



How to Access Data Worksheets for Mac Users

Data worksheets are an important part of the AmeriCorps experience. Having access to them on any computer that is connected to the internet is very convenient. However, if you use a computer that runs the Mac operating system, you will find it almost impossible to access these documents.

This guide will help you, as a Mac user, access these data worksheets from your Mac OS machine.

Video Guide:

To view a video that acts as a guide through the process of accessing the data on a Mac, please [click here](#).

Text Guide:

Step 1: Download and install the program "Remote Desktop Client" for Mac from the following website - <http://www.microsoft.com/mac/remote-desktop-client>

Step 2: Open the "Remote Desktop Client" In the pop-up window, enter "backup.keystonesmiles.org" as the "Computer" and click "Connect"

Step 3: In the next window, enter your personal username and password used to access your Keystone SMILES AmeriCorps data worksheets into the corresponding fields. In the "Domain" field, enter "backup.keystonesmiles.org" and click "OK" In the next pop-up window, click "Connect"

Step 4: You should now be viewing a window that resembles the desktop of a Microsoft computer. By clicking the START menu, you will see you have access to the Remote Desktop applications, including Microsoft Excel, which is used for the AmeriCorps data entry.

Step 5: Access, edit, and save data worksheets as you would on a Microsoft computer. To exit the "Remote Desktop Client," use the keyboard shortcut "command + Q"