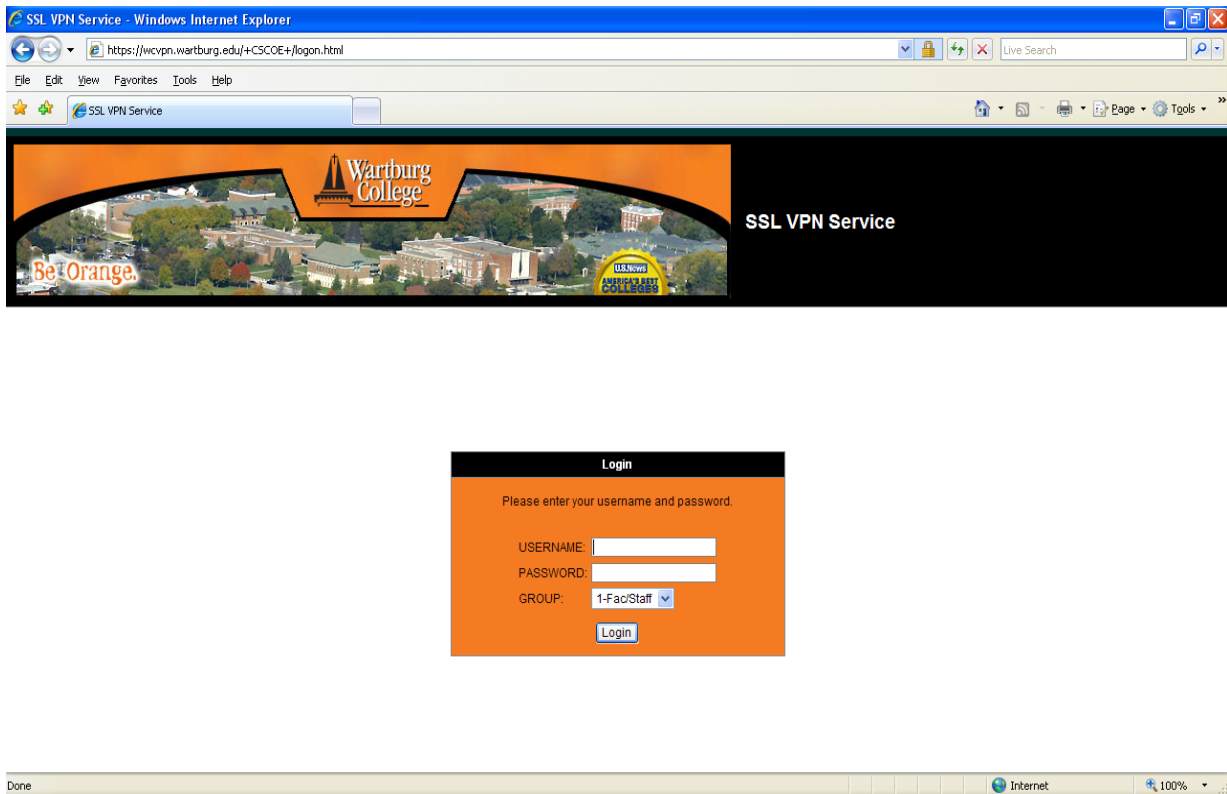


## *Instructions for Off-Campus Access to Group Shares*

1. Open your web browser and type the following URL:  
***wcvpn.wartburg.edu***
2. You will be directed to the following screen below:



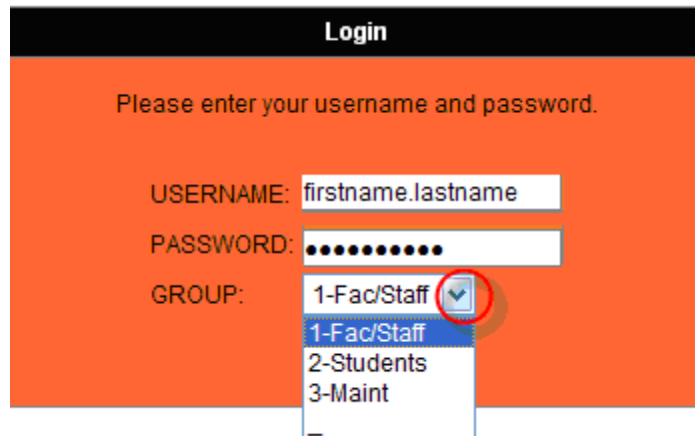
3. Enter your network credentials in the logon dialog box:

A close-up of the login dialog box from the previous image. The "USERNAME:" field contains the text "firstname.lastname". The "PASSWORD:" field is filled with 12 black dots. The "GROUP:" dropdown menu remains set to "1-Fac/Staff". The "Login" button is still visible at the bottom.

