



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

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](mailto:helpdesk@rsccd.edu) | [webhelpdesk.rsccd.edu](http://webhelpdesk.rsccd.edu) | Office Hours: Mon-Fri, 7:30am-4:30pm

**Step 1**

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

<https://remote.rsccd.edu/>

**Step 2**

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

When done, click "Sign In."

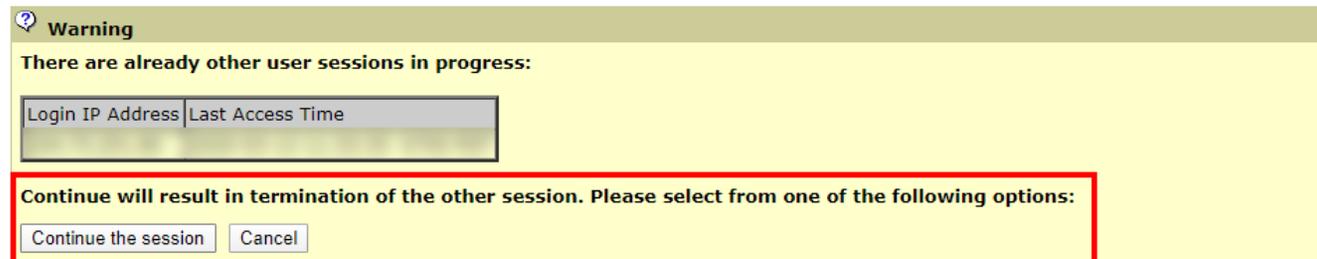
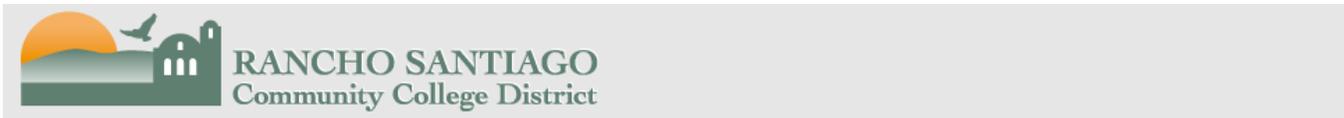
NOTE: The WebAdvisor ID format is two letters & five numbers (e.g., ab12345).

The image shows a screenshot of the RSCCD Remote Access Portal login page. On the left, there is a yellow callout box with a red border containing the following text: "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)." Two red arrows point from this box to the login form on the right. The login form includes the Rancho Santiago Community College District logo at the top, followed by the text "Welcome to the RSCCD Remote Access Portal (Faculty/Staff use only)". Below this are two input fields: "Username" and "Password", both highlighted with a red border. A "Sign In" button is also highlighted with a red border. To the right of the input fields, there is a note: "Please login using your WebAdvisor account (two letters & five numbers). Having Trouble Logging On? [Click here for assistance.](#) Are you a student looking for Office 365? [Click here for Student Email & MS Cloud.](#)"

**Step 3**

**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.



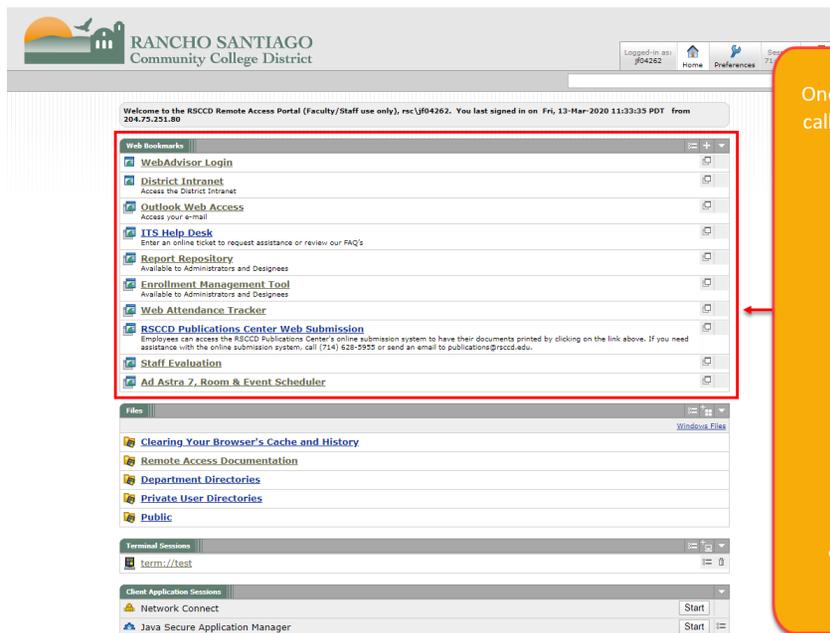
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**Step 4**

