

Hallsville R-IV Public Schools Remote Network Access Guide

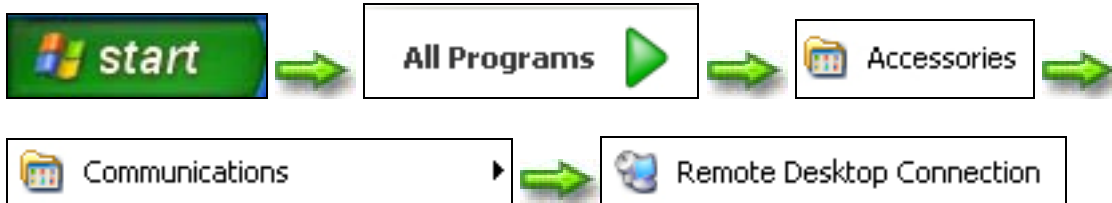


The Hallsville R-IV Remote Network Access Server allows users to connect to our internal computer network using their home internet connection. Users can access most of the programs, documents, and files they can from school in the comfort and convenience of their home. This allows flexibility with lesson plan creation, student grading, attendance updates, etc.

In order to connect to the Hallsville Remote Access System, you must use the Remote Desktop Connection Client. **Windows XP** has this program built into the operating system and requires no additional software.

To create a connection to the Hallsville Remote Access Server, perform the following steps:

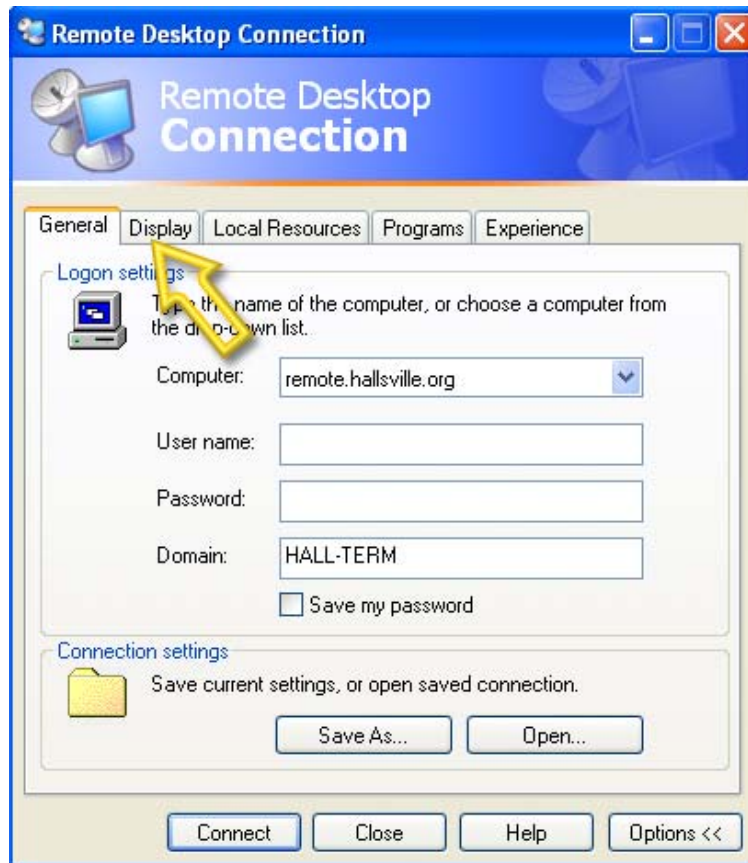
1. Click on:



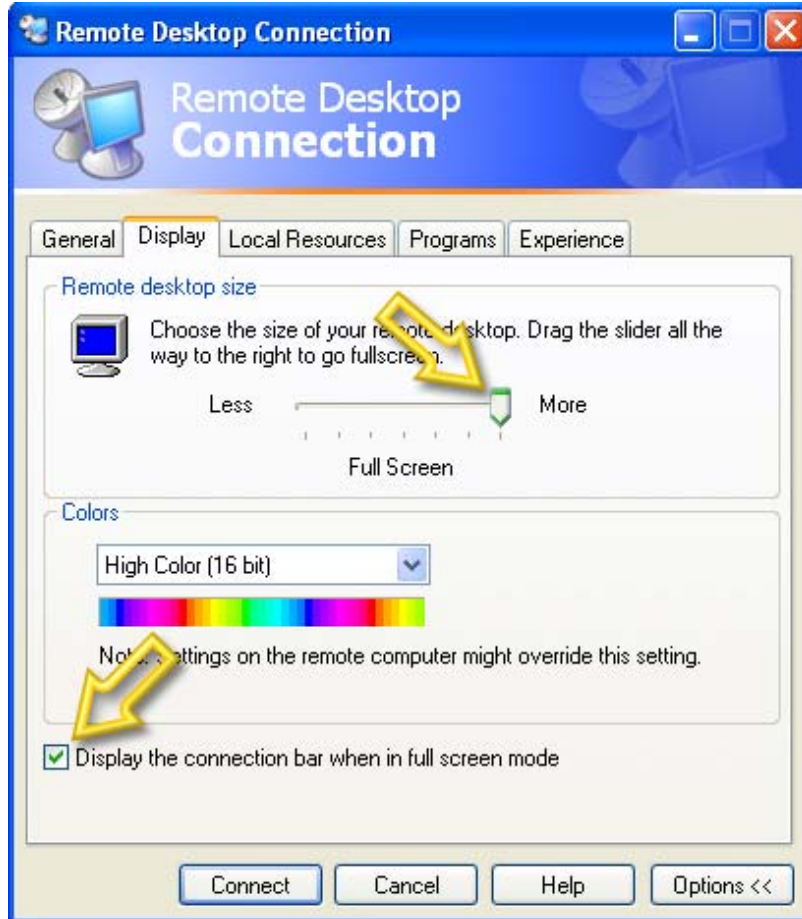
2. You should now see the Remote Desktop Connection login box. In the field labeled "Computer", type **remote.hallsville.org**, then click **Options**.



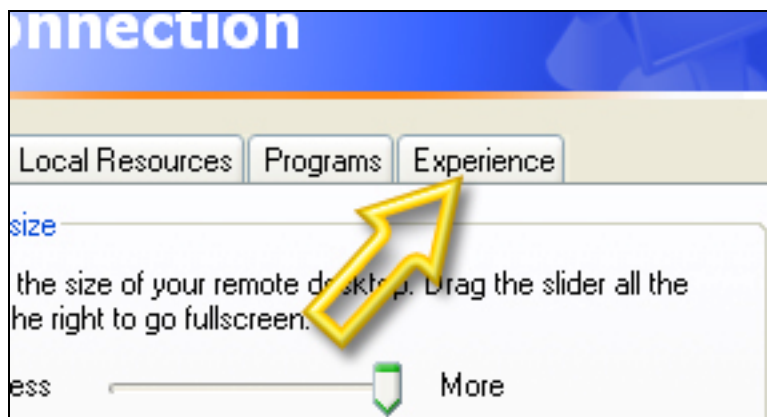
3. On the General tab, you see a space for **User name** and **Password**. Do not enter anything here. Click on the **Display** tab.



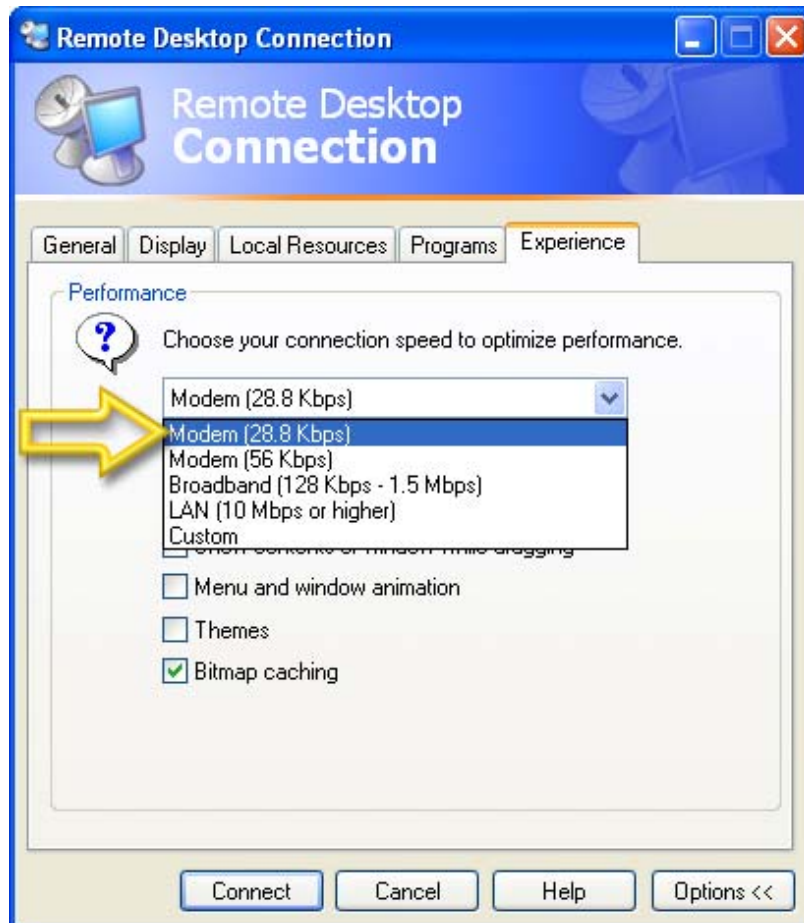
4. On the Display tab, move the **Remote desktop size** slider all the way to the right, so it is set to **Full Screen**. Also, make sure the **Display the connection bar...** box is checked.