Username: firstname.lastname

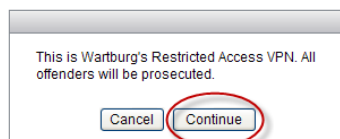
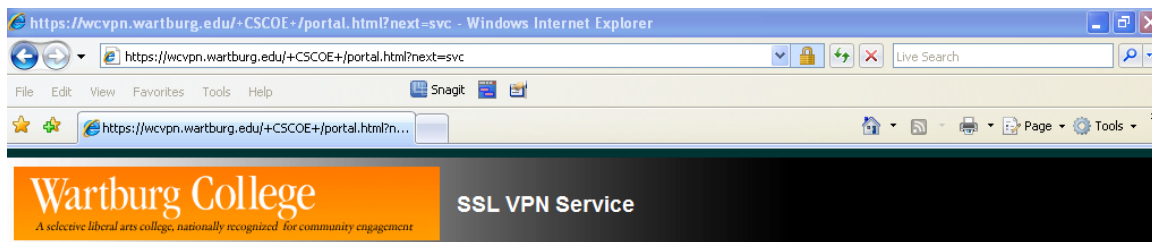
Password: Network Password

Group: Note: you must choose your Group by clicking on the down arrow from the drop down menu.



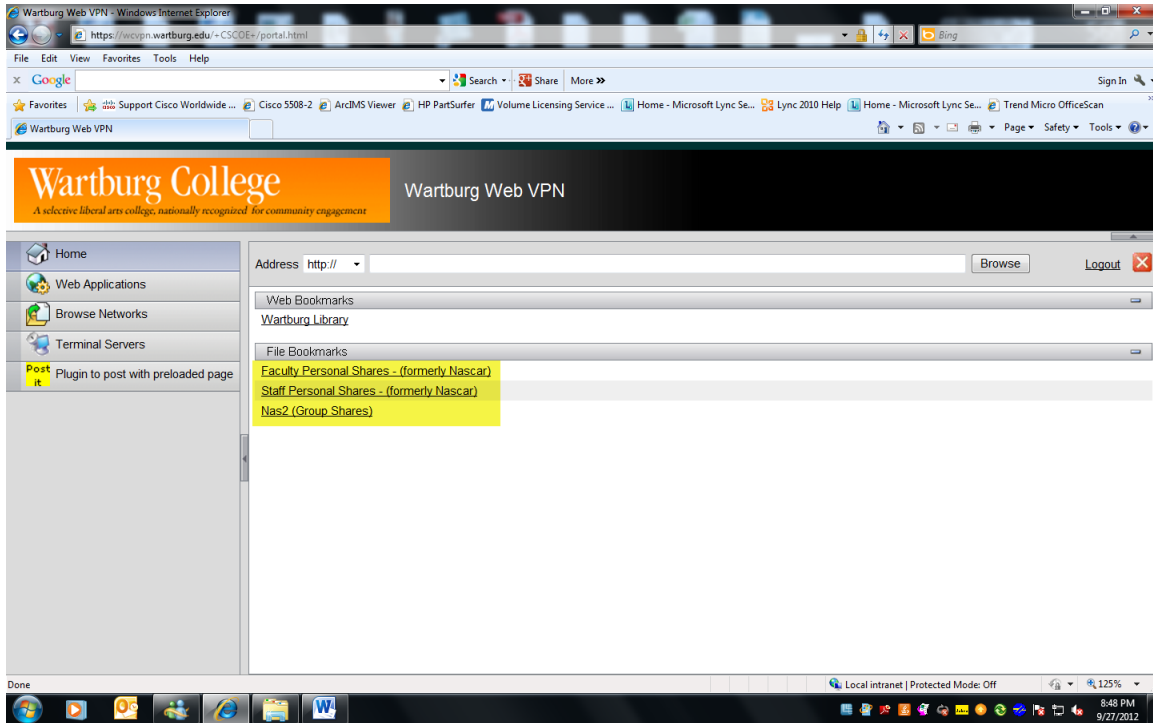
The image shows a login form titled "Login" with a black header. The background is orange. It says "Please enter your username and password." Below this are three fields: "USERNAME:" with the text "firstname.lastname", "PASSWORD:" with masked dots, and "GROUP:" with a dropdown menu. The dropdown menu is open, showing three options: "1-Fac/Staff" (selected with a blue highlight and a red circle around the down arrow), "2-Students", and "3-Maint".

