



VPN Access for Teachers and Administrators

Open an internet browser such as Internet Explorer

In the address bar, enter the IP address 206.201.208.6

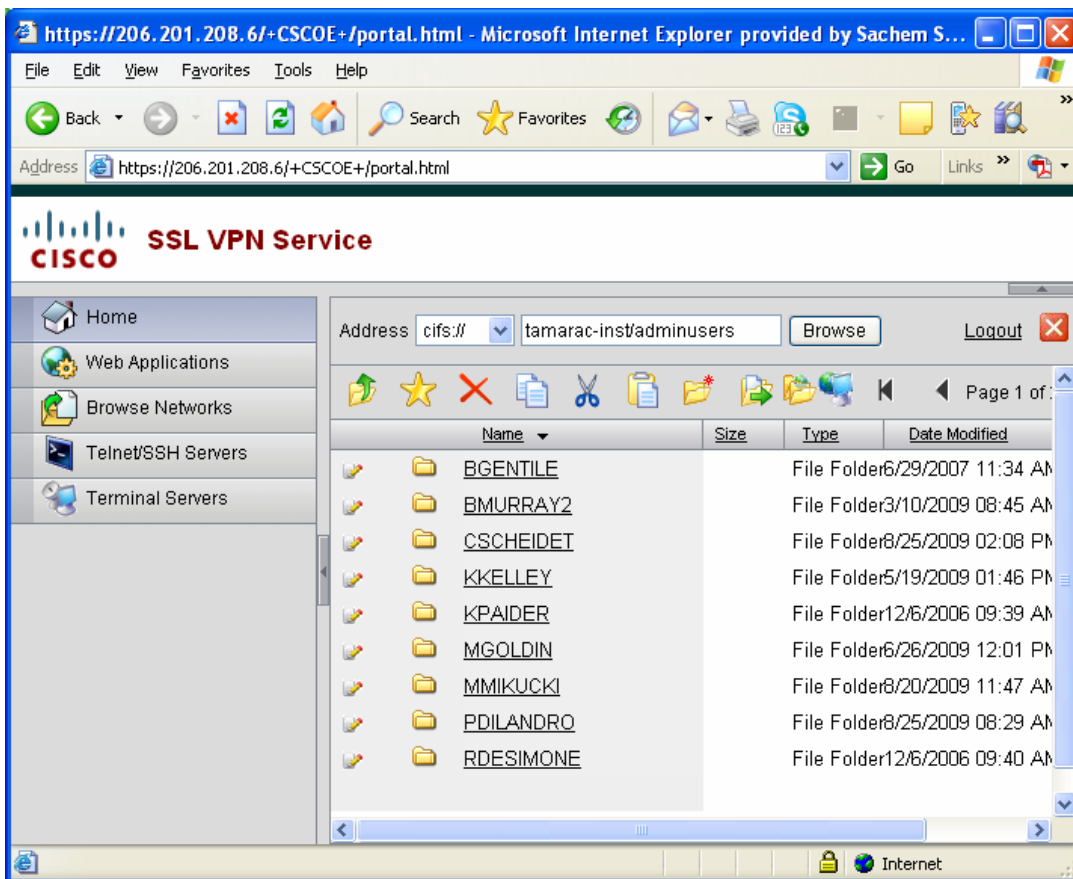
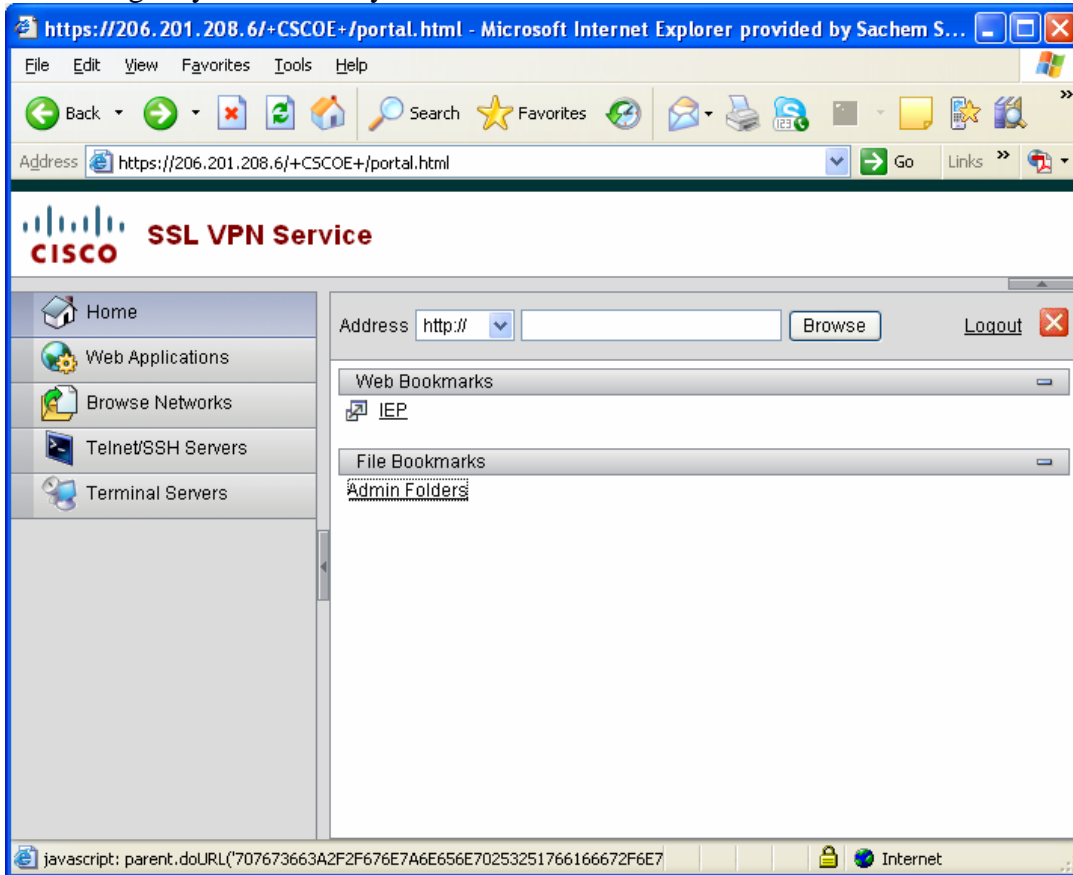
Click yes if you receive a security alert



