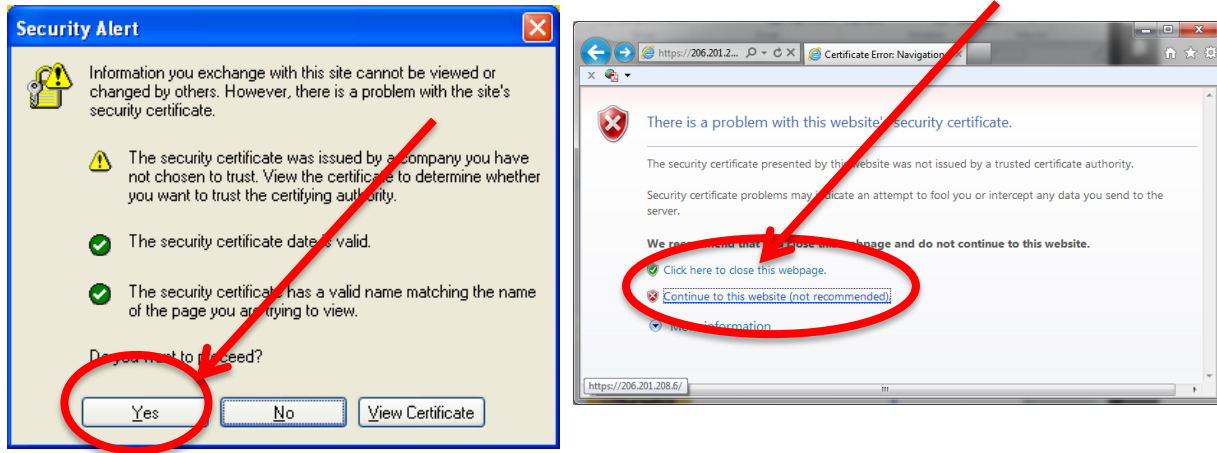


## VPN Access for Teachers and Administrators

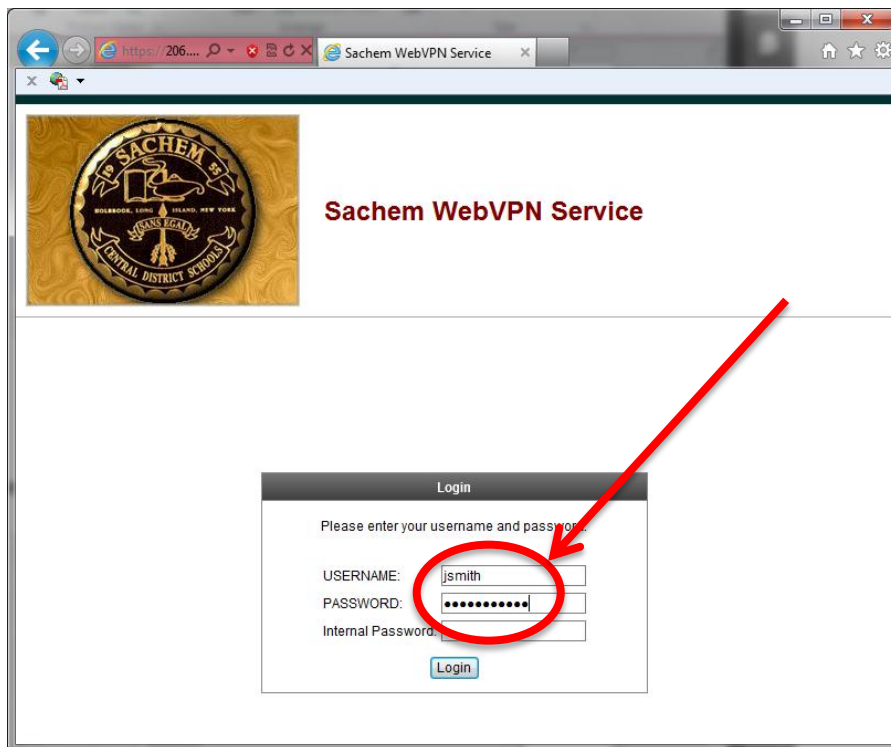
Open an internet browser such as Internet Explorer

In the address bar, enter the IP address 206.201.208.6

Click yes if you receive a security alert like one of the ones below.



On the logon screen enter your normal Sachem username and password. Leave the internal password line blank



In the center area of the page, you can click any of the web or file bookmarks. Clicking the Admin or Teacher Folder option will give you a list of home folders. Find your name and click it to gain access to your home folder files and documents. You can also choose at this point to logon onto your classroom or office computer by following the RDP instructions below.

