

## How To . . .

# Accessing Web Documents – Off Campus

Using WS\_FTP can ONLY be used off campus

After opening your FTP application, choose **new session**, this will open your session properties window.

**Step 1:** Enter the following Session Information:

**Profile Name:**

Hartnell College (or similar)

**Host Name/Address:**

hermes-ftp.hartnell.cc.ca.us

**Host Type:**

Automatic detect

**User ID:**

.your\_login.users.labs.academic

or

.your\_login.users.admin

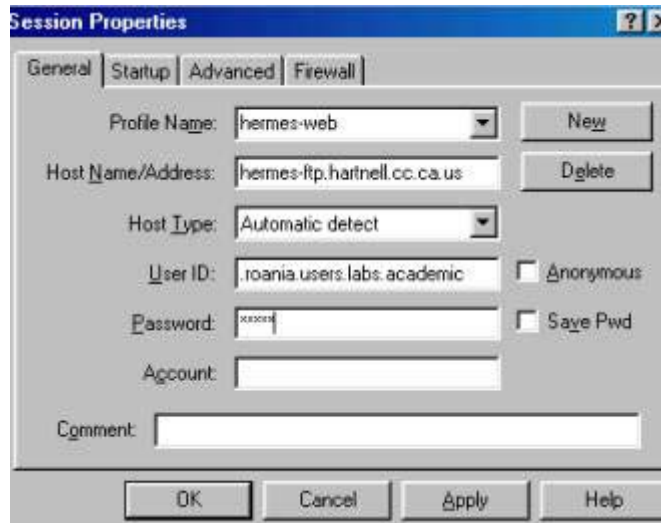
(based upon your user group, make sure to include the leading period)

**Password:**

(enter your HC Novell log-in password)

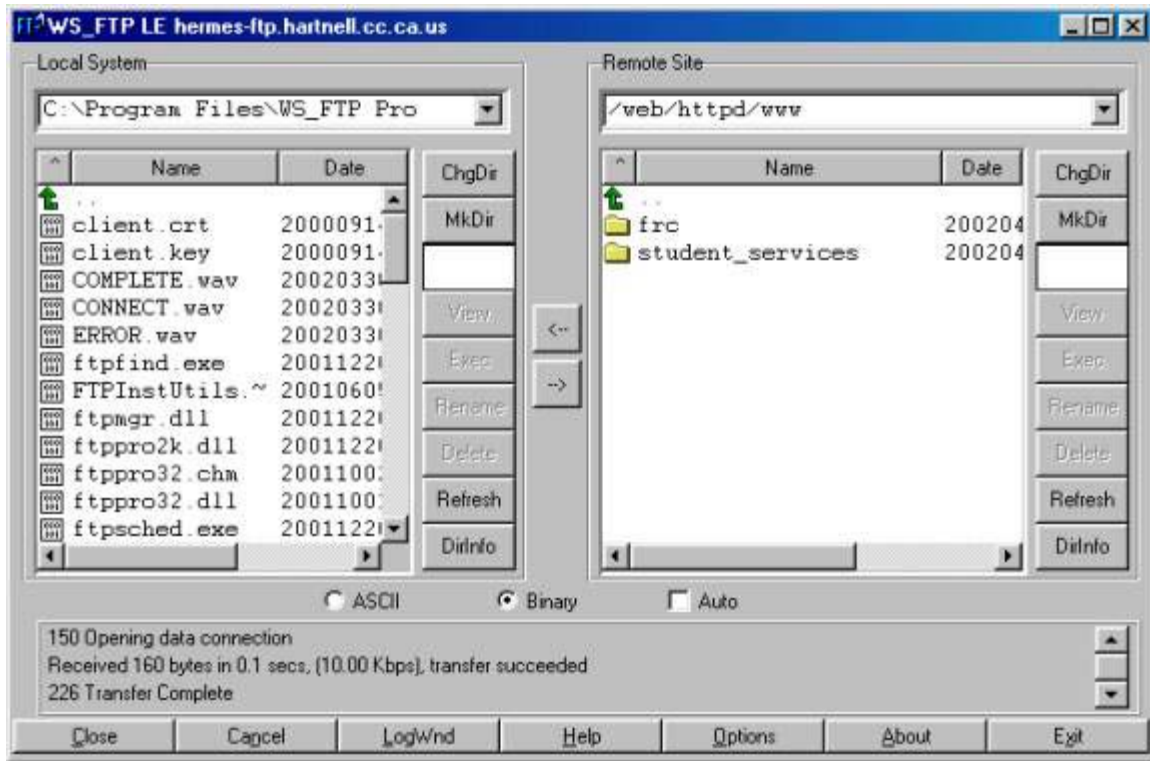
(Check "Save Pwd" only if you are the only one with access to your computer)

After, entering the information click the OK button. You will receive a dialog box that shows only the folders your login and password have permission to work with.



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### Left Side

Navigate to your local work directory, most likely on your Hard Drive "C".

### Right Side

Navigate to your online web directory, directories you have permissions to will be visible.

Transfer files by selecting them and clicking the arrow buttons in the center of the page - that's it!