

MCS D VPN Access - Staff

Revised 070511 - CWH

The MCS D Secure Portal is the new VPN system available for District users to access files, e-mail, and other resources when not connected directly to the District network. The VPN can be accessed from any Windows XP, Windows Vista or Windows 7 computer running Internet Explorer and your home computer most likely meets these requirements. *The VPN cannot be used while connected to the network at a District site.*

With this new system, you will have the ability to establish a **Terminal Session**(RDP) session to your office PC. This will allow you to use your office PC from any computer that is connected to the Internet. You must make sure your office PC is left on!

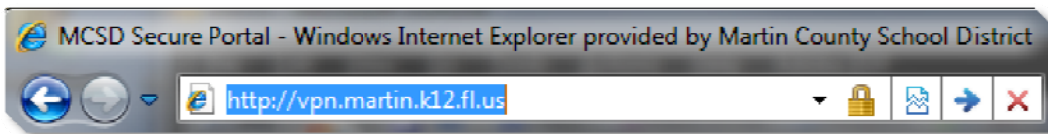
Please make sure to read these instructions completely. Don't skip ahead!

Signing On

Open your browser (Internet Explorer or Firefox) and navigate to the following address:

<http://vpn.martin.k12.fl.us>. Or, you can find a link on the District's web page at <http://www.martinschools.org>.

Look for Secure Portal under Employee Resources.



You will be presented with a page asking for your Username and Password:

A screenshot of the login page for the MCS D Secure Portal. The page features the Martin County School District logo and name at the top. Below the header, it says "Welcome to the MCS D Secure Portal". There are three input fields: "Username" with the placeholder text "YourUserNameHere", "Password" with a masked field of dots, and "Realm" with a dropdown menu showing "MCS D". A "Sign In" button is located below the input fields. To the right of the input fields, the text "Please sign in to begin your secure session." is displayed.

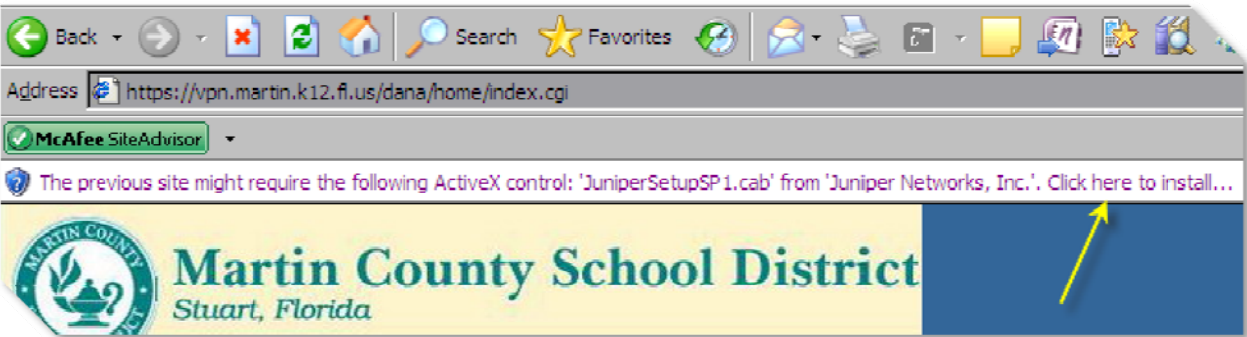
The Username and Password are the same as your domain Username and Password which are used when signing on to any District PC. If you do not know your Username or Password, please contact the Help Desk at x30359.

After you have entered your Username and Password, make sure the Realm says MCSD. If it does not, click the down arrow next to the Realm box and select MCSD.

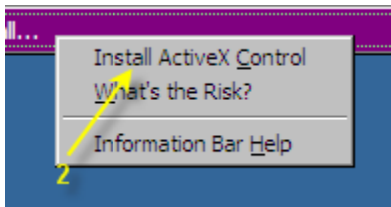
Click the Sign In button to continue.

*The following three steps will be displayed only when using the Secure Portal for **the first time**. These instructions apply to Internet Explorer. (If you are using a different browser, please accept and allow to run, any applet from Juniper Networks Inc.)*

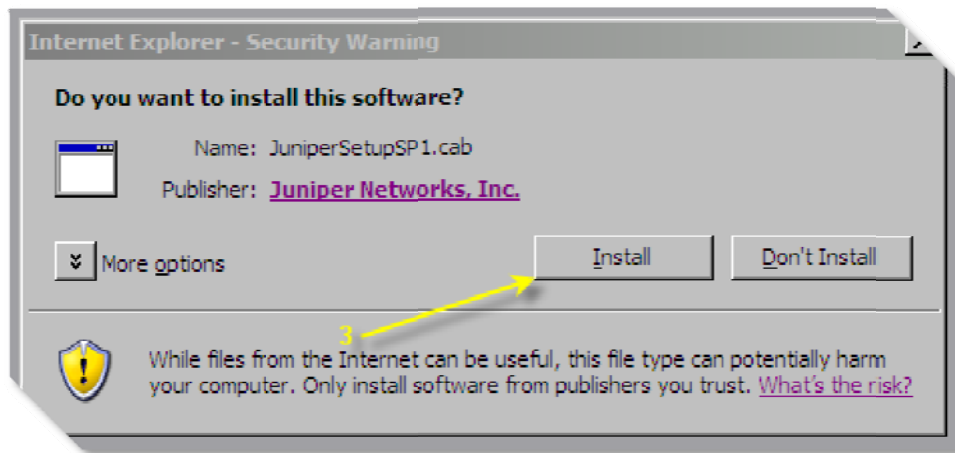
1. **Left Click** on the banner as indicated by the arrow.



2. Point to **Install ActiveX Control** and **Left Click**.