Browser window showing the Sachem WebVPN Service page. The address bar displays `https://206.201.208.6`. The page features the Sachem Central District Schools logo and the title "Sachem WebVPN Service".

Navigation menu on the left:

- Home
- Web Applications
- Terminal Servers
- Browse Networks
- Terminal Servers (Vista)

Address bar: `http://` [Browse] [Logout]

Web Bookmarks:

- IEP
- eSchoolData
- Verdium PC Wake-up

File Bookmarks:

- Teacher Folder
- Cayuga Postings Folder
- Cayuga Teacher Share Folder

Browser window showing the file listing for the Sachem WebVPN Service. The address bar displays `cifs://sachem.schools.local/Home/Teachers/Cayuga`. The page features the Sachem Central District Schools logo and the title "Sachem WebVPN Service".

Navigation menu on the left:

- Home
- Web Applications
- Terminal Servers
- Browse Networks
- Terminal Servers (Vista)

Address bar: `cifs://` sachem.schools.local/Home/Teachers/Cayuga [Browse] [Logout]

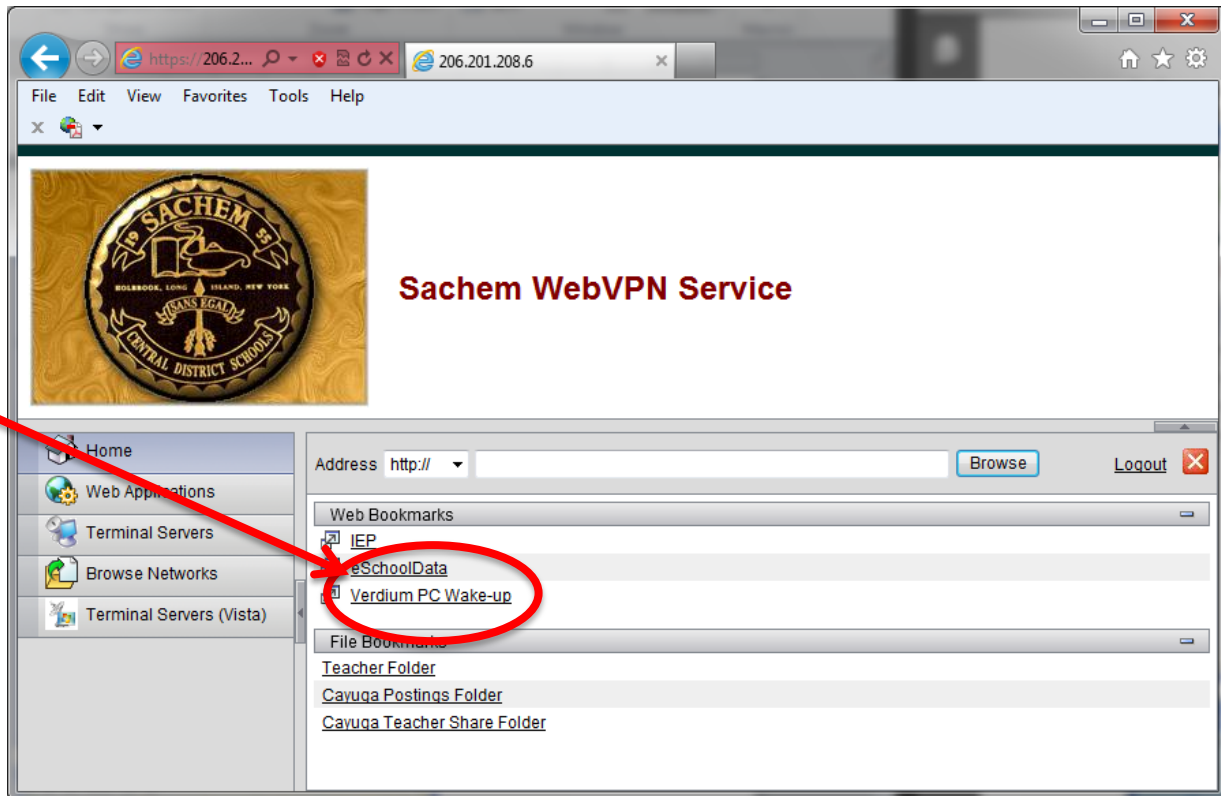
Page 1 of 15

Name	Size	Type	Date Modified
<a href="#">ADOWD</a>		File Folder	11/11/2011 08:59 AM
<a href="#">AGESSNER</a>		File Folder	1/10/2012 03:01 PM
<a href="#">AHEINZ</a>		File Folder	1/13/2012 01:33 PM
<a href="#">AHOLLMANN</a>		File Folder	1/13/2012 10:23 AM
<a href="#">AJUSINO</a>		File Folder	8/19/2011 10:19 AM
<a href="#">AROSENTHAL</a>		File Folder	1/13/2012 10:55 AM
<a href="#">ASLOAN</a>		File Folder	1/13/2012 03:36 PM
<a href="#">ATIPTONRUDOLPH</a>		File Folder	11/11/2011 08:59 AM
<a href="#">ATOSCANO</a>		File Folder	11/11/2011 08:59 AM

