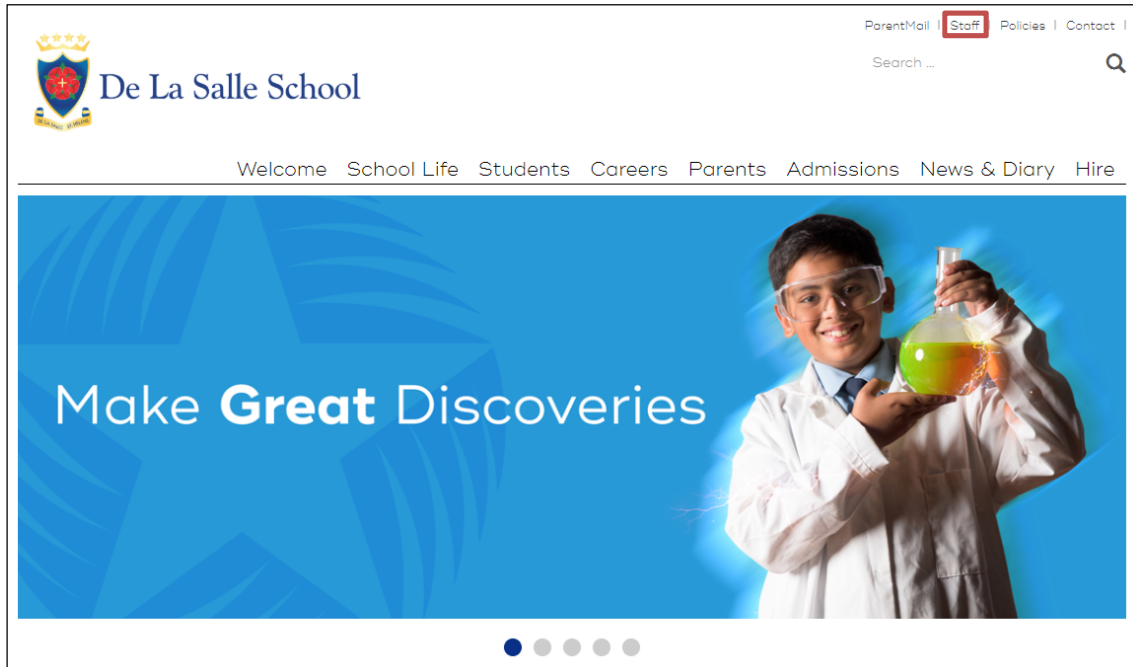


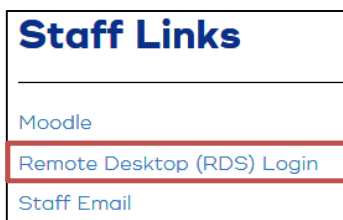
## User Guide 052 - How to Connect to the De La Salle Remote Server

The following guide details the procedure for connecting to De La Salle School's remote server, from a computer running a Windows 10 operating system.

**Step 1** – Click > **Staff** top right-hand corner of the school web site.



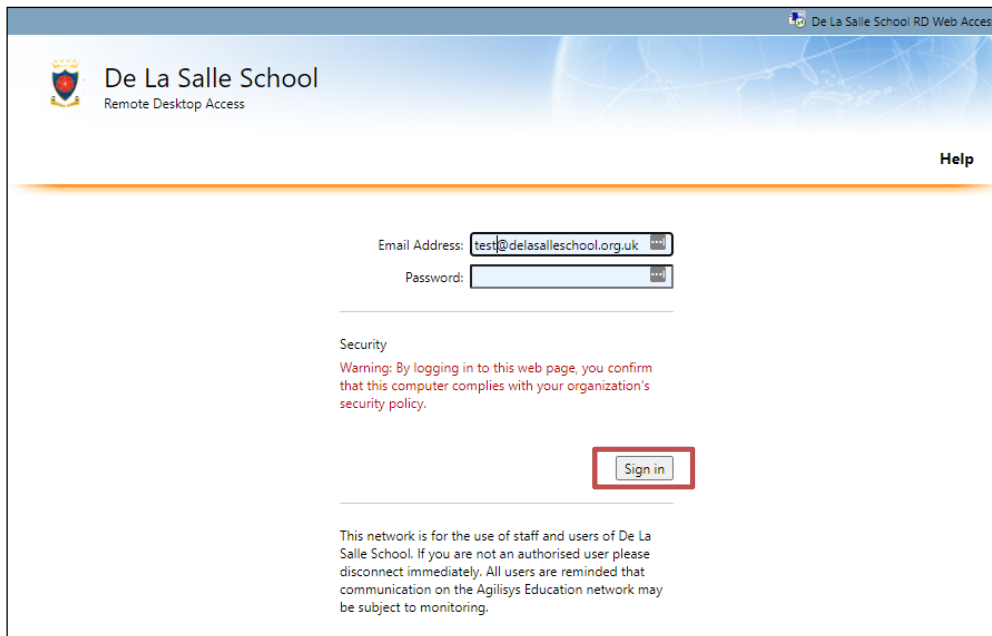
**Step 2** – Click > **Remote Desktop (RDS) Login** from the **Staff Links** section



