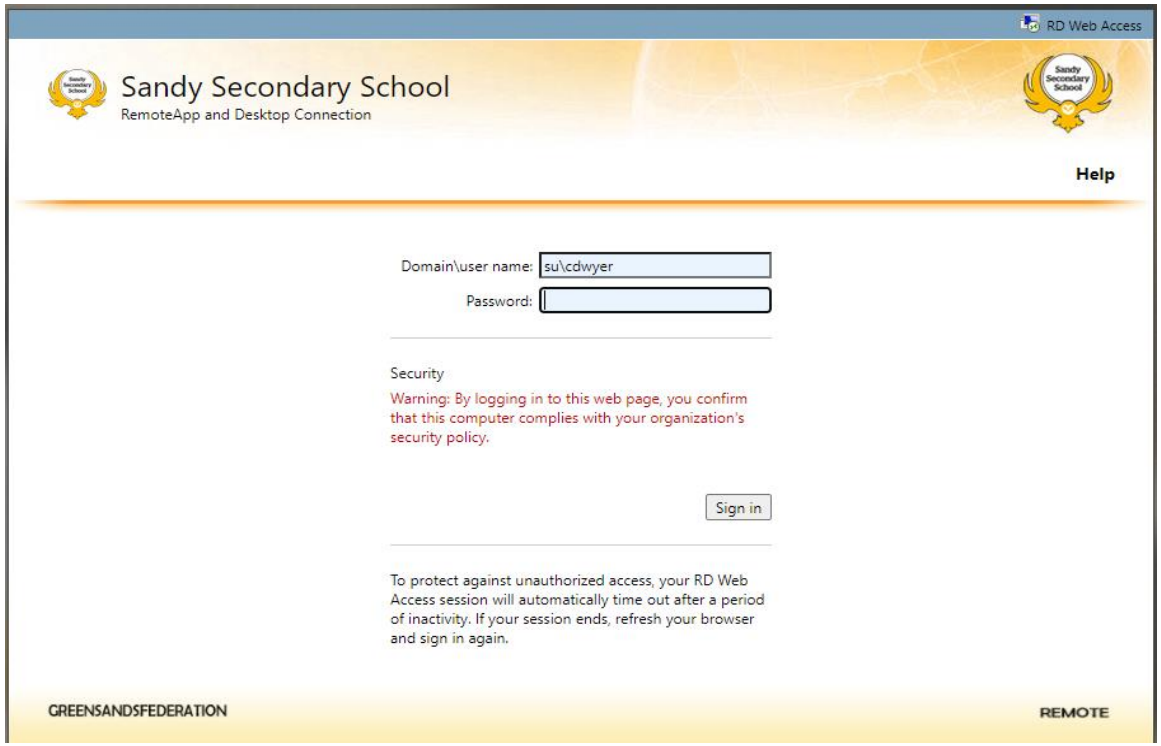
Remote Access Help-Sheet

1. Visit: https://remote.sandysecondaryschool.com in your web browser and click on the **'Remote Access'** tab. ***(Preferably Google Chrome)***

2. You will be taken to a login page. Please enter your network username and password in the below fields as shown in the images. You

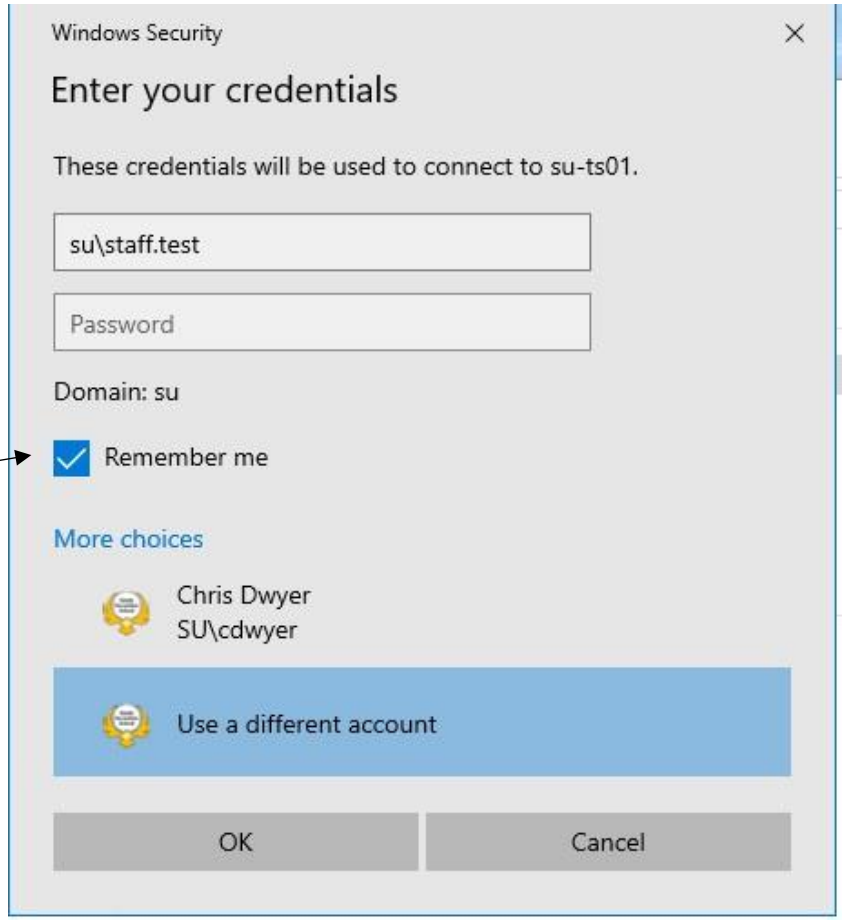
MUST enter '**su\'** before your username ***(example: su\cdwyer)***

