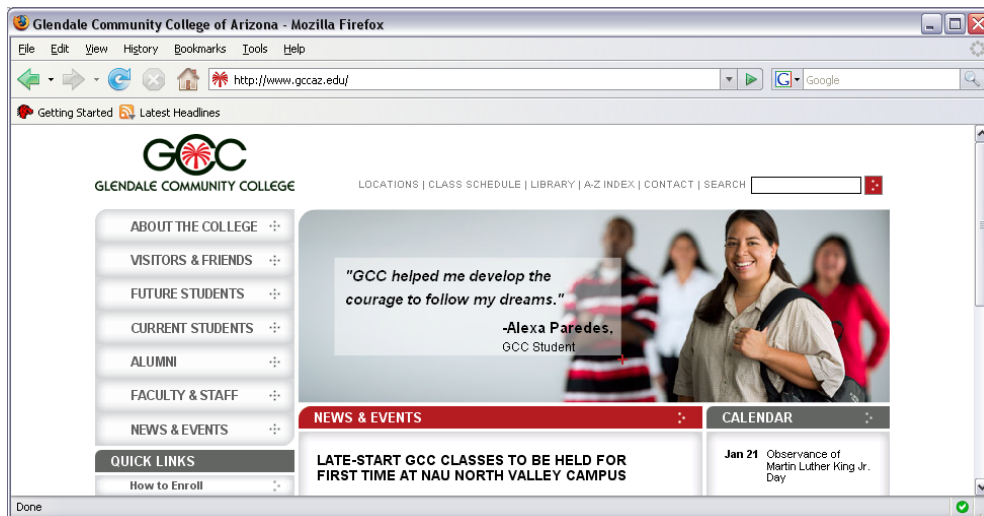


Introduction

This document is meant to be a guide for GCC staff trying to access GCCWeb from off-campus. As of this writing (January 28, 2008), there are two simple ways of accessing this resource: via FTP and via our campus VPN.



This document assumes you have the following:

- **Your eGCC Username and Password:** Your eGCC Username and Password usually is NOT the same as your Glory login information. You would use your eGCC Username and Password login information to access the computers in the High Tech Centers and classrooms. If you have forgotten your eGCC Username and/or Password, please contact the Student or Employee Helpdesk at (623) 845-3555 for assistance.
- **Permission to Edit Content on GCCWeb:** This permission is usually reserved for individuals in charge of campus websites and for system administrators. This document assumes that you already have the required permission. If you're not sure you have the required permission (or need to get permission), please contact the Employee Helpdesk at (623) 845-3555 x 3 for assistance.

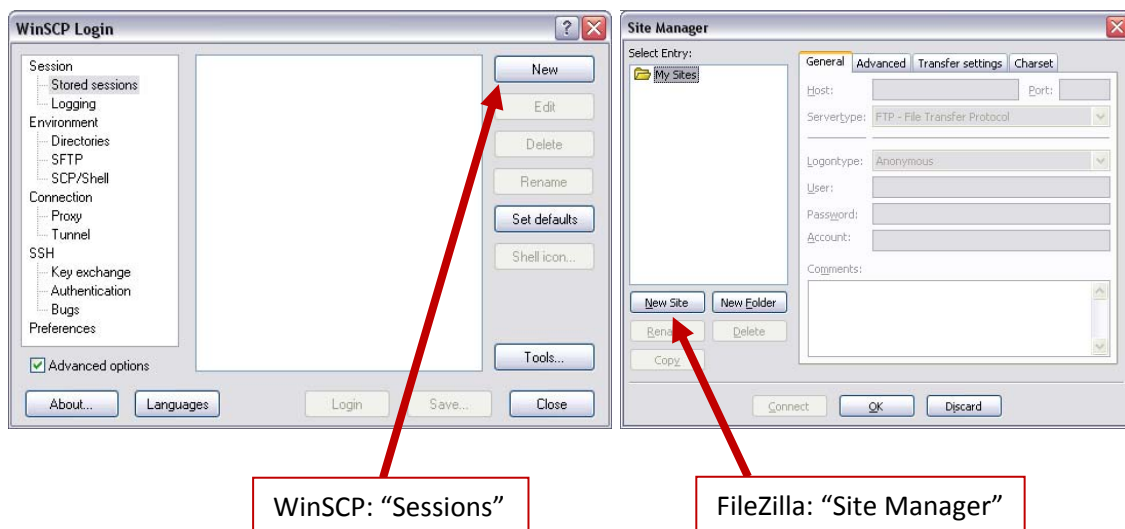
Here is what you will need to have for each method of accessing GCCWeb:

