

How to submit assessment to the SoCA Server externally.

1. Read the instructions in the document: "How to access SoCA Server v4.pdf" on how to enrol on the server as a SoCA student
2. In order to use the server from outside the University campus, please read the instructions on the JCU website on how to set up a VPN tunnel for your operating system: <https://www.jcu.edu.au/library/connect/remote-access/making-a-vpn-connection-to-jcu>
3. Once you have a functioning VPN tunnel, use the following instructions to connect to the server:

Mac OS X:

Activate Finder

Command+K IR "Connect to Server.." from Finder's Go menu

Type in: soca.jcu.edu.au and hit enter

Put in your jc-id and password

Choose your volume

Windows:

Open Windows Explorer

Click on "Computer" in the left tree view

Click the "Map network drive" button in the toolbar OR right-click on "Computer" and choose "Map network drive" if the toolbar isn't visible

Choose a drive letter of your choice

In the Folder field, type in: "[\\soca.jcu.edu.au\SOCA_DropBoxes\](https://soca.jcu.edu.au/SOCA_DropBoxes/)" OR

"[\\soca.jcu.edu.au\SOCA_ClassInfo\](https://soca.jcu.edu.au/SOCA_ClassInfo/)" OR "[\\soca.jcu.edu.au\SOCA_StudentsData\](https://soca.jcu.edu.au/SOCA_StudentsData/)" depending on which drive you would like to map.

If you are using your own computer (not a JCU computer), tick the "Connect using different credentials" box

Click "Finish"

When you're prompted for your username and password, pre-fix your jc-id with "AD\", otherwise you might not get access. Example: "AD\jc123456"

Click "OK"

The network drive should mount