On the logon screen enter your normal Sachem username and password. Leave the internal password line blank

The login screen for the Sachem WebVPN Service. At the top left is the Sachem Central District School logo. To its right, the text "Sachem WebVPN Service" is displayed in a dark red font. Below this, there is a "Login" form. The form has a title bar that says "Login". Inside the form, it says "Please enter your username and password." There are three input fields: "USERNAME:" with the text "jrenda" entered, "PASSWORD:" with a masked password of eight dots, and "Internal Password:" which is empty. A "Login" button is at the bottom of the form.

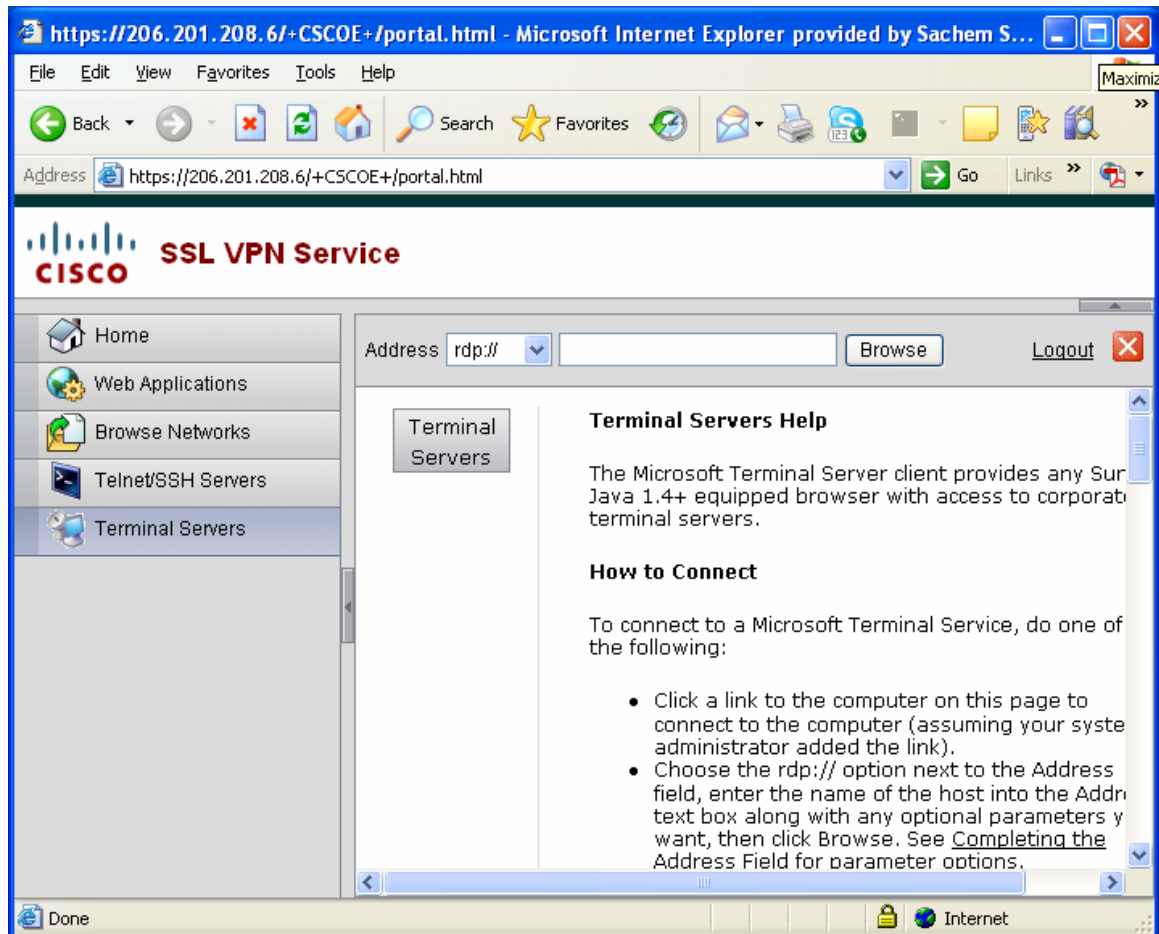
In the center area of the page, click “IEP or “Admin Folders” and then click your name. This will give you access to your files.