- **FTP Method - Your favorite FTP client:** Some clients include FileZilla, CuteFTP, WinSCP and those built-in to code editors like Dreamweaver.
- **VPN Method - Internet Explorer:** Our VPN utilizes some DirectX drivers that are only accessible via Internet Explorer.

Method 1: Using Your Favorite FTP Client

These instructions assume you are familiar with how to configure your FTP client. If you have questions about your specific FTP client, please consult that specific FTP client's documentation. This method should work regardless of your computer's operating system.

1. While in your FTP client, locate the "Site Manager" or "Stored Sessions" section. This area can be called by various names, but essentially this section is where you can store all of your FTP login information. For example, here are two screenshots from different FTP clients:



2. Please create a new session (or site) with the following information:
 - a. **FTP Host:** gccweb.gccaz.edu
 - b. **Folder:** /www/
 - c. **Username:** gccaz\egcc_username (Note the addition of "gccaz")
 - d. **Password:** egcc_password
3. Some clients, like WinSCP and Dreamweaver's built-in client, provide an option to specify a "File Protocol". Please be sure that "SFTP" or "SCP" are not selected, as those file protocols will not work.
4. Once you've typed in the information, please save your changes.
5. Now, test your connection by selecting the stored entry you just created. This entry can be identified as "GCCWeb" or "gccaz\egcc_username@gccweb.gccaz.edu", depending on your FTP client.
6. Upon successful connection, you should now see the contents of the GCCWeb.

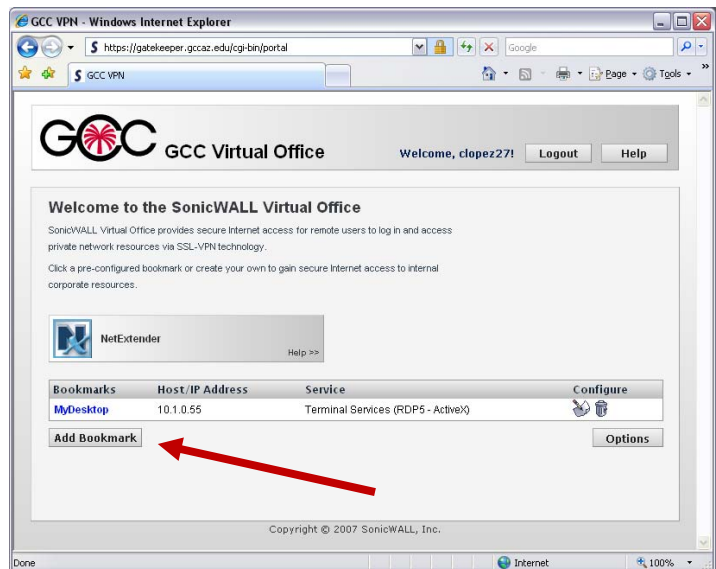
Method 2: Using GCC's VPN to Connect to GCCWeb

These instructions are for those who prefer a simple, web-based interface that only requires Internet Explorer. Like using an FTP client, this method utilizes a graphical user interface that allows for the user to interactively drag-and-drop multiple files by using the mouse.

Please note that this method only works for those who have Internet Explorer installed.

