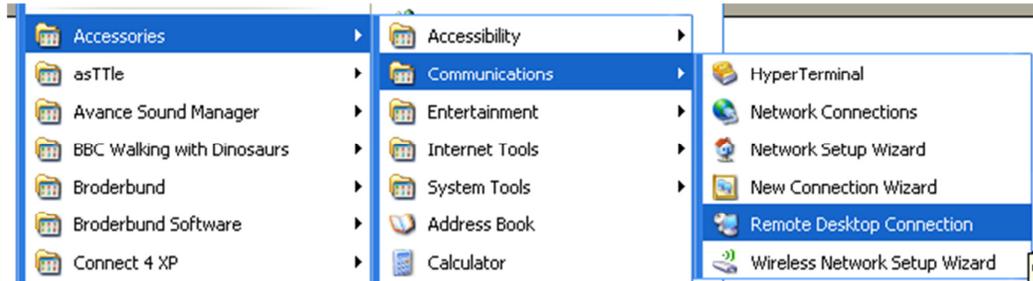


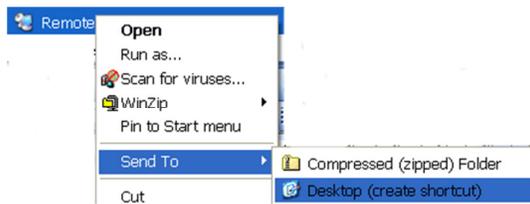
## Accessing the Smart-RAS using Remote Desktop

The remote access server, Smart-RAS, allows staff members to access Windows programs such as Word, Student Management Systems, etc from outside of the school, whether you are using a Windows or a Macintosh workstation.

To connect to the server run **Remote Desktop Connection**, this can be found on the Start Menu under Accessories → Communications.



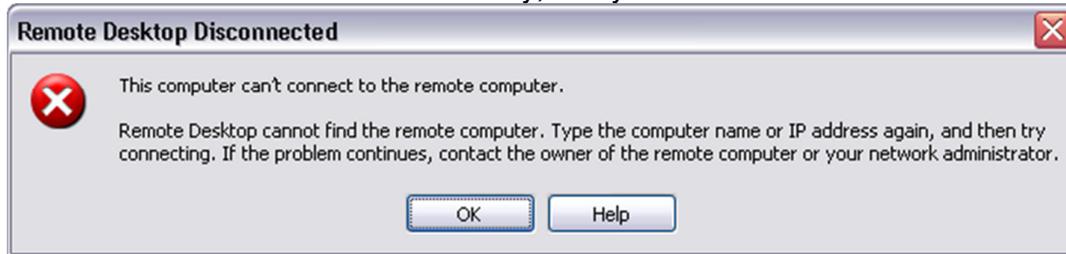
You may want to put a shortcut on your desktop. - Right click and Send to Desktop.



Once launched, the application will request a server name, enter **remote.yourdomain.school.nz**, this is the same URL that you can use to access the Intranet from any web enabled computer in the world.



Click Connect. Depending on the speed of your Internet connection this may take up to a few seconds, if an error similar to the below image appears, check that the server name has been entered correctly, and you are connected to the Internet.



Provided the server name was entered correctly and that you are connected to the Internet, a new window should appear very similar to. Here you will enter your username and password in the first two boxes as appropriate, the third box, if it appears, should be left as it is. With this information entered, click *OK* to login to the server.



Once logged into the Smart-RAS, Smart Login to your local Smart-Net server. Once logged in to the server, you can choose to run any programs configured on the Smart-RAS, or access your files from the **H: Drive** on My Computer.

When you have finished your session on the Smart-RAS, choose Log Off from the Start Menu, this will close your connection and permit other users to use the server. Failure to choose Log Off will allow the server to continue utilising resources, memory, and processing cycles that could be released for other users.



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