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 | 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).
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.
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.
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.
Step 6

To securely end your session, click the “Sign Out” button.
Step 7

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