4. After you login, you will receive a pop up screen informing you that this is Wartburg's Restricted Access VPN. Click Continue.

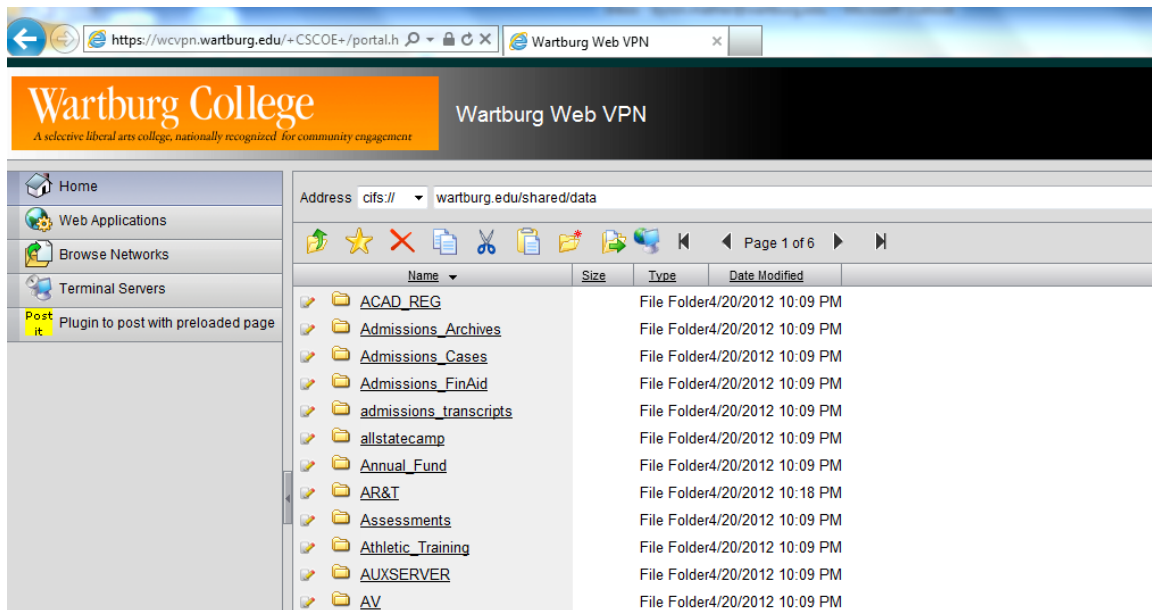


5. Select which off-campus access you would like to use, Personal Shares or Group Shares.

*Note: You will note that Wartburg Library is also available. To utilize the off-campus access for Wartburg's Library, click on that option.*



6. Click on Nas2, Group shares, you will be directed to the following screen. A listing of the group shares will appear. Use the arrow keys to navigate to your share. Once you have located your share, double click on the share name.



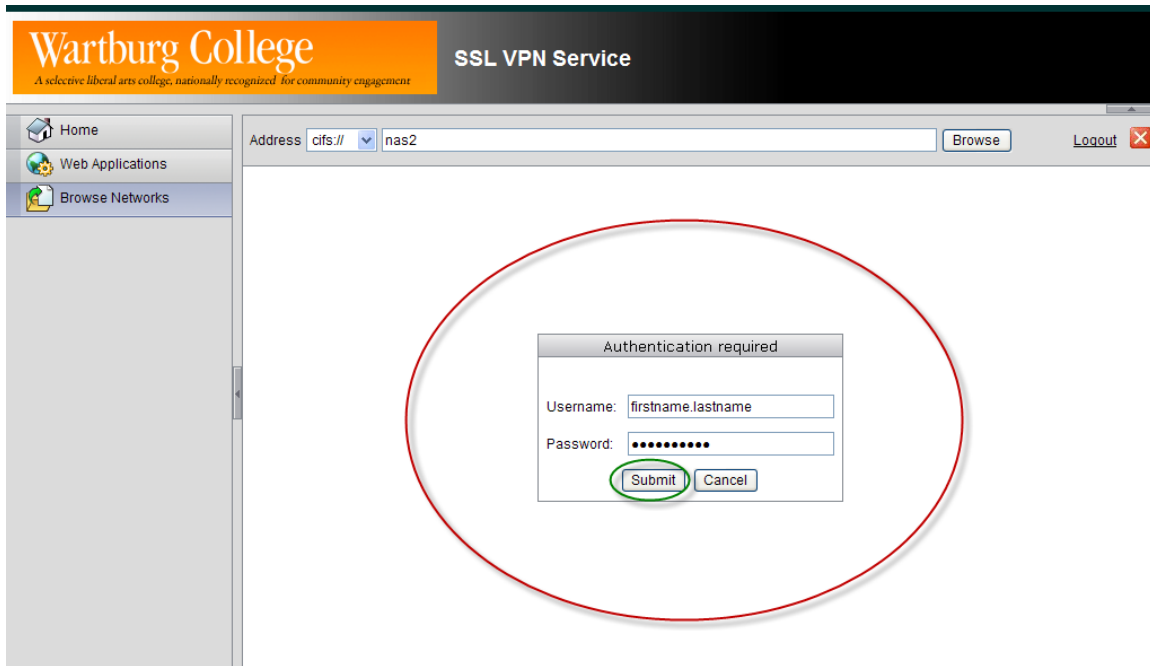
You may also get to your group share by typing in the name of your group share in the address bar.

