

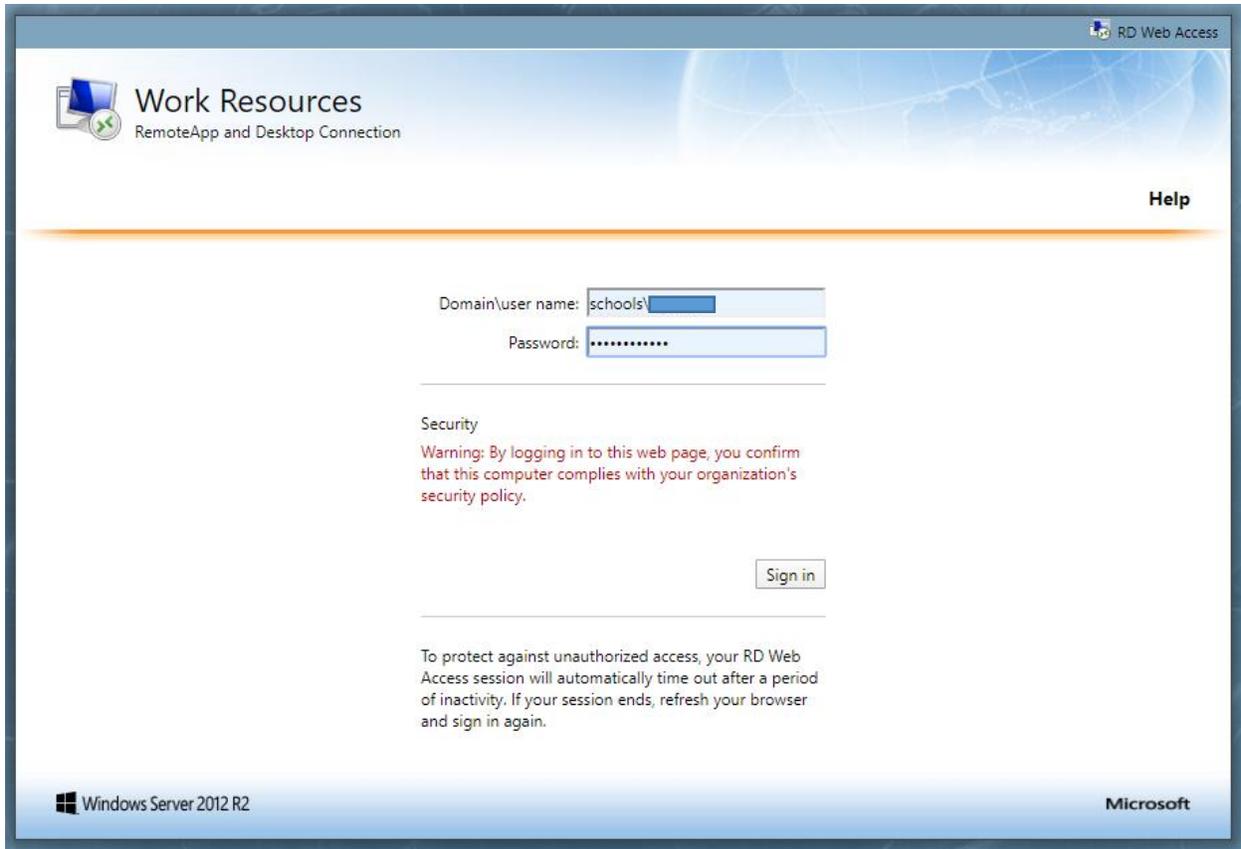
# Remote Access Guide

The screenshot shows the school's website header with contact information (01474 534718, office@stj.kent.sch.uk) and a navigation menu (Home, About Us, Parents, Safeguarding, Students, News). Below the header is a banner image of students in lab coats using microscopes. A breadcrumb trail reads 'You Are Here: Home > Links > Staff Access'. A purple sidebar menu on the right lists 'Links', 'Student and Parent Links', 'Staff Access', and 'Technical Guides'. The main content area is titled 'Staff Access' and contains the text: 'To access staff services please click the following Links:'. Below this are two links: 'Email' and 'Remote'. A blue arrow points to the 'Remote' link.

The first step to remotng into the school system is to go to the School Website. On the **Links** page, select the **Staff Access** tab. There you will find a link labelled “**Remote**”. This is indicated by the arrow above.