**Step 3** – When the **Remote Desktop Access** dialog appears, enter your email address in the following format.

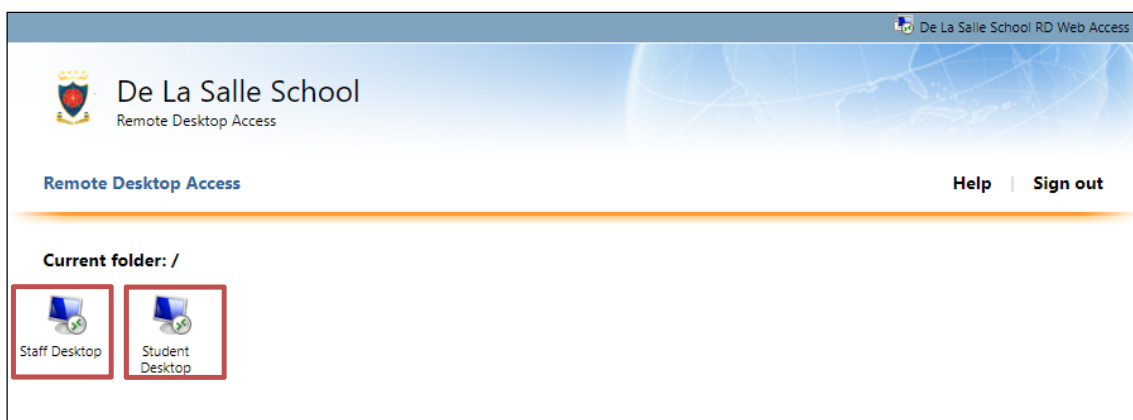
Email Address: **Username@delasalleschool.org.uk**

Password: **Current Password**



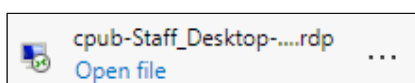
**Step 4** – Click > **Sign In**.

**Step 5** – As soon as your account signs in, the access icons will appear, **Click > DLS Staff Desktop** or **DLS Student Desktop**.

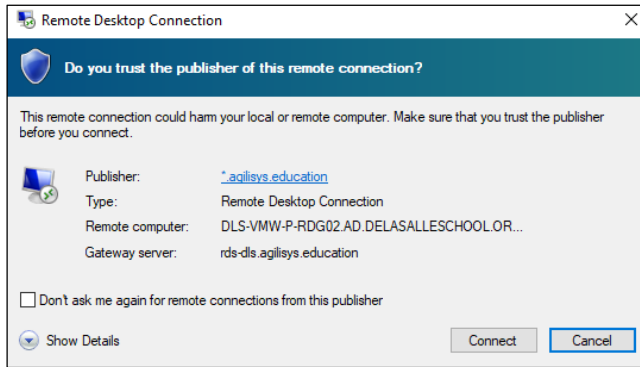


**Step 6** – After clicking on the access icon (Staff or Student), the remote desktop app will download (**cpub-Staff\_Desktop...**) at the bottom of your screen.

**Step 7** – Click > **Open file**.



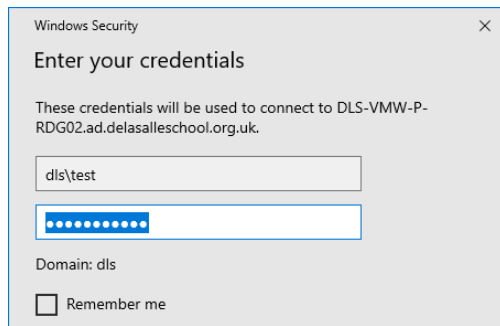
**Step 8** – Opening the file will launch the **Remote Desktop Connection** dialog, **Click > Connect**.



**Step 9** – Enter your details into the security dialog in the following format,

Username: **DLS\Username**

Password: **Current Password**



**Step 10** – Establishing a connection to the remote server can take a few minutes.

**Step 11** – When the remote server loads, you will see your documents and files. The school network has been structured to mirror any desktop files, documents, and downloads to the PC the user logs on to, including the remote server.

**Step 12** - To Log off from the remote server **Click > Start**, then **Click > Log off**.

**Note:** If you do not sign out correctly, your remote session will remain open, and the Remote Desktop Server (RDS) will automatically force a disconnection and closed down your remote session, after 1 hour for staff and 1 hour for pupils. The automatic disconnection will shut down any open applications and any unsaved work will be lost.

**Step 13** – **Click > Sign out** on the **St. Helens Schools Remote Desktop** web page.