After `wartburg.edu/shared/data` type / (forward slash) group share name. In the following example, it is typed: `wartburg.edu/shared/data/group_share name`.

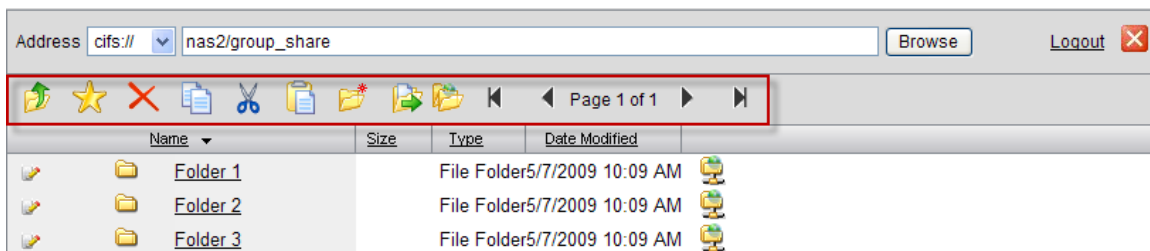
*Note: It is important to remember to type the / (forward slash), then the name of your group share.*

Hit your enter key, and you will be directed to your group share.

7. An authentication dialog box will appear and requesting your network credentials. Click on the Submit button and you will be directed to your group share.

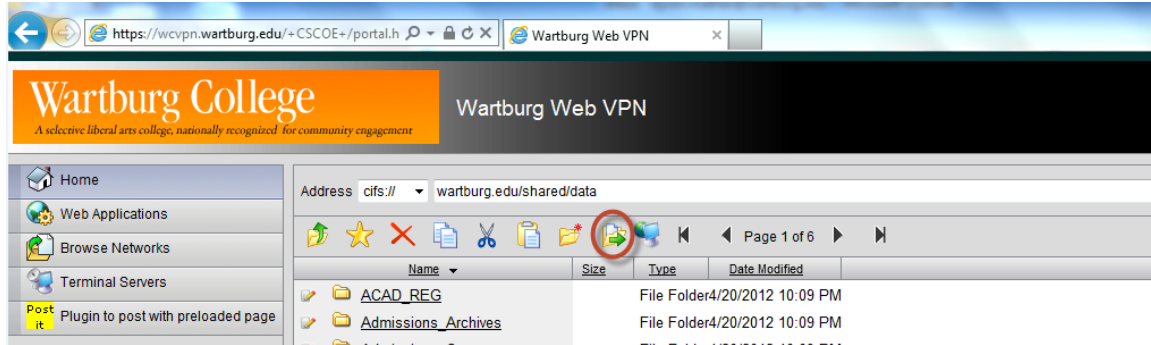


Notice that you have several icons below the address bar. These are standard icons that will give you the ability manage your group share. If you put your mouse over each icon, it will describe the function of each icon.