The screenshot shows a 'Work Resources' login window titled 'RemoteApp and Desktop Connection'. It features a 'Help' link in the top right. Below the title bar are two input fields: 'Domain/user name:' and 'Password:'. A 'Sign in' button is positioned below the password field. A security warning states: 'Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.' At the bottom, a note reads: 'To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.' The window footer includes 'Windows Server 2012 R2' and 'Microsoft'.

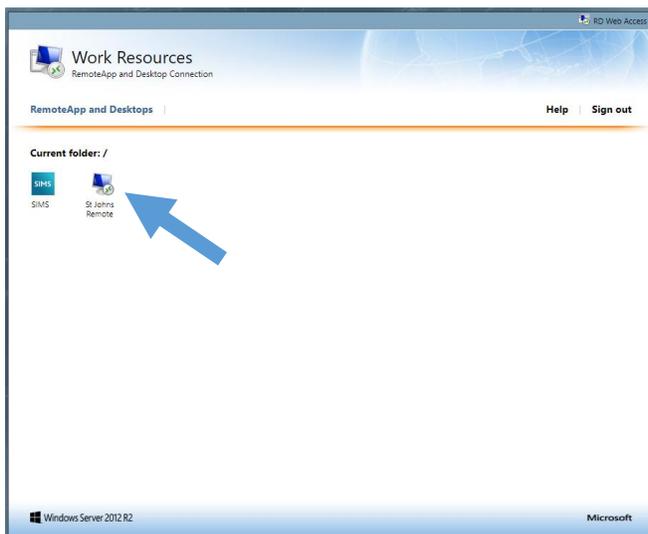
This will then open the window illustrated here, to the left.



Fill in the boxes, on this page with the details of your account. Please make sure that, before your username you include the word “schools” and a backslash.

Your username should read: **schools\username**

The password is the same one that you use to log in normally.

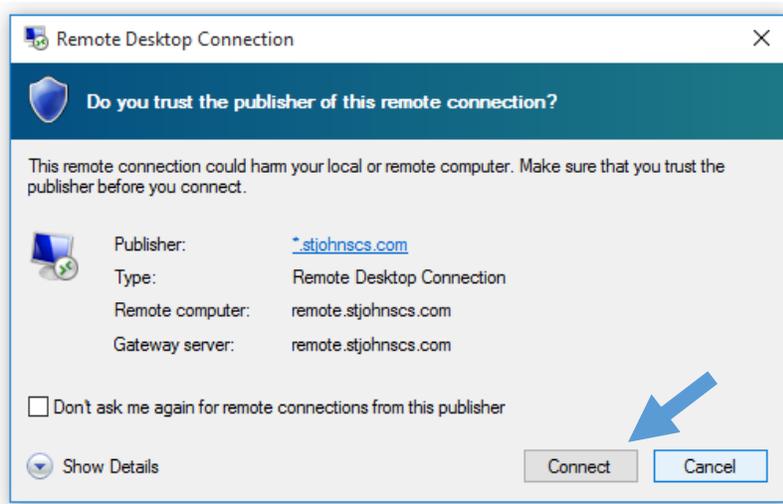
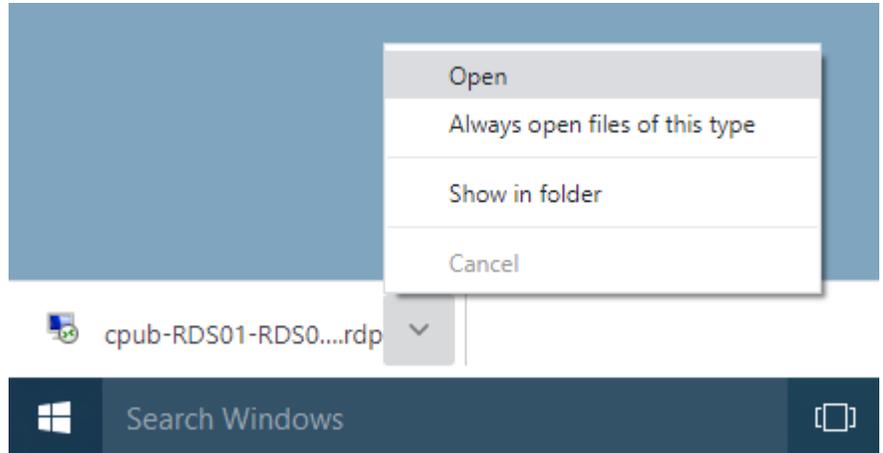


This will then open this window, shown here on the left.

