



How to access programmes and files remotely. Student Guide

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HCC Programmes and Projects Team

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30/01/12	MJ	4	Revision of Citrix instructions		

All enquiries or queries should be directed to the IT Help Desk:

01962 847007 or email hantsit@hants.gov.uk

This information is available in large print, in Braille, on audio tape or on disk. Please contact the IT Help Desk.

Summary

The purpose of this document is to provide step by step instructions on how to get access to programmes and files from home.

The service is accessed from a web browser such as Internet Explorer or Firefox (n.b. Google Chrome does not work).

You will login using the same Username and Password that you use at school.

These instructions will only work if you have a valid username and password.

In order for the solution to work, a small piece of software, the Citrix client, will be downloaded and installed on to the PC that you use to connect to the service.

Connection to this service requires a broadband connection.

Watch your browser window – during the connection process you may see that some items are blocked that you will need to allow to run.

How to log on from home to connect to programmes and files

First, you will need to ensure you have the necessary software installed on your home computer. If using Windows 7 you will need to log in to your computer with Administrator rights in order to install software.

Software installation for Windows

Go to: http://www.citrix.com/English/ss/downloads/

Click on Client Center

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At the Citrix Download Manager, select 'Download your file manually'



At the File Download – Security Warning [Choose **Run**]



You may see a 'User account Control' dialog box – Click **Yes**



Then **Run** to complete the installation.

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Do you	want to run this software?				
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۲	While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. <u>What's the risk?</u>				

Once the install is complete click **OK** and close the download window.

If the Citrix download manager window remains open you can close it by clicking the **X** in the top right corner of the window.



Next, you will need to connect to the Remote Access web page. Open your internet browser and enter the following address in the address bar:

https://passport.hants.gov.uk/education

You will be presented with the **Hosted School Service** landing page.

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County Council					
Hosted School Service					
Username					
Password					
Sign In					
Please remember: This system is for authorised users only. Its use is subjact to the Data Protection and Computer Misuse Acts and acceptance of the corporate Acceptable Use Policy.					

Enter your Username and Password and click Sign In.

This is the same username and password you use when at school.

If you do not have a username or password, please contact your schools SIMS administrator.

At this point you may be prompted to run an add on – see screen below.

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Click on the bar and Allow the add on to run.

Then you will come through to the main screen below.

Main screen

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From here click (just a single click is required) on the icons required – My Computer provides access to your files.

Logoff and exit

When you have completed work, remember to log off.



Finally, close the session fully by clicking on the brown door in the top right of the screen

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