



This document is meant to be a guide for anyone trying to enable access to their eGCC H: Drive (Personal storage space on the eGCC Server) on their Windows Vista laptop or desktop computer. Internet Explorer is the recommended browser for the process outlined below.

You will need to know your eGCC Username and Password. For eGCC Username and Password login information, please contact the Helpdesk:

- In person: Our main helpdesk is located in HT1 inside the west entrance.
- Call: 623.845.3555

1. Open Internet Explorer and enter the FTP address in the address bar.

This address is a little tricky, so we'll explain here:

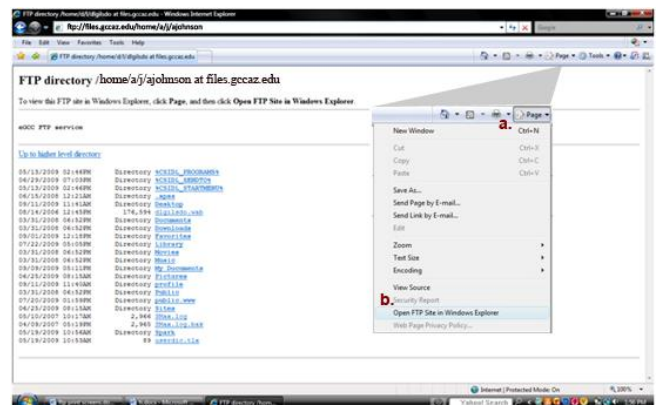
- a. The first part of the address is ftp://files.gccaz.edu/home
- b. The rest of the address is related to your eGCC username:

- the *first directory* will be the first letter of your username
- the *second directory* will be the second letter of your username
- the *third directory* will be your entire username

For example, the rest of the address for student Adam Johnson might be **a/j/ajohnson**.

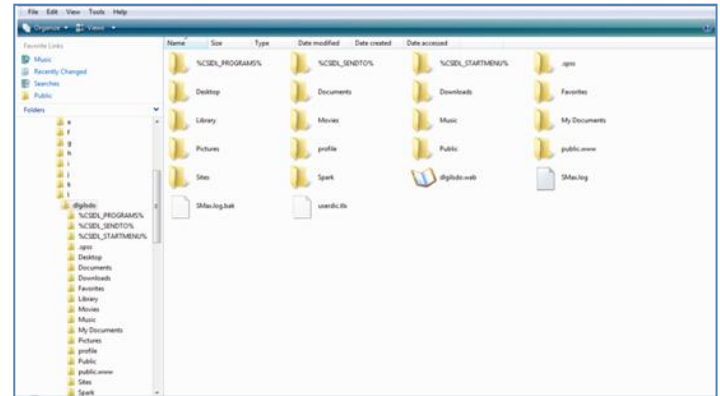
Enter in the address box: <ftp://files.gccaz.edu/home/a/j/ajohnson> (change the "a/j/ajohnson" to reflect your own username).

3. When the login screen appears:
 - a. Enter your eGCC username and password.
 - b. Click the Login On button.
4. The FTP directory screen appears.
 - a. Select **Page** from the toolbar.
 - b. Select **FTP Site in Window Explorer** menu item.





5. Your H:/Drive directory now appears in Windows Explorer.



- To open a folder, double-click the folder.
 - To open a file, double-click the desired file.
 - If you want to edit a file, it is recommended that you first save the file to your computer; e.g., Desktop, Documents.
 - To place a file from your computer into your eGCC H:/Drive (Windows Explorer pane), first select and copy the file. Next, paste the document to the desired location in the Windows Explorer left-hand pane.
- For more how to use Windows Explorer, please visit GCC Online Tutorials at <http://www.gccaz.edu/hd/tutorials> and select File Management.

When you select a file, you will be prompted to login again.

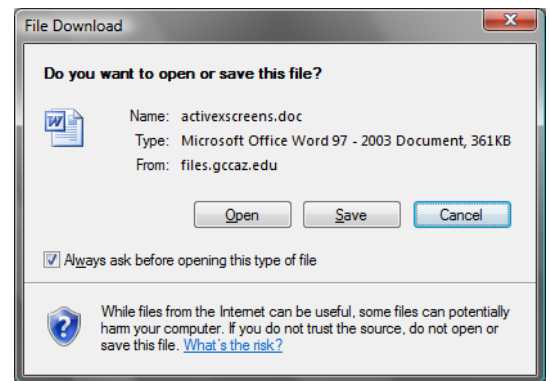


--A Word document is used for this example. --

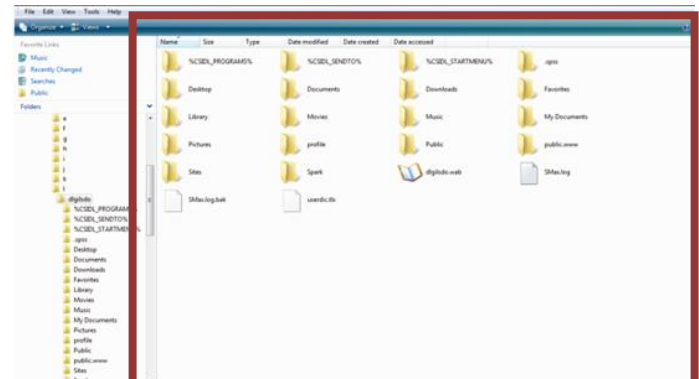
6. Next, the **File Download** window will appear.

Three choices are presented, Open, Save, and Cancel.

Using the Save option is recommended. Click the **Save** button. The file will be saved to your computer. (Of course, you will need to determine the destination location on your computer; e.g. Desktop, My Documents)



7. To place a file from your computer into your eGCC H:/Drive (Windows Explorer pane), first select and copy the file. Next, paste the document to the desired location in the Windows Explorer left-hand pane.



8. To disconnect from your H:/Drive:
a. Click the Window Explorer's close button.





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FTP -- H:/Drive

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- b. Click the Windows Internet Explorer's close button.



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