From here, click on the icon named “**St Johns Remote**”. This is highlighted with an arrow.

At this point, the remote application will download onto your computer. This can be seen just over your taskbar, at the bottom of your screen.

By clicking on the down arrow, you can then open the application. Please see the image to the right, for an example.



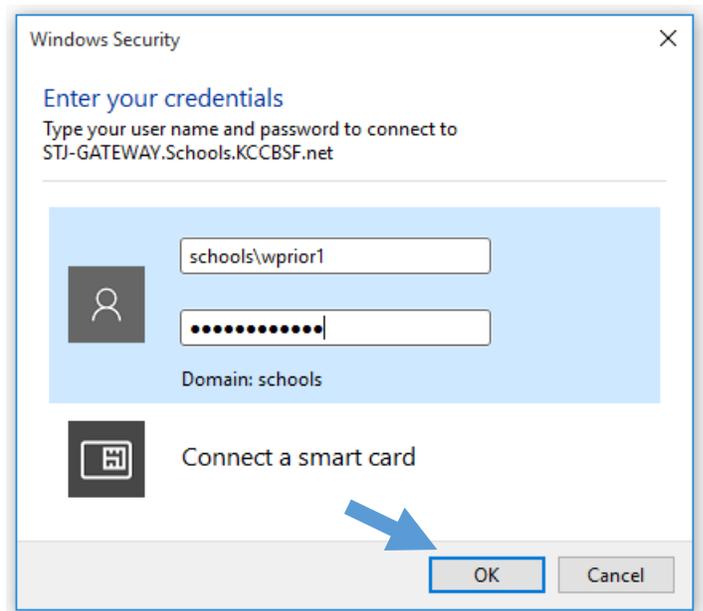
This will then open the window that is shown to the left. From this point, please click the “Connect” button.

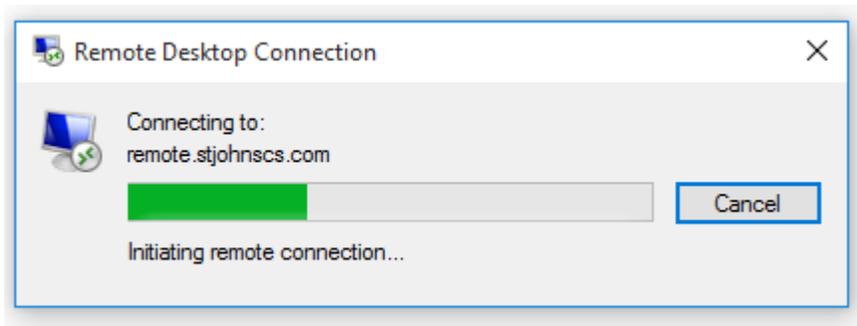
At that point, a new window will open (shown here on the right). In the boxes provided, please type in your username and password.

As before, please remember to include “schools” and a backslash in front of your username.

e.g. `schools\username`

Then click “OK”.

