

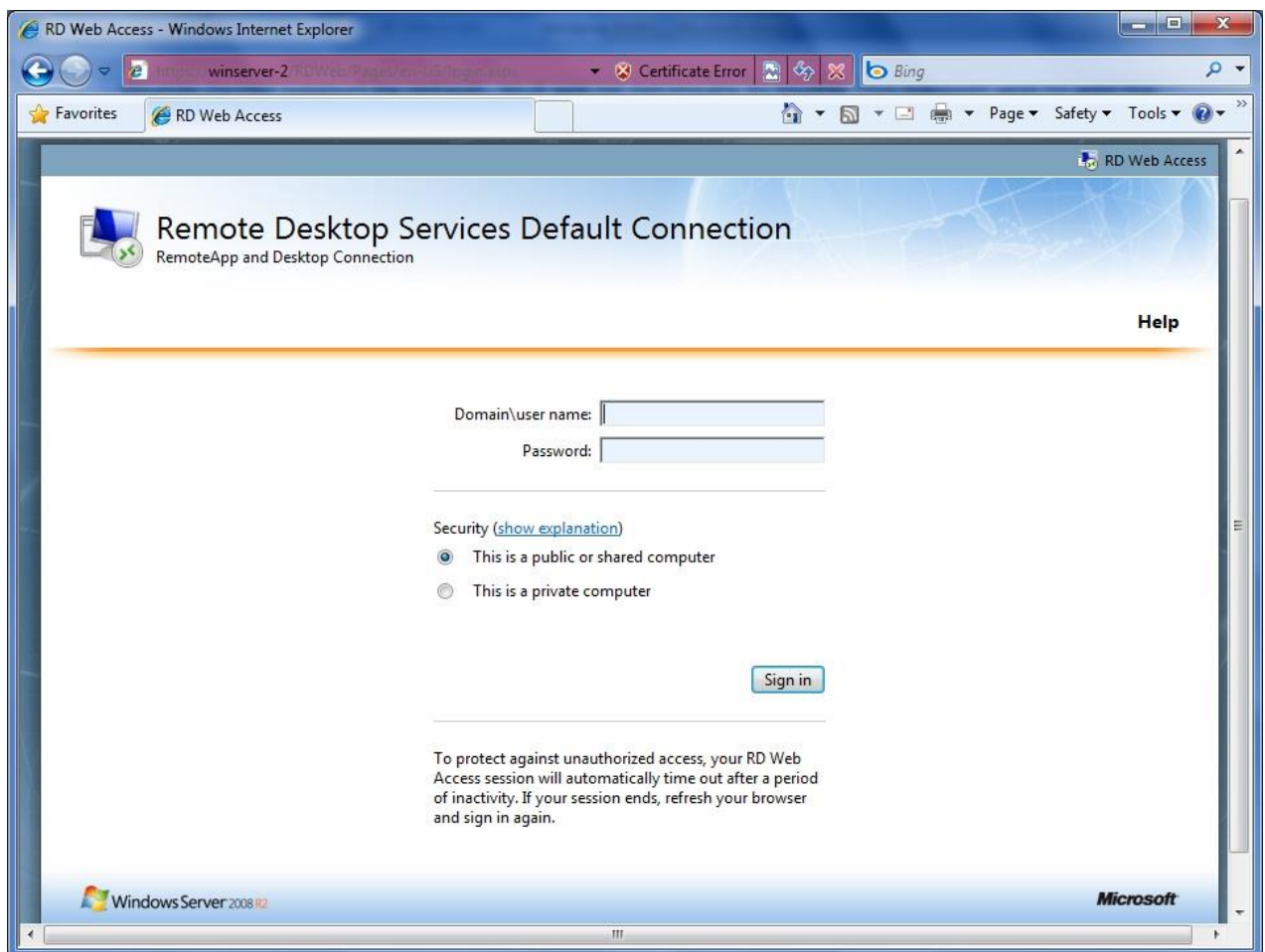


Remote Access Guide

To access from home you must browse to <https://remote.stjohnscs.com> or use the remote access link under school life \ staff access on the school website and enter your login credentials,

Due to this being external from the school site as part of your username with no spaces you must put schools\ in front of your username for example schools\knolan254

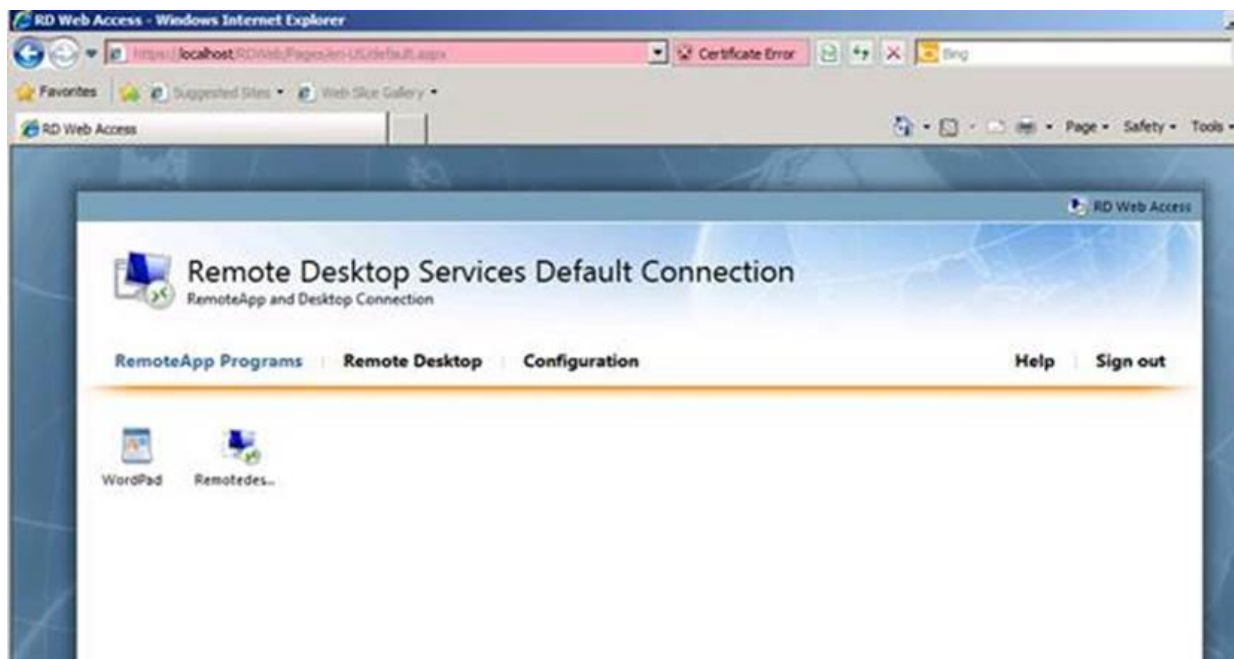
You then enter your login password, an image of the login page is shown below, past the image are the next instructions.



Once you are logged in you will see a small icon that looks like a computer screen. Double-click this icon and you will again be prompted for your username and password, which again must have schools in front of it.

(please note if you tick private computer in the previous step you will only have to ever do this part once)

You may then receive some popups asking you to trust the connection. Simply click yes or ok to these. Once completed, a remote desktop will load with your files and a few shortcuts to programs such as Sims and 4Matrix. File Explorer is on the desktop to browse your files in the common (schoolfiles) area.



Once you have finished your use of the system, please remember to log off the remote desktop computer.

Should you have any queries or concerns regarding the use of home access, please do not hesitate to contact technical support.