**Instructions for Accessing Drop Box**

To replace our current IMSC portal, we will be using Drop Box. To access Drop Box:

1. Please go to [www.dropbox.com](http://www.dropbox.com)
2. Click Sign In, displayed in the upper right corner of the screen.



1. Enter the user ID: rockchangecenter@co.rock.wi.us
2. Password is 2020SCC
3. On the home page, the IMSC folder shows under “Starred”
4. Select the folder to display a list of folders. 
5. Select the folder you wish to view to display the documents. 
6. Select the document you wish to open. 
7. Once you have clicked, the document will display.
8. In the upper right hand corner, you have the option to Download the document



1. Clicking download displays a banner at the bottom of the screen with options for opening or saving the document.
2. Click save as and select the area you wish to save the document
3. When finished, click the SCC logo in the upper right hand corner.



1. Select Sign Out