Using RDP to Access Your Computer

Make sure your office or classroom computer is turned on, but logged off. Notate the Host Name or your computer. This name is located on the screen in the bottom right corner.

Login to the VPN System as above. Once you have reached the main page, click Terminal Services on the left side.



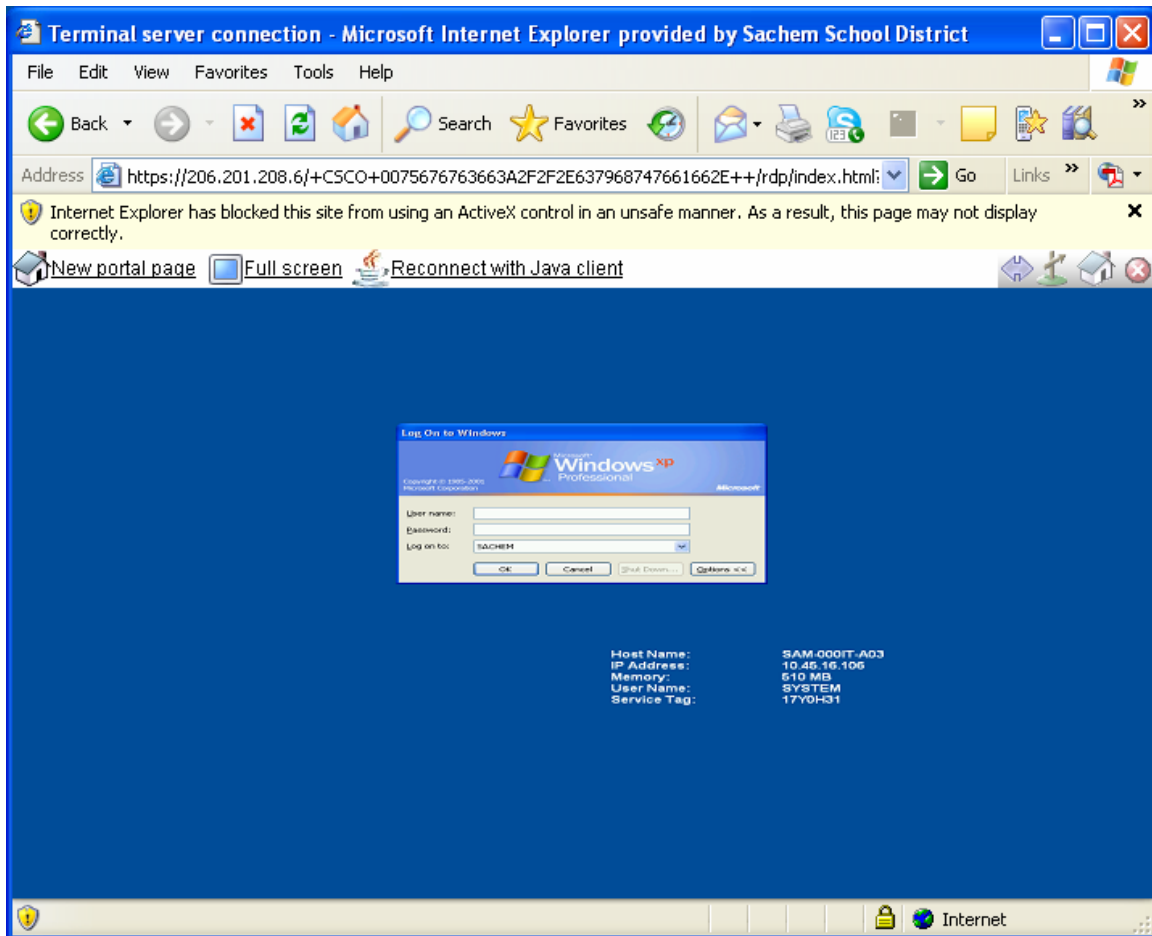
In the address bar type the name of the computer you wish to access and press enter.

The system will connect you to that computer and ask you to log on as you normally would when sitting at the computer in district.

You can click Full Screen mode to have the screen fill your computer screen without the borders. To restore the view, use the bar at the top of the page.

When you are done with your session, Log Out as you normally would. If you do a shut down instead, it will turn the computer off in district, and you will not be able to log back into it, until it is turned back on manually.

If you choose to Disconnect, it leaves your session running but will lock the computer in district. Only you can unlock it, or it could be powered off to unlock it. Any unsaved data could easily be lost in this scenario.



When finished, also log off of the VPN page and close your browser.