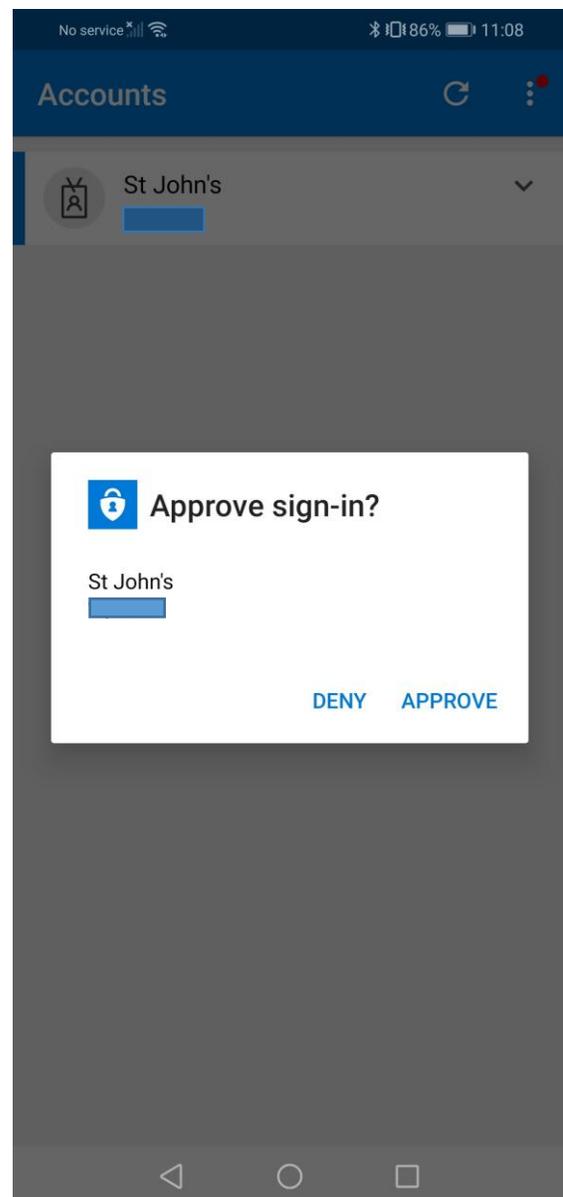


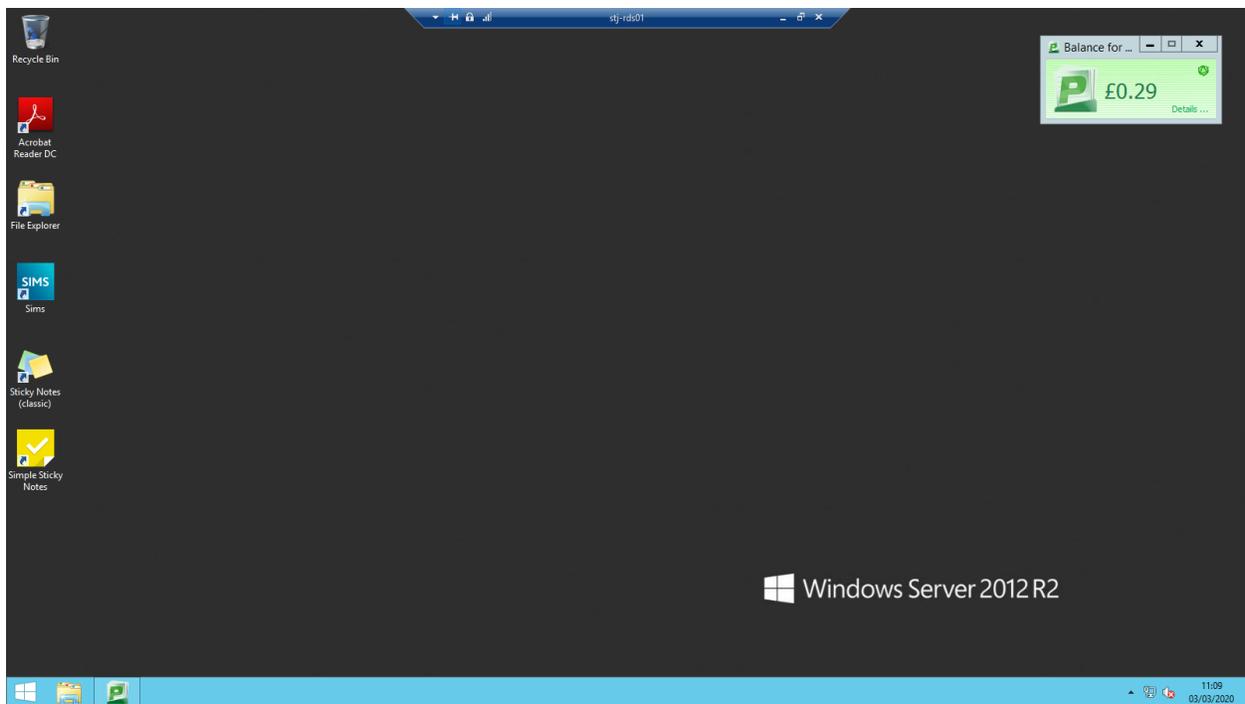


A loading icon should then appear, showing that the remote connection is initiating. An example of this is shown above.

You will then receive a notification on your phone, from the Authenticator app.

At this point you need to press the **“APPROVE”** button, to allow yourself access to the system.





Once you have approved your access, your computer will then open the remote desktop window. This is shown above.

You can now access the school system from home.