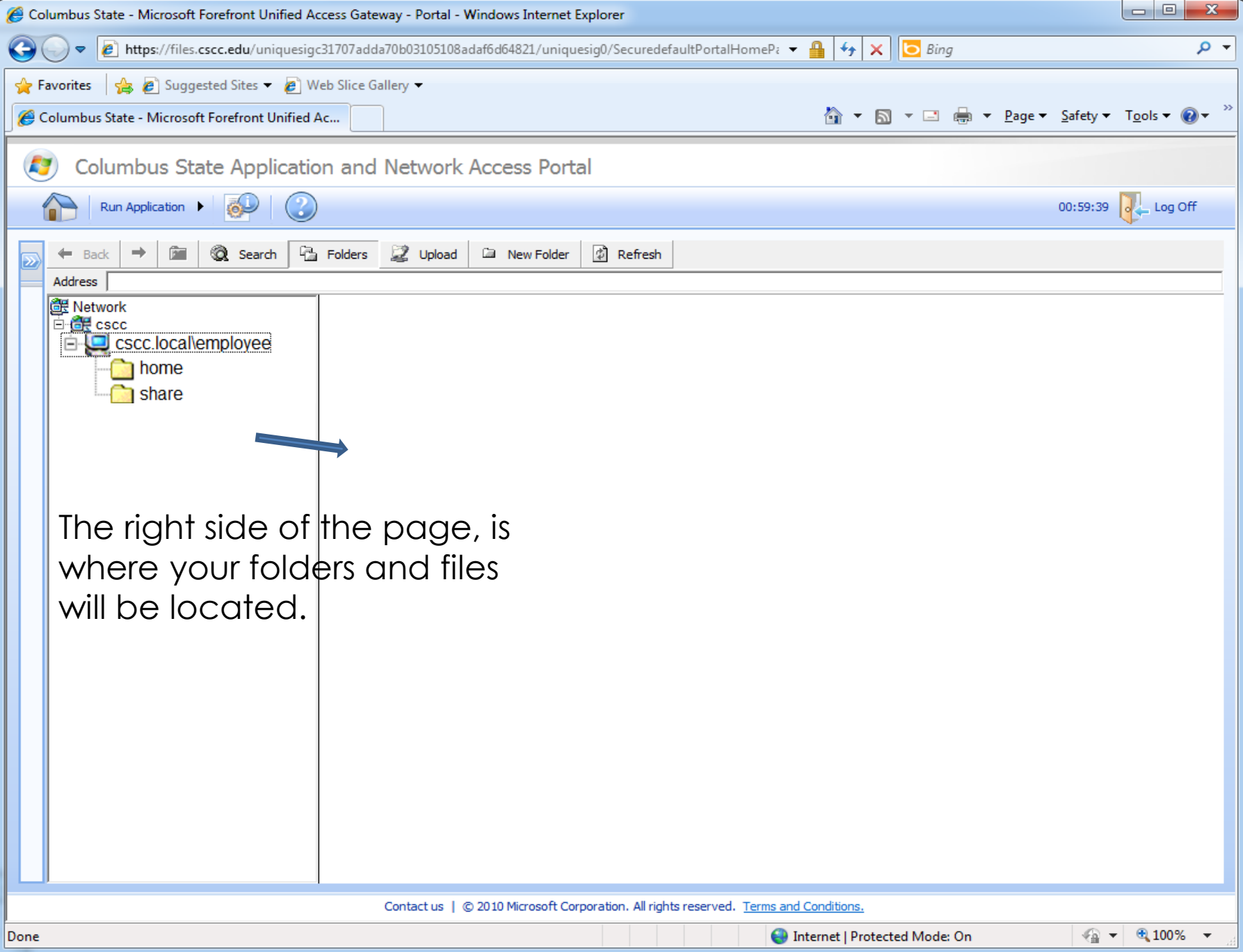
Once you are logged in, the Network Access Portal will appear

On the left hand side of the screen, you will see a folder tree.

If you see this image instead



click on the plus sign to expand the folder tree.



The right side of the page, is where your folders and files will be located.



If you are using Google Chrome or Mozilla Firefox, the <http://files.csc.c.edu> website may not load properly.

We highly recommend the use of Internet Explorer to avoid potential site issues.



Have questions? Need
further assistance?

Contact IT Support at

614-287-5050