

**FOR DATA PROTECTION AND SECURITY PURPOSES, PLEASE ENSURE THAT YOU DO NOT LEAVE YOUR REMOTE CONNECTION UNATTENDED WHEN OPEN, AND 'LOG OFF' THE REMOTE CONNECTION WHEN YOU HAVE FINISHED.**

The Remote Access facility is primarily for use via a web link, but it is also possible to access the remote services from a tablet/mobile device using the 'Microsoft Remote Desktop'.

The mobile service is available for iOS, Android and Windows tablets, and is downloadable from the Play/App Store.

## Logging onto Remote Access using a PC

To use the service, you will first need to browse to the website below:

<https://remote.spaldingacademy.org.uk/rdweb>

Alternatively, you can visit our school's website remote access page and select the 'Remote Access PC' icon to launch the service:

[www.spaldingacademy.org.uk/remote-access](http://www.spaldingacademy.org.uk/remote-access)

After using one of the two links above to access the remote access website you will be prompted for your username and password. You will have to login using your network credentials, entered in the following format:

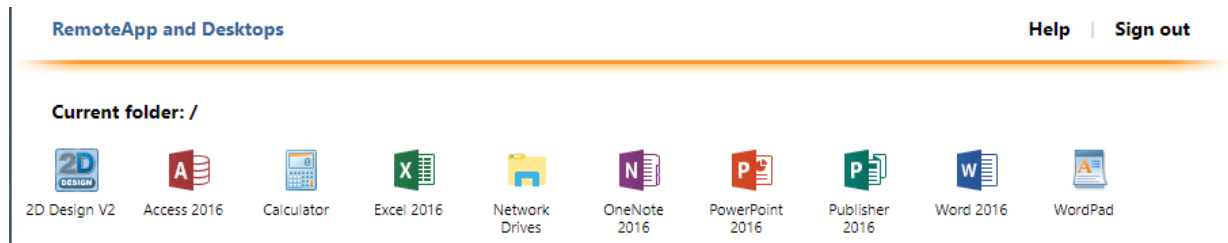
**Username:** gleed\username

**Password:** your password



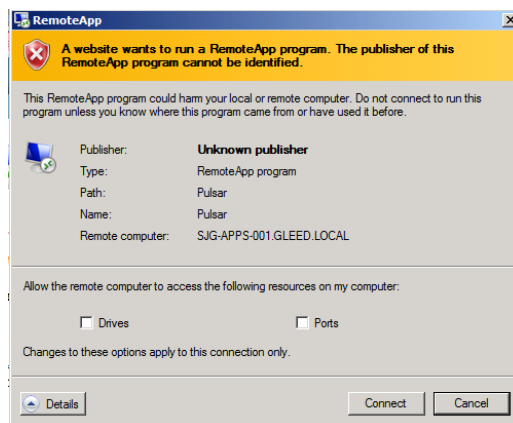
The screenshot shows a web browser window with a login form. At the top right is a 'Help' link. The form has two input fields: 'GLEED\user name:' with the value 'gleed\username' and 'Password:'. Below the form is a 'Security' section with a red warning: 'Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.' A 'Sign in' button is located below the warning. At the bottom of the page, there is a footer with the Windows Server 2016 logo on the left and the Microsoft logo on the right.

Once you have successfully logged in, you will be presented with the screen below:



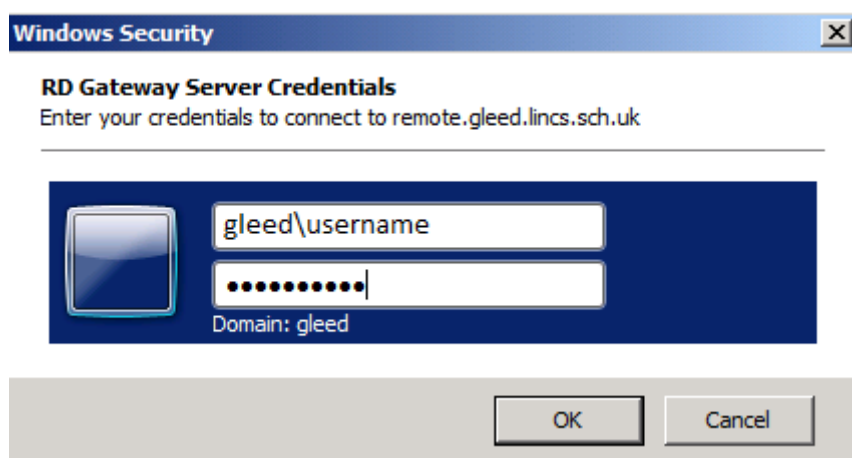
The first time you access an 'App' you may receive additional login prompts;

