

Access to Network Folders

You may access your personal and shared folders on the SCDC network.

Login:

1. Open your internet browser, connect to the internet, and type in the following web address: <https://vpn.doc.sc.gov> *Note: Do NOT type "www".*
2. Type your network **Username**, **Password**, and left-click **"Login"**. *Note: This is the same Username and Password you use to log into your work computer.*



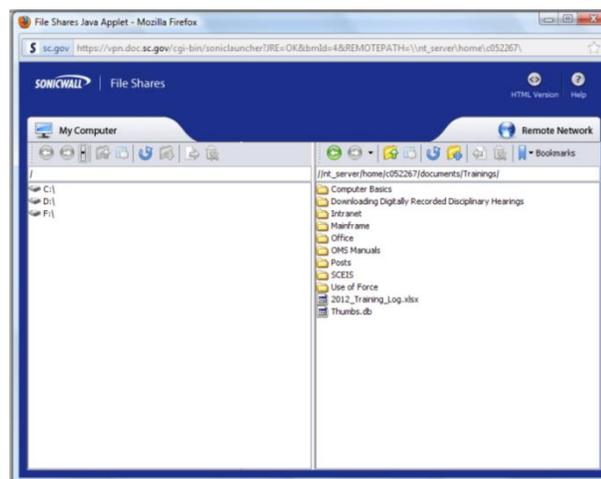
3. You will see the following screen when you have successfully logged in:



Folder Name	Folder Type
Home Folder	Home Network Folder
Public Folder	Public Network Folder
Shared Folder	Shared Network Folder

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4. Double left-click **"Home Folder"**, **"Public Folder"**, or **"Shared Folder"**, which will open the following window:



Login Troubleshooting:

Java Test Failed

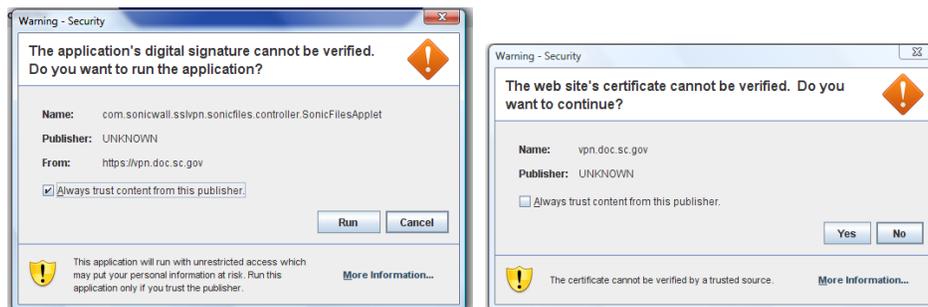
You do not have the current version of Java installed; you will need to “Get Java”.



1. Left-click “Get Java” and follow the installation instructions.
2. Once Java has been installed/updated, you will need to close all internet browser windows and log into the VPN again.
3. If the following warning pops-up, left-click “Run”.

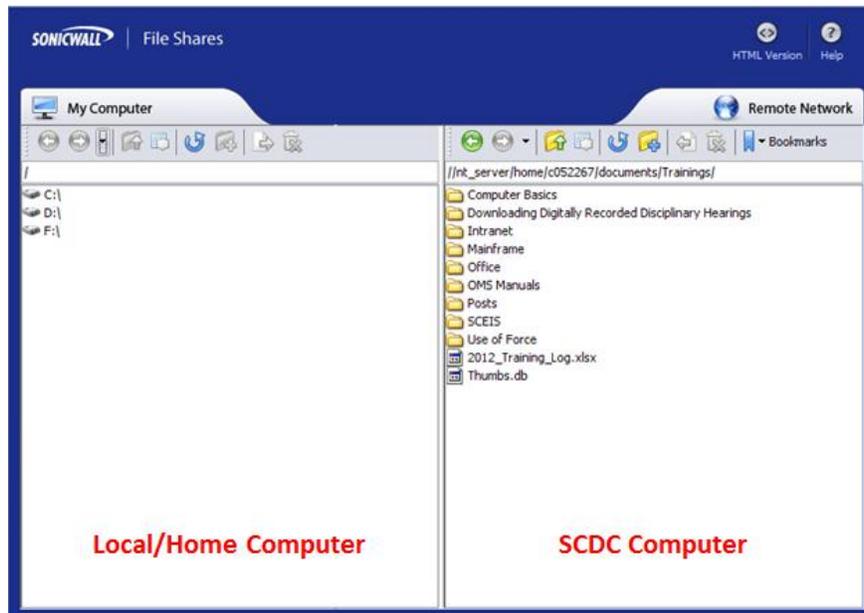


Digital Signature/Certificate cannot be Verified:

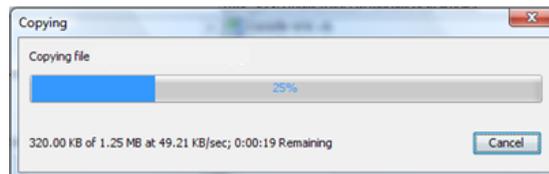


1. Left-click the check box beside “Always trust content from this publisher.”
2. Left-click “Yes” or “Run”.

Viewing a File:



1. Choose where you want the file saved on the left-hand side of the screen. This is where the file will be downloaded on the local/home computer.
2. Locate the file you wish to view on the right-hand side of the window and left-click once to select the file.
3. With the file selected, left-click the  button. This will download the file to your local/home computer. A **“Copying”** progress bar will appear on the screen depending on the size of the file.



4. Once the file has successfully downloaded, double left-click the file on the local/home computer to open/view the file. *Note: Any changes made to the downloaded file will NOT be made to the file located on the SCDC network. If you make changes, you need to upload the file to the network.*

Uploading a File:

1. Choose where you want the file saved on the right-hand side of the screen. This is where the file will be uploaded on the SCDC computer.
2. Locate the file you wish to upload on the left-hand side of the window and left-click once to select the file.
3. With the file selected, left-click the  button. This will upload the file to your SCDC computer. A **“Copying”** progress bar will appear on the screen depending on the size of the file.