



Remote Access Instructions

February 20, 2014

Objective:

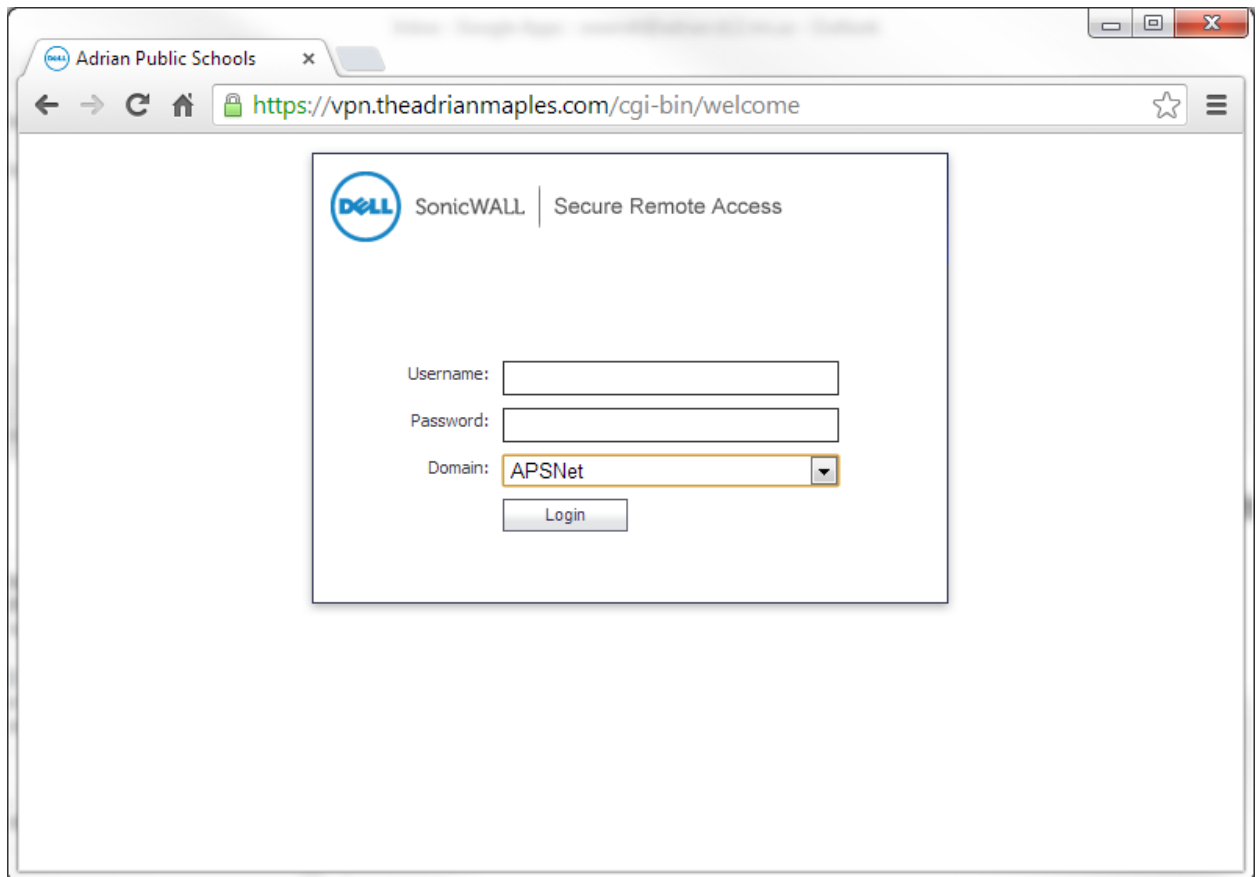
Step-by-Step instructions for the end-user to connect remotely to the APS district and access pre-defined bookmarks linking them to connect to their APS Desktop computers.

Audience:

Board of Education, Administrators, Administrative Assistants, Operations, Technology

Instructions:

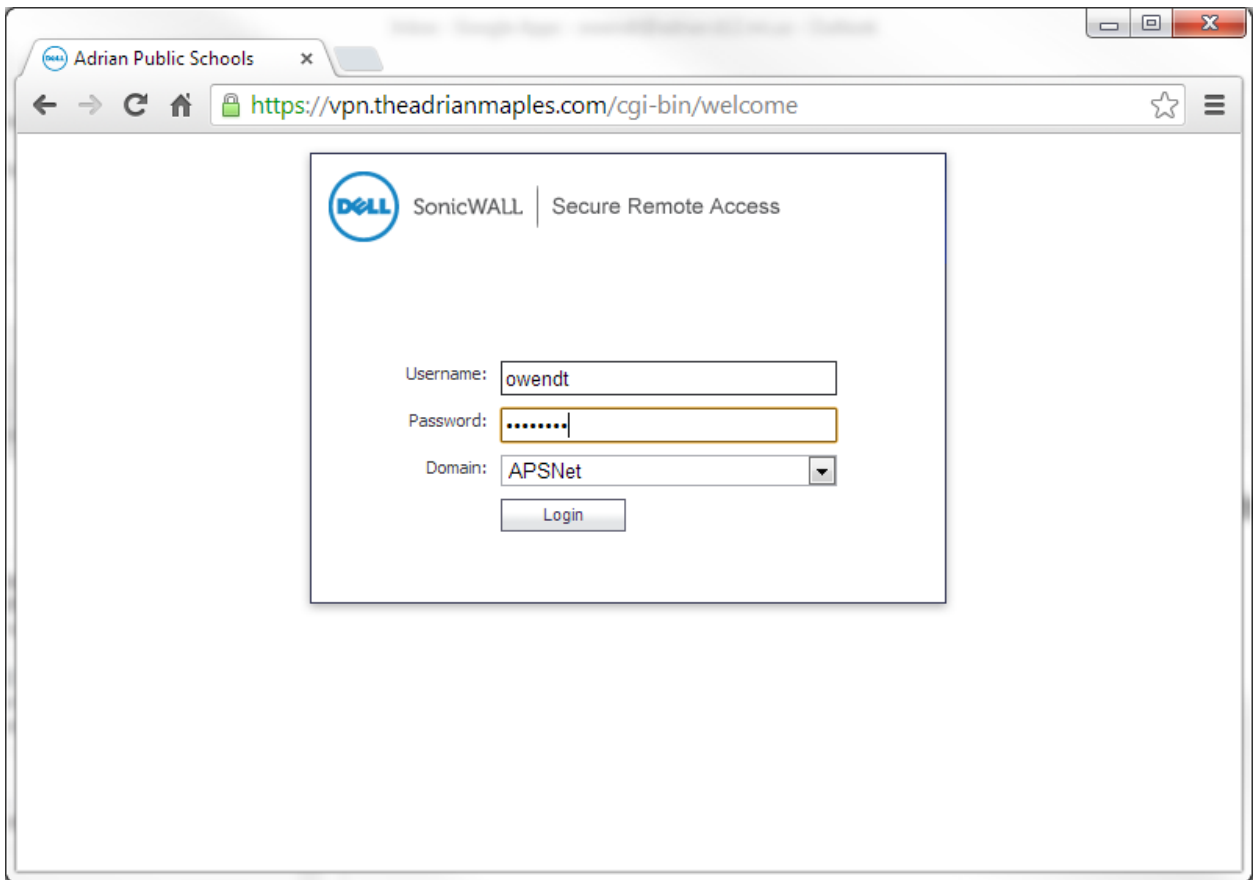
1. Open Browser Window (Fully tested with Internet Explorer 10, Chrome, FireFox)
2. Browse to URL- <http://VPN.TheAdrianMaples.com/>



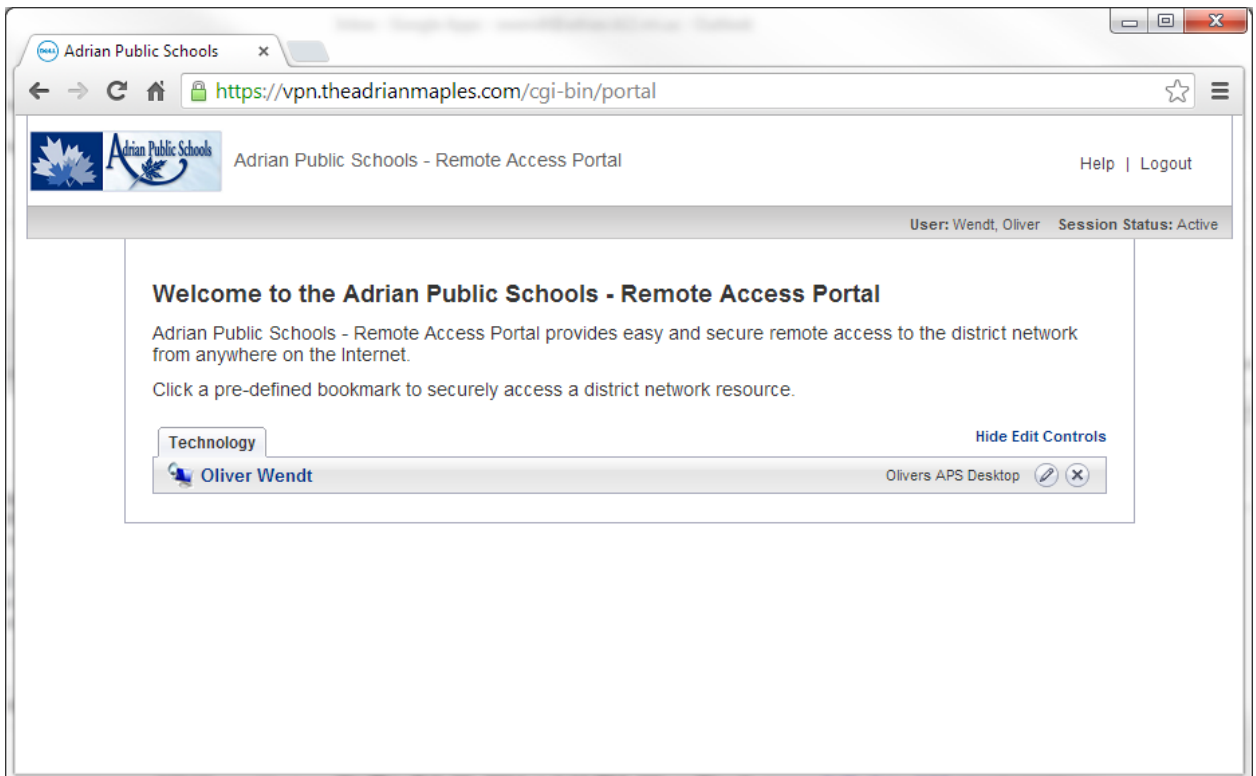
The screenshot shows a web browser window with the following details:

- Browser Tab: Adrian Public Schools
- Address Bar: <https://vpn.theadrianmaples.com/cgi-bin/welcome>
- Page Content: SonicWALL | Secure Remote Access
- Form Fields:
 - Username:
 - Password:
 - Domain:
- Buttons: Login

3. Logon with your usual APSNET domain credentials (ie. Oliver Wendt = owendt, Password = Same as when you log onto your desktop at school)



4. Click "Login"
5. Your Home Page should look similar to mine with a bookmark created to connect to YOUR machine. (Mine is shown in this example. Yours should be identified with YOUR name).

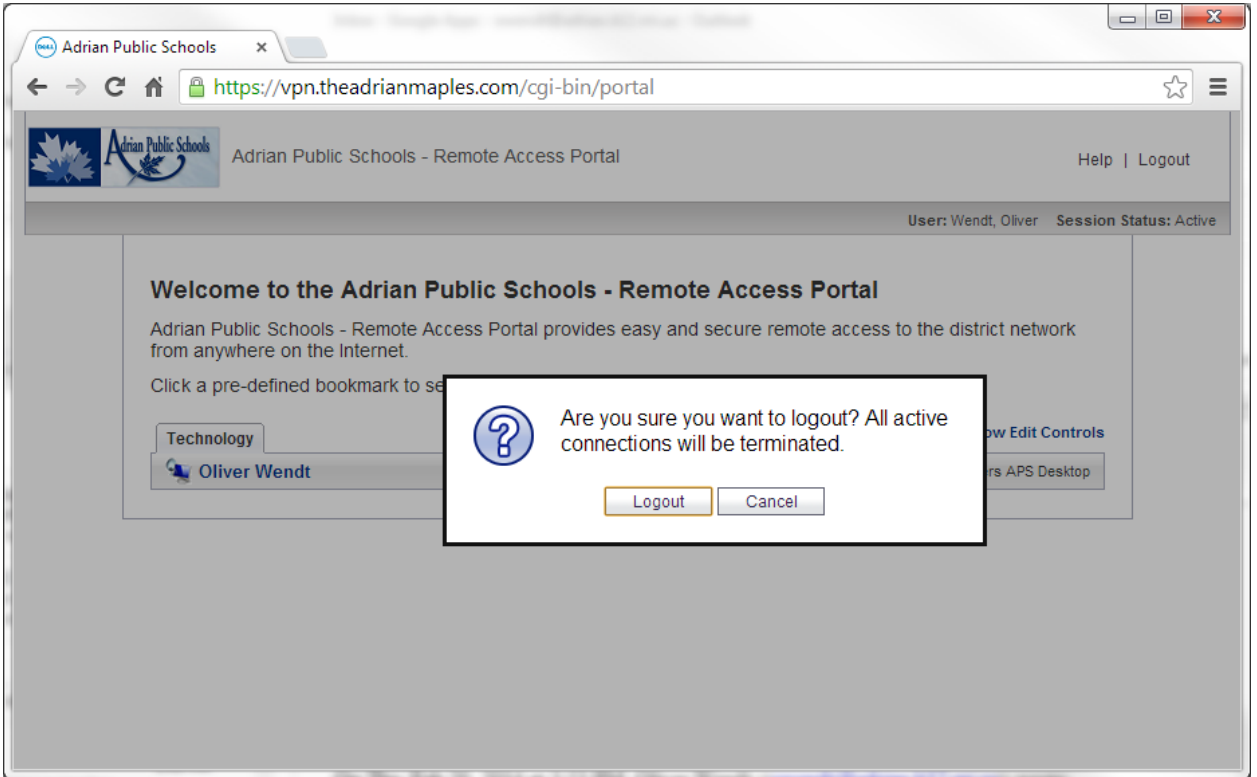


6. Click on the link to your desktop to connect to your machine.

7. After you've completed working on your desktop, Disconnect by clicking the "X" in the top banner bar of your remote desktop connection.



8. Logout out of the Remote Access Portal, but clicking the Logout link in the upper right hand corner.
9. Confirm your Logout.



10. Successful Logout page will display (Safe to close browser window).