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.



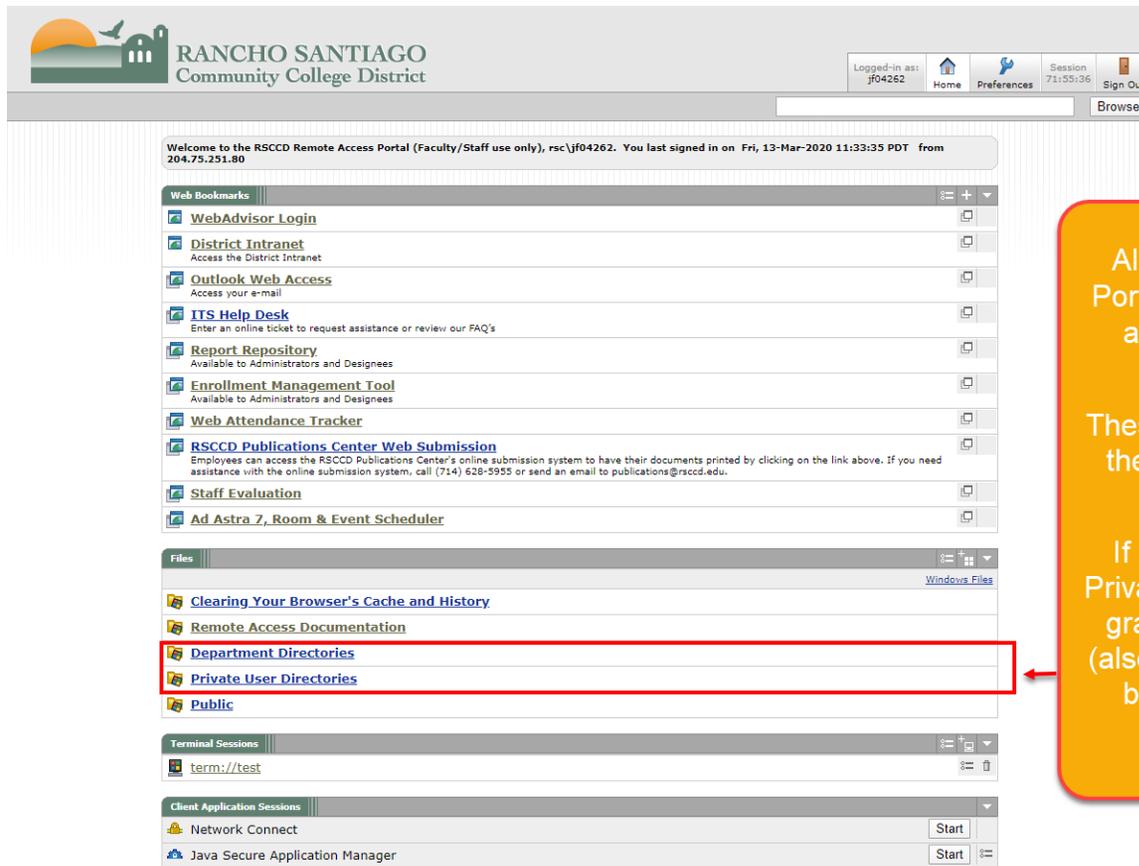
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**Step 5**

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.