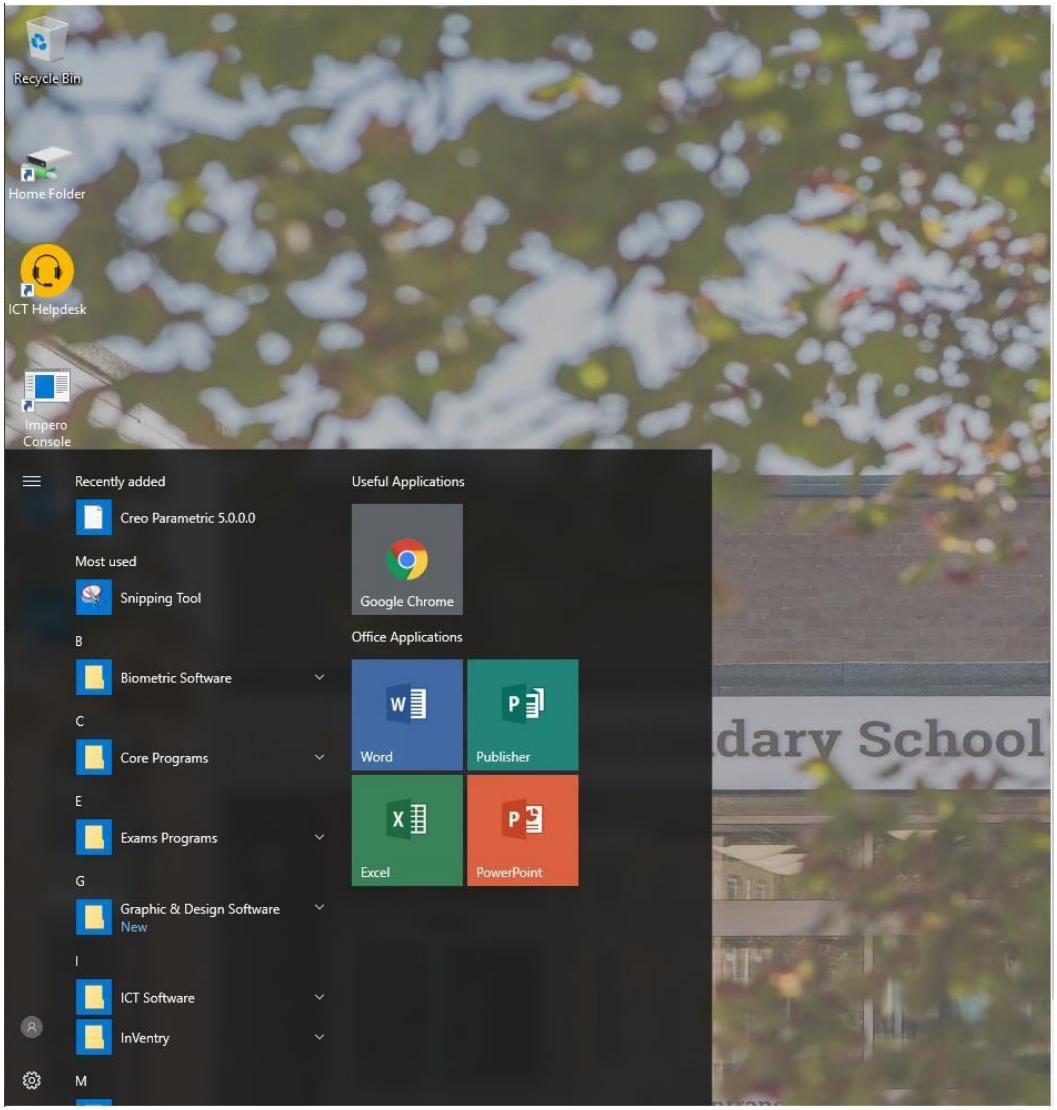


3. Once signed in, you will see the option for **'Remote Desktop'** Click this icon and a file will download

4. **Double click this file**. You will then be asked to confirm your credentials. Please enter the same details again including the **su** before the username.

Also, click **'Remember me'** and then in future these details will be stored and you will only need to enter a password.





5. Once all these steps are followed, a remote window should open and you will be signed directly into our system and it will function just as it does internally.

Side note: the RDP file that downloads in step 5; you can copy to your desktop and in future, just double click this file and enter your password rather than going through the web portal every time.