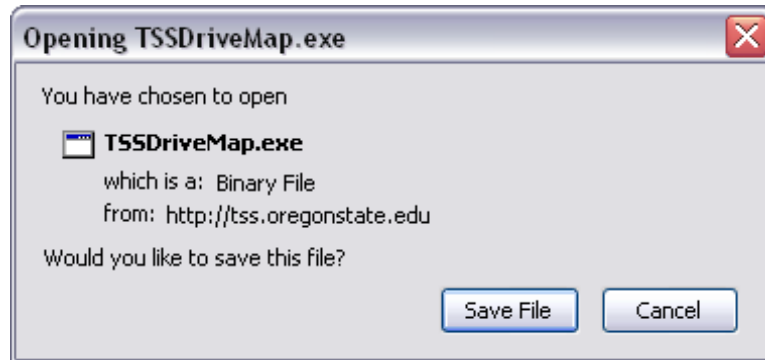


## Connecting to server for downloads

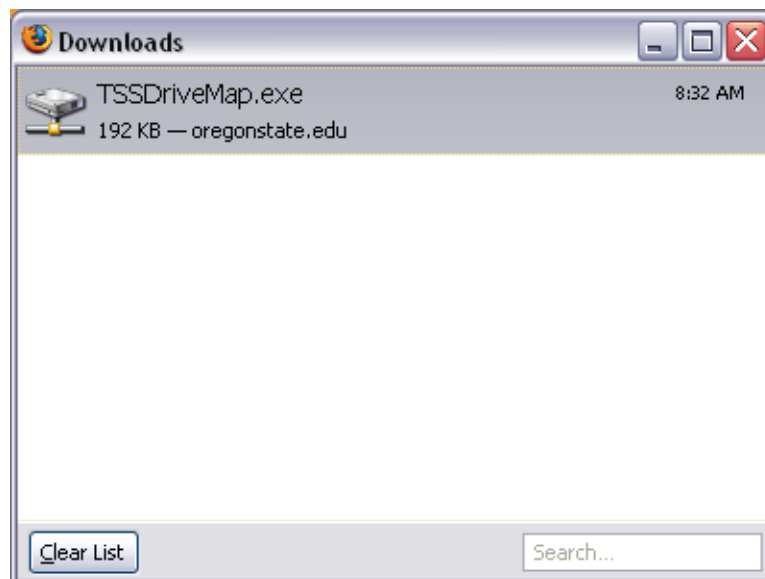
4/20/2009

These are the main steps you will see when accessing the server to download software. Please keep in mind that you will need to be on campus to do this process directly. If you are trying to download from off campus, you will need to make sure you are logged into VPN before starting the download process. Please contact Software Licensing if you need more information on VPN. If you have any firewall software running, you may need to turn it off before downloading from the server.

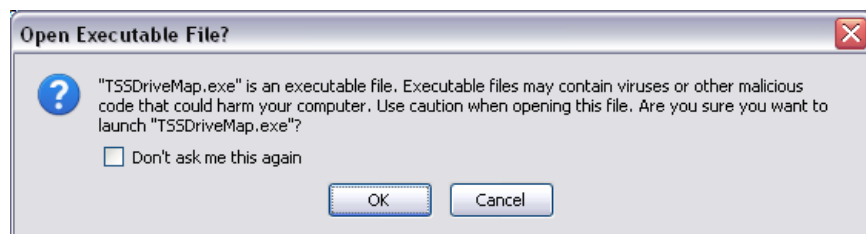
When you click on the link to download software from the TSS site, you will get this window (will be specific to the software you are downloading). Click on the Save File button:



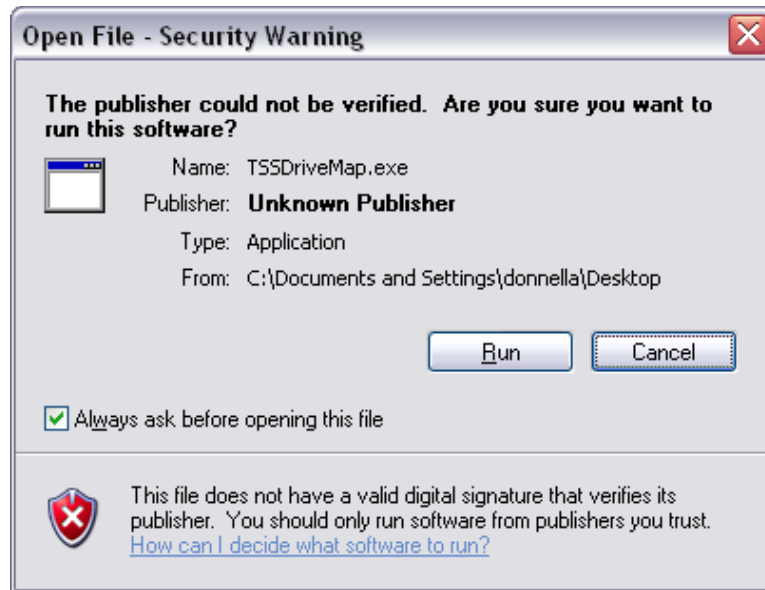
If this window opens with the .vbs script in it, you can double-click on the download, or find where the download was saved on your computer and double-click on it there:



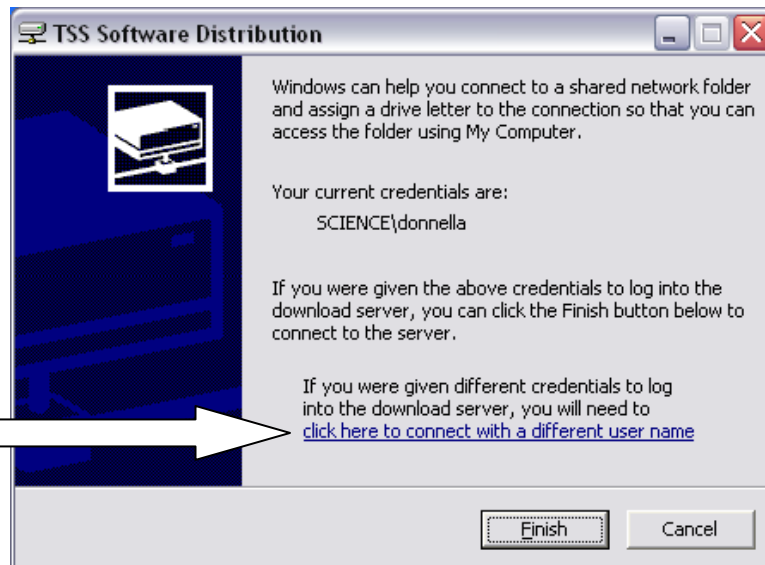
Click OK on this window:



You may get this window before running the script – click on Run to continue:

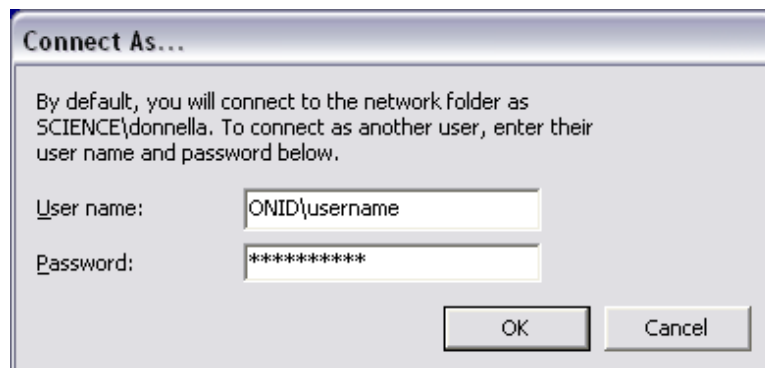


You will then see this window to log in to the server. The login ID will default to what you are logged into your computer with. **DON'T CLICK FINISH YET!!** If this is the login that was set up for you to access the server, then you can click on Finish. If you were told to use your **ONID** account or a different account, click on the "different user name" link:

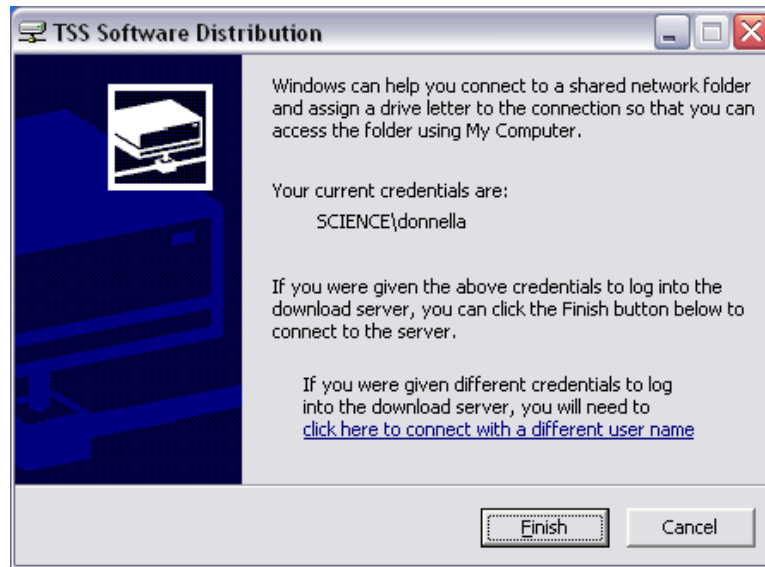


Enter your user name (make sure you enter the domain first, i.e. ONID\username), then your password, then click OK:

(Note: If you tab to the password field without entering a domain, "ONID\" will automatically be added for you.)



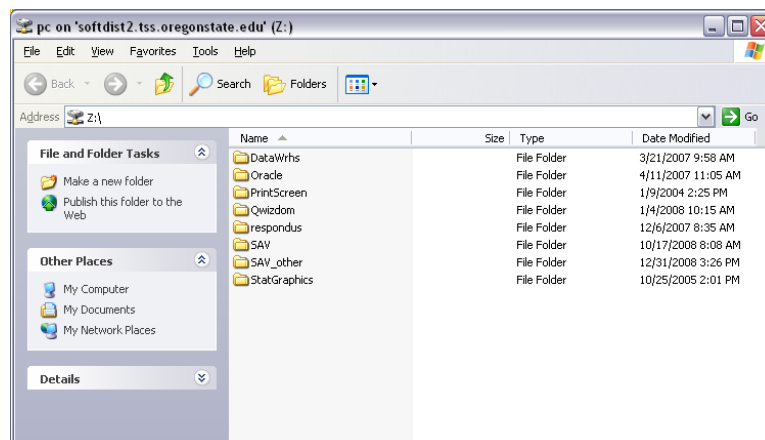
You will be brought back to this window. Click Finish to access the server:



If you get this window after you have clicked on Finish, you probably entered an incorrect password. Carefully fill this information in again and click OK:



A window should then open that shows the folders you have access to in SoftDist2. Double-click on the folder that you need to access to install the software.



**NOTE:** If you get a message that you are connected to the server but then are denied access, go to “My Computer” and right-click on the network connection for “pc on softdist...” and choose disconnect. Then try the log in process again – make sure to use the log in name and password that was set up for you to access the server!

If you have any questions or issues about logging into the server, please contact [amy.donnelly@oregonstate.edu](mailto:amy.donnelly@oregonstate.edu).