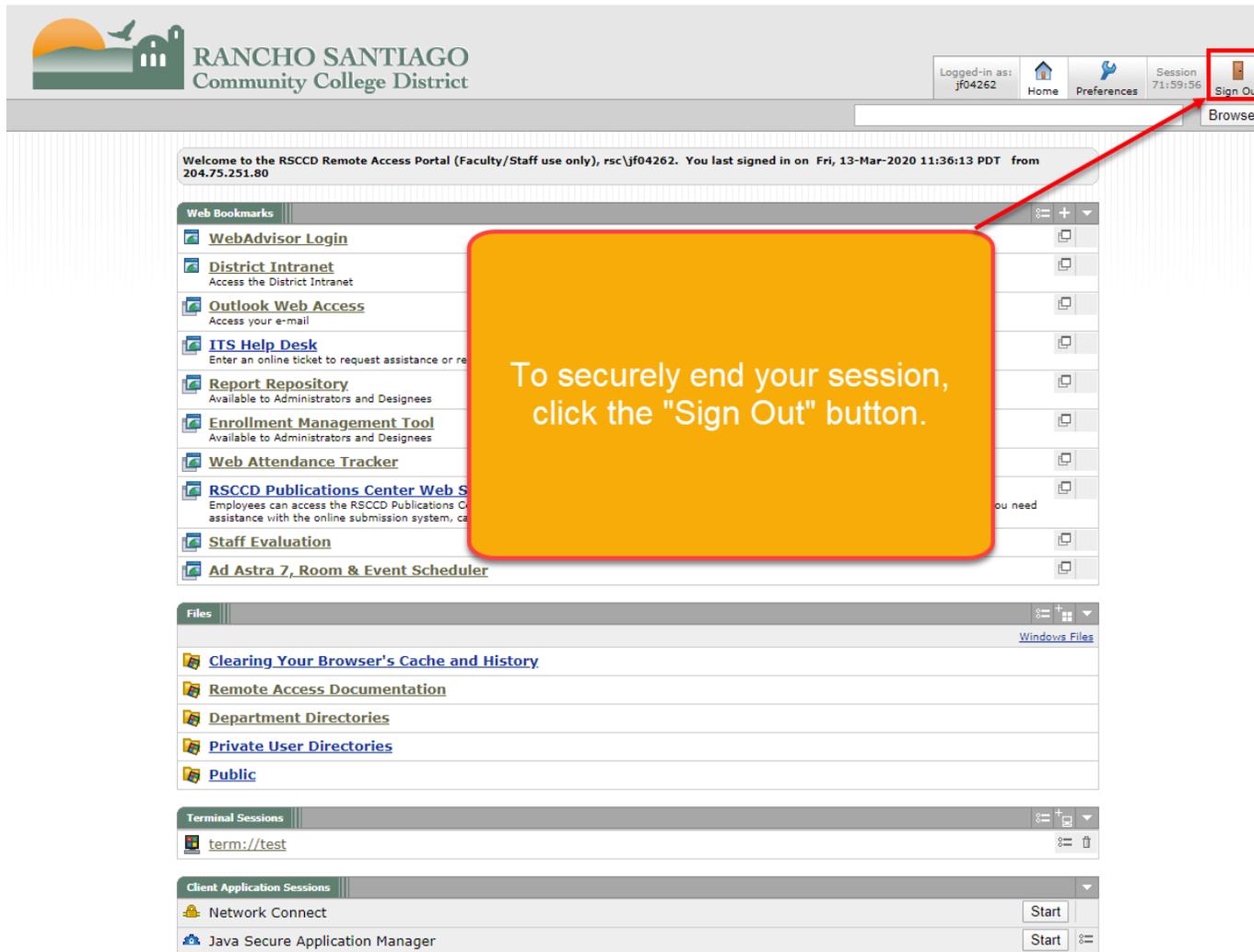
If you have been assigned a network Private User folder (usually your login) or granted access to Department folders (also known as H-Drive folders) they will be available remotely via the portal.



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**Step 6**

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



**Step 7**

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