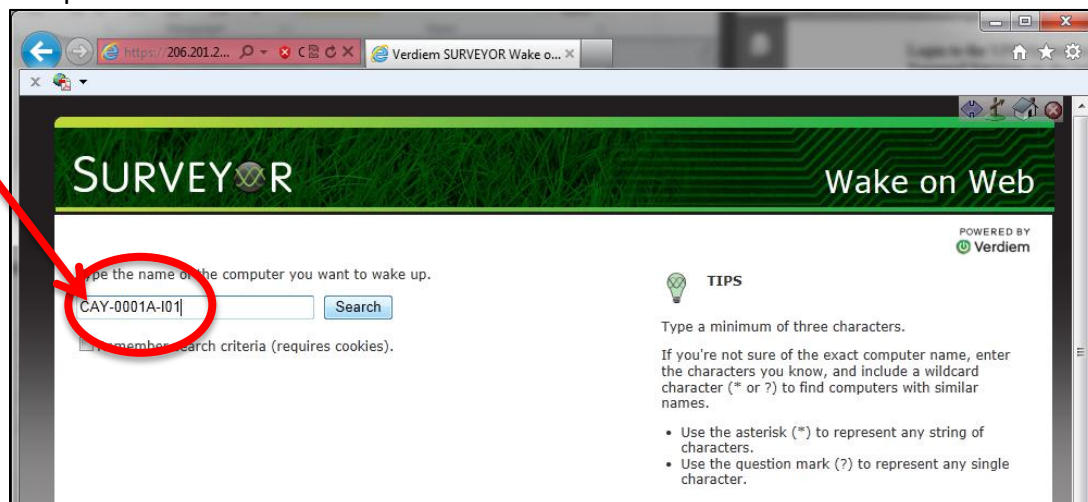
## Using RDP to Access Your School Computer

Make sure the computer in your classroom has been left on, and that you know the Hostname of that computer. The Hostname is located on the screen in the bottom right corner.

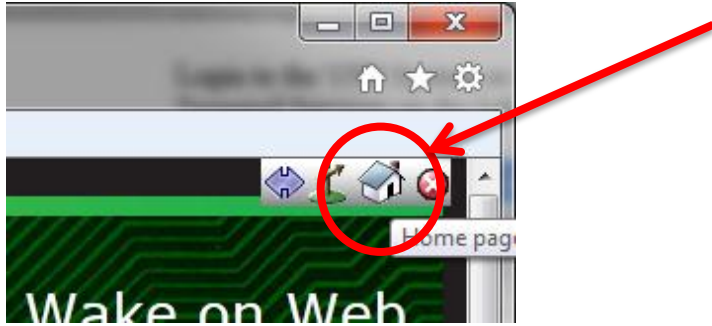
Step one in this process is to wake the computer. Logon to the VPN System as shown above. Once you have reached the main page, click the **“Verdiem PC Wake Up”** link under Web Bookmarks.



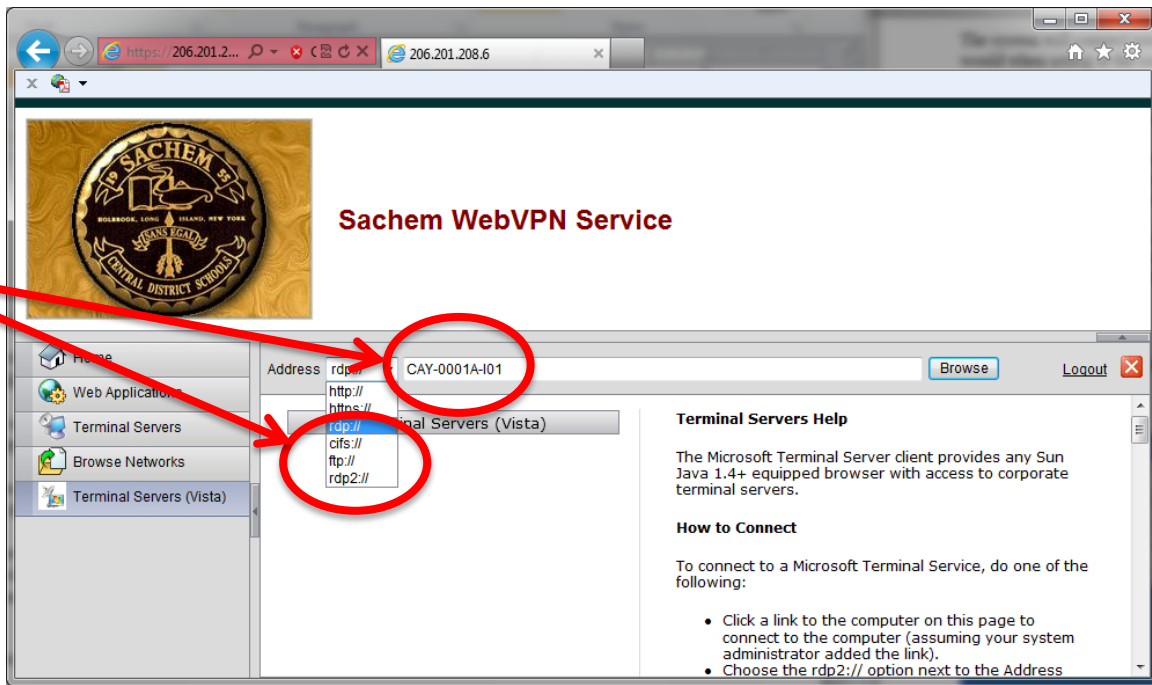
Enter the Hostname of your computer and click the **“Search”** button. When your PC has been found, press the **“Wake”** button to wake the machine. If the machine cannot be found, check the name for accuracy. If it is still not accessible, someone may have powered down the computer and made it inaccessible.



Return to the main VPN page by pressing the home icon in the top right corner of the window.

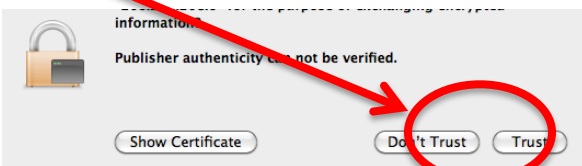


To complete the log on to your classroom of office computer, click the down arrow button in the address bar area. For a Windows 7 computer, choose “rdp” and enter your classroom or office computer Hostname. Mac, Windows Vista or Windows XP computers should use “rdp2” and enter the classroom of office computer Hostname.

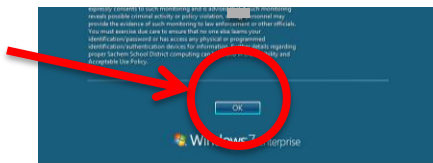


Click the “Browse” button and the system will connect you to that computer and ask you to log on as you normally would when sitting at the computer in district.

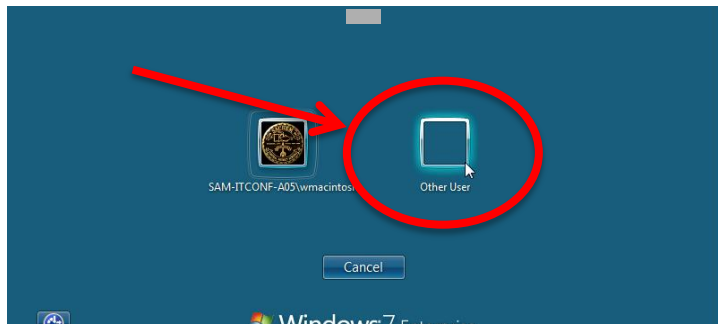
Various pop up windows may follow, choose, to trust or allow the various security settings. Some systems may request you to install or activate different controls or programs such as Java to make the connection. Two examples are below.



The log on window should pop up, click “ok”



Choose “Other User” from the choices shown:



Be sure to type “sachem\” then your username— no spaces, followed by the password and press “enter” or click the arrow to log into that computer



You can choose to click “Full Screen” mode to have the screen fill your computer screen without the borders. To restore the view, use the grey bar at the top of the page.

When you are done with your session, Log Out as you normally would. Please do not initiate a shut down as it will turn the computer off completely.

Please note: If you choose to Disconnect instead of logging off, it will leave you logged on to the school computer and lock the computer. To unlock it, you can log on again, or another user can power off the computer to restart it. Any unsaved data would be lost in this scenario.

When finished, log off of the VPN page and close your browser.