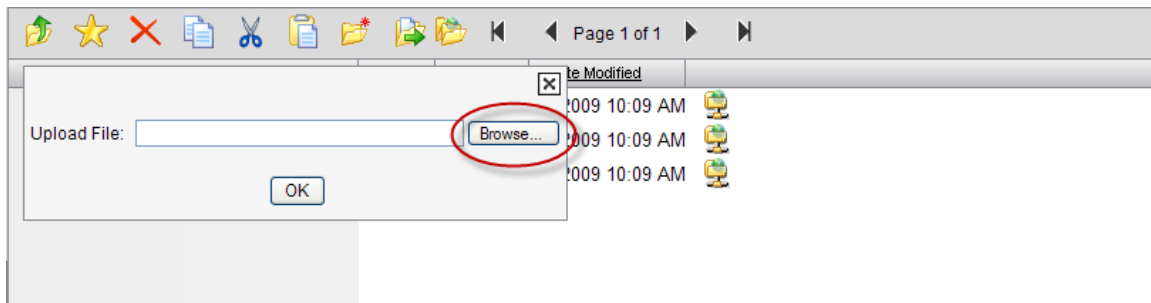


For example, to put a file that you created on your computer to your group share, you would do the following steps.

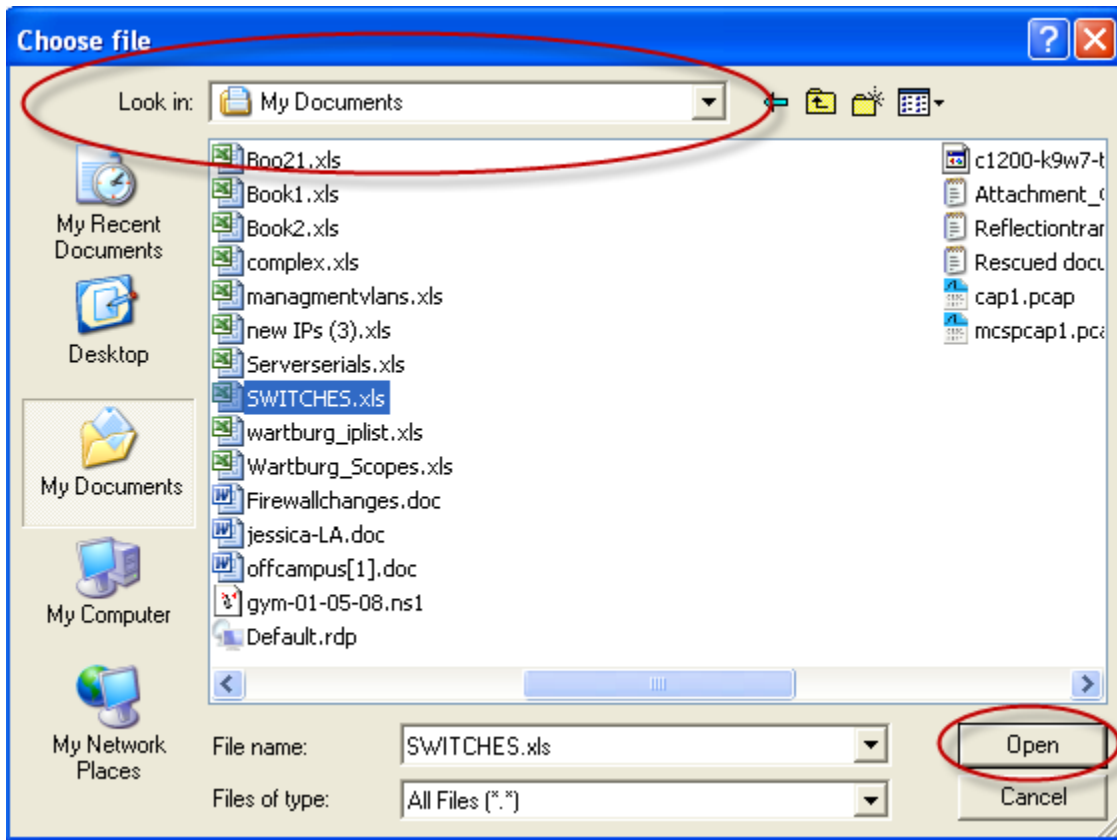
8. Select the Upload icon from the toolbar



The Upload dialog box appears. You will need to put in the correct path where your file was saved. If you are unsure where your file is located, click the Browse, button to search for your file.