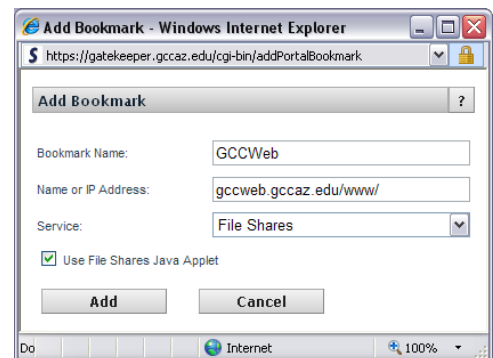


- Using Internet Explorer, please go to <https://gatekeeper.gccaz.edu/>
- Once you get to the login screen, provide your eGCC username (without "gccaz") and corresponding password.



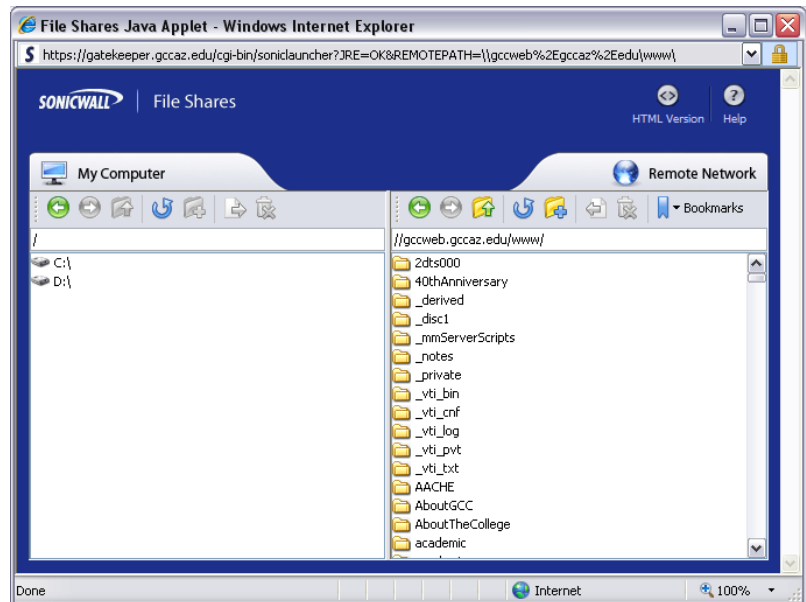
- Upon successful login, you should see your Virtual Office index page. Bookmarks may (not) be present, depending on whether you've used this tool before. Click on the "Add Bookmark" button, located in the bottom left-hand corner of the VO index page.

- The "Add Bookmark" dialog box should pop up. Please provide the following information:
 - Bookmark name:** GCCWeb (Or what you prefer)
 - Name or IP address:** gccweb.gccaz.edu/www/
 - Service:** File Shares
 - [X] Use File Shares Java Applet:** Make sure this item is check-marked.



5. Once you have provided the information above, please click the "Apply" button to save your changes. The "Add Bookmark" dialog box should close, your Virtual Office index page should automatically refresh and your new GCCWeb bookmark should appear.
6. Please click on the GCCWeb bookmark link you just created. If you're asked to approve a Java applet or add-on, approve it.

7. Another window will appear called "File Shares". This is where you see "My Computer" on the left, and the "Remote Network" (GCCWeb) on the right. Please wait a few moments while the application loads the GCCWeb directory listing in the "Remote Network" section.



Once the directory listing appears, you should now be able to interact with

GCCWeb via this browser-based graphical user interface.

8. Once you're finished, be sure to close the "File Shares" window. And, please log out of the VPN by clicking the "Logout" button on your Virtual Office index page (top right-hand corner of page, next to your username).
 - a. If all you see is a white box with an "X" in it, simply close this File Shares window. Then, start again on Step 7.

To use this method in the future, simply follow steps 1-3 and 7-8.