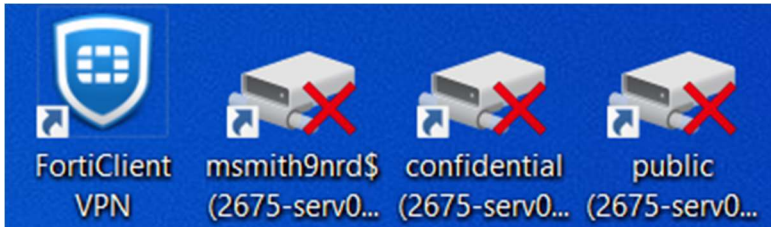


## Accessing the Remote Server

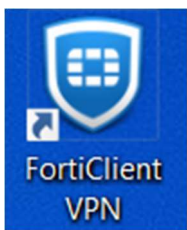
Following the upgrade of internet service provided in Oct 2023, there is now a new way in which you can access the Remote Server when working away from the School.

Over the coming weeks, Paul will ensure the necessary software is installed onto your School laptop. Until said software is installed you will **not** be able to access the Remote Server.

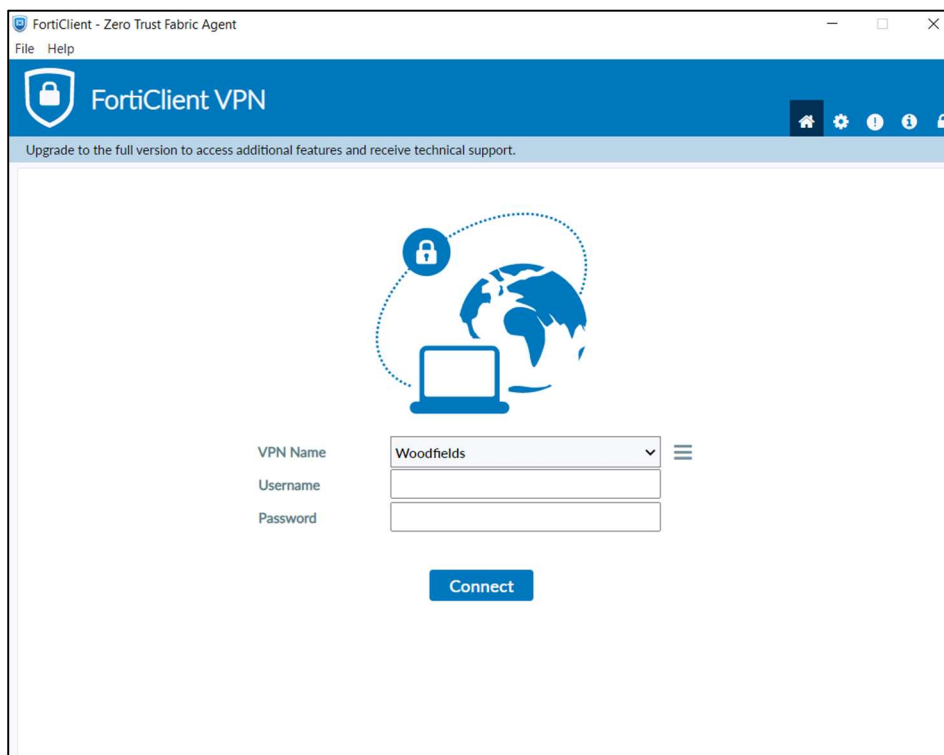
Once installed you will see these additional icons on your desktop:



To load the Remote Server, you need to select the FortiClient VPN icon as shown below:

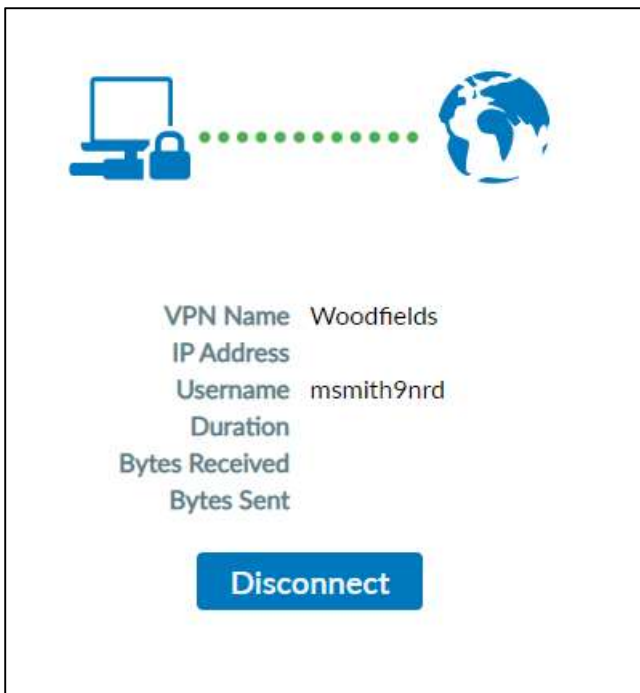


Once loaded, you should see the following window:

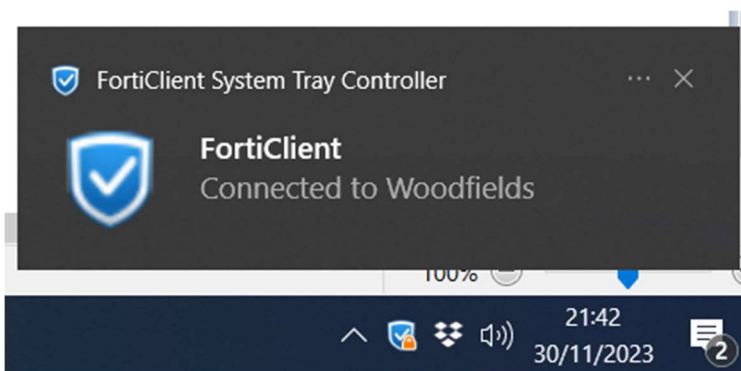


You need to login is using your **NSIX Email Username and Password**. You do not need to include the '@nsix.org.uk' part of your email address. I.e. if your email address is [jbloggs123@nsix.org.uk](mailto:jbloggs123@nsix.org.uk), you only need to enter everything before the @ into the 'Username' field

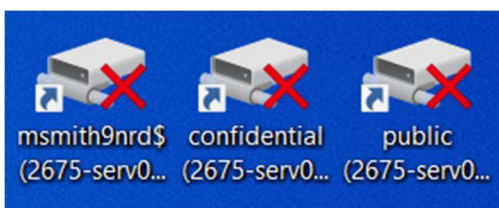
Once you have entered your Username and Password, click **Connect** . After around 5 seconds you will see text such as that displayed below:



A few seconds later it should successfully connect you to the Remote Server and the following message/pop-up should appear near the laptop clock/date:



You are now connected to the Remote Server – you can now use the following icons on your laptop to access the Server as you would do when in School:



Once you have finished using the Remote Server, please disconnect by locating the Forti icon near the time/date, right click on it and **Disconnect "Woodfields"**.

**It is important that you disconnect when finished with. Please do not leave yourself connected to the Remote Server and then leave your device unattended.**