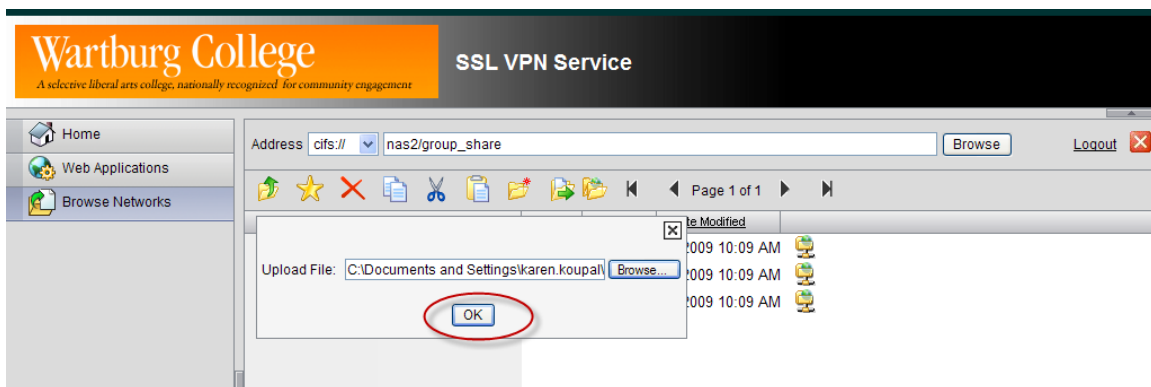


In this example, a file was saved in the My Documents folder on the local machine

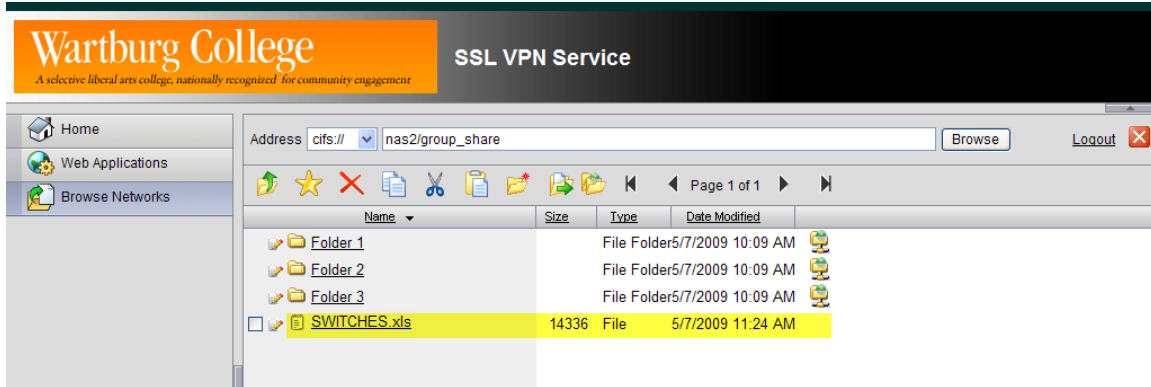


Select the file you want to upload to your Group share. In this example, the file name is switches.xls. Click on the file to select it. Next, Click on Open.

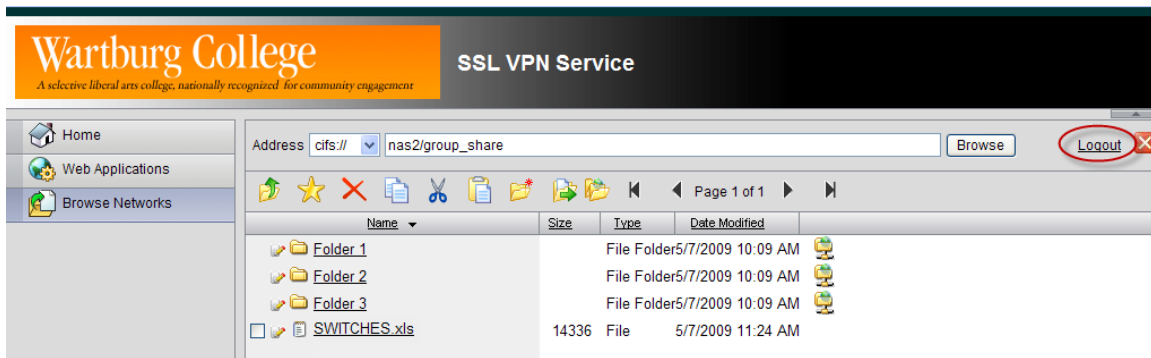
You will be directed back to the Upload dialog box, with the path of the filename filled in for you.



9. Click on OK and your file will be uploaded to your Group share.



10. When you are done using the Off-campus access, please remember to logout by clicking on Logout in the right hand corner of your screen.





11. After logging out, you will be directed to the following screen.