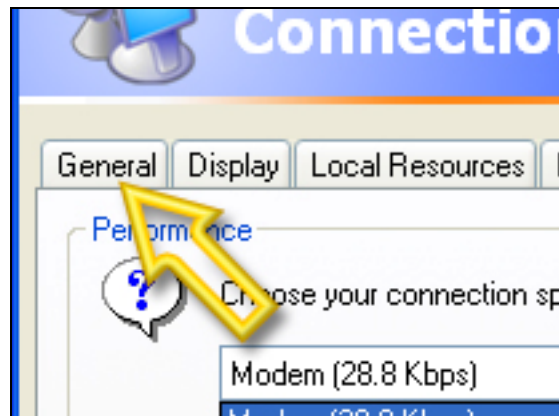
Next, click the **Experience** tab.



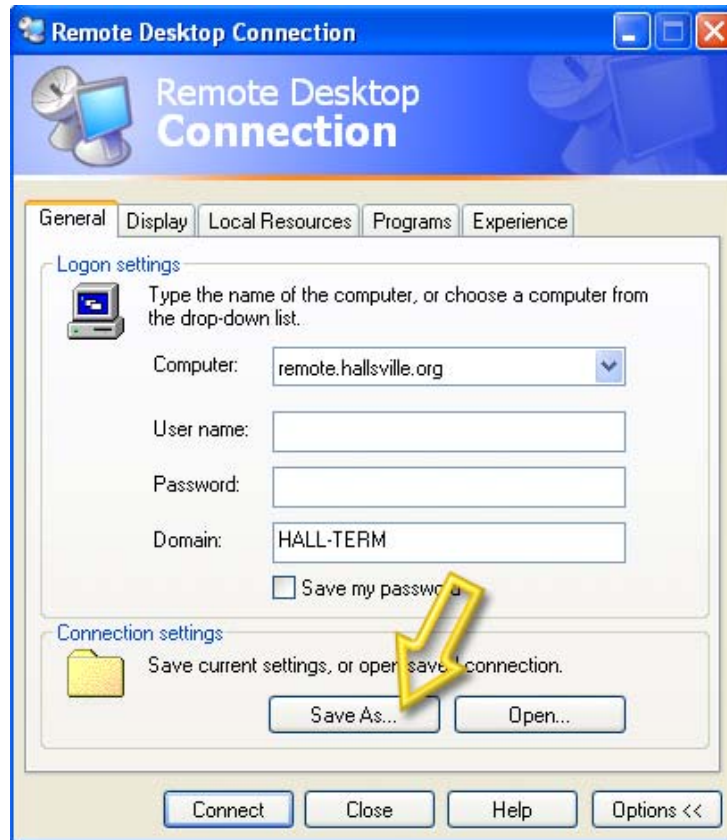
5. On the Experience tab, from the drop-down menu, select **Modem (28.8 Kbps)**, even if you have a broadband internet connection. This will not change how the program connects to our Remote Access Server. It does turn off a lot of the unnecessary “eye-candy” that can cause sluggish performance and it decreases the load on the school’s internet connection.



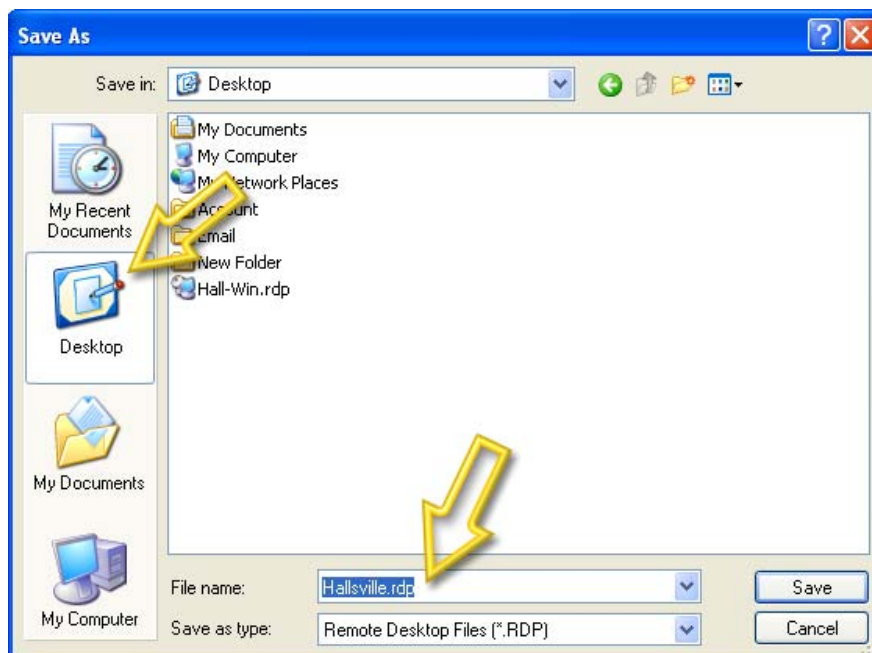
Next, click on the **General** tab.



6. On the **General** tab, click **Save As...**



In the **Save As** box, select a save location you will remember, preferably the **Desktop**. Choose a name for the connection, for example **Hallsville**



After you have saved your connection settings in step 6, click **Cancel** at the bottom of the Remote Desktop Connection window. There is now a shortcut in the location you chose to the Hallsville Remote Access Server. You can double click this icon to connect.



The Remote Access Server login screen looks exactly like the standard Novell login screen, with an extra toolbar at the top. This toolbar allows you to minimize the Remote Desktop window if necessary.



When you log in to the Novell Client for Windows, type your standard username and password and click **OK**.

The first time you log in, you will then see a message box titled **Windows Workstation** with your username in the **Name:** box.

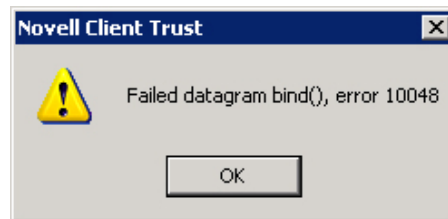
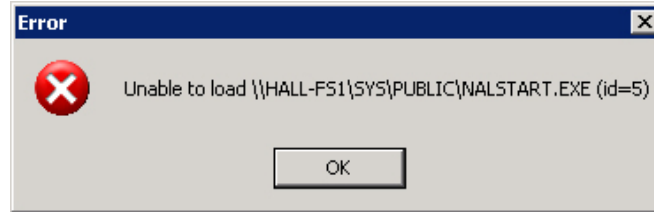
In the **Password:** box, type the word **password**.

Check the box **Change your Windows password...** and click **OK**.



The next time you log in you will go into Windows normally, and you will not see the **Windows Workstation** box again.

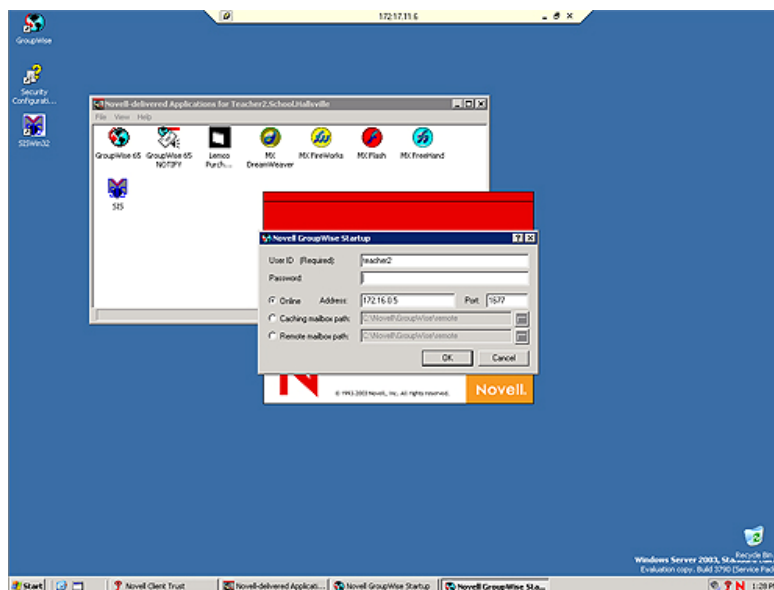
While the login process completes, you may see the following error boxes:



These are normal, and will not affect your login.

Click **OK** at each box to continue your login.

After you have logged in, you will see a standard Windows desktop.



This desktop should work the same as a standard Hallsville workstation, with most of the programs you use on a daily basis available. Your G:\ drive and the other mapped drives are also available.

If you have any questions about restrictions or program settings, please contact your media specialist.

When you are finished with your remote session, please select Start—Log Off.