Click **Connect** on the window as shown below:

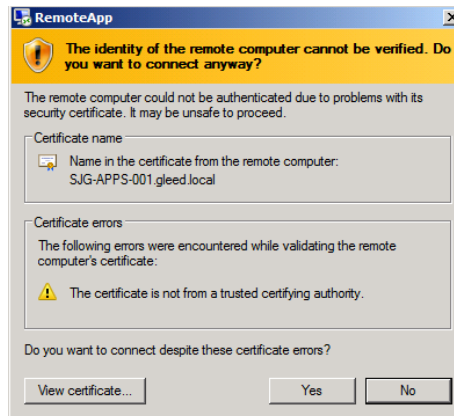


If you receive any additional **Login boxes**, enter your credentials again as shown below,

**Note:** Remember to enter **gleed\** before your username

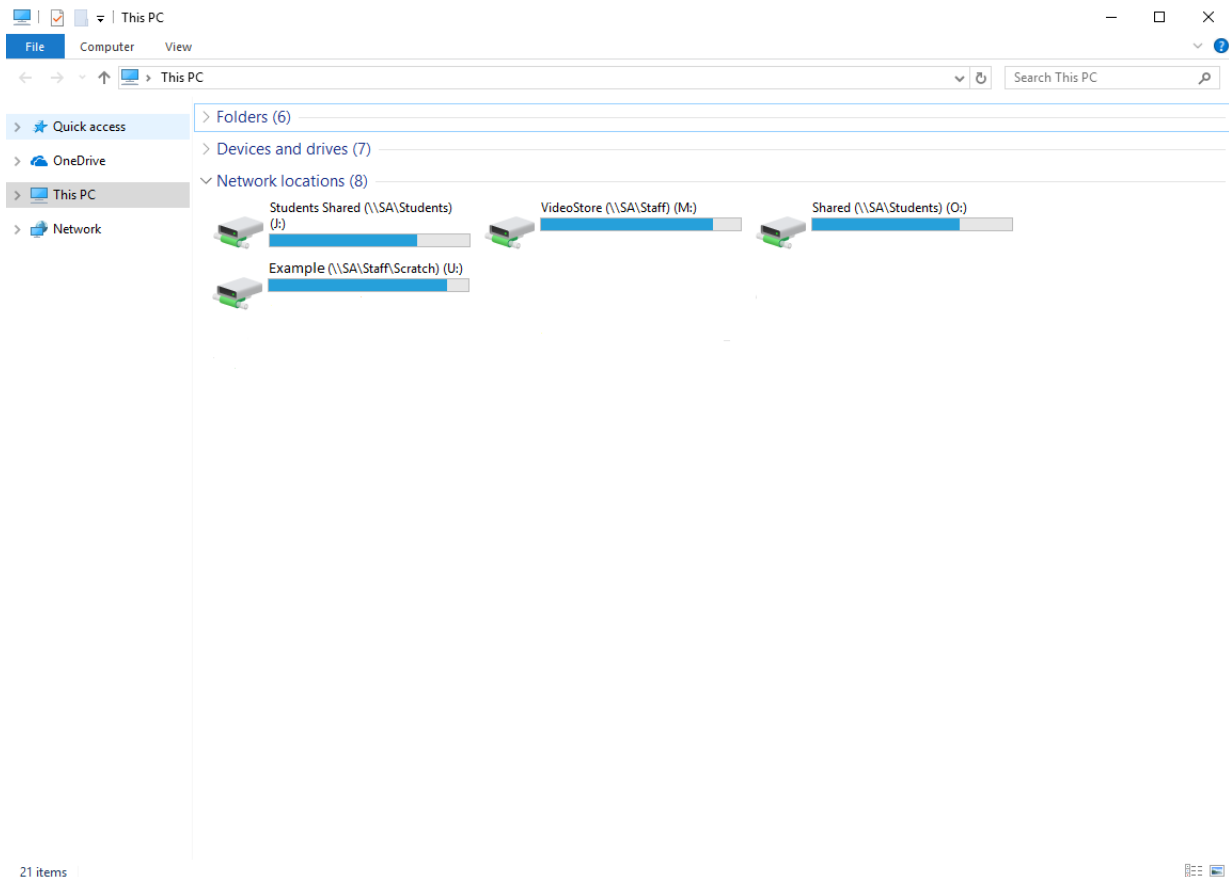


On the next window, click **YES**, to accept the certificate and the remote app you have selected will run.



If you choose 'Network Drives' after a short delay an explorer window will open the same as you would see in school:

By opening any office documents on the network drives, this will use the remotely installed version of office, so does not require you to have office installed on your computer.



If you have any questions regarding this service, please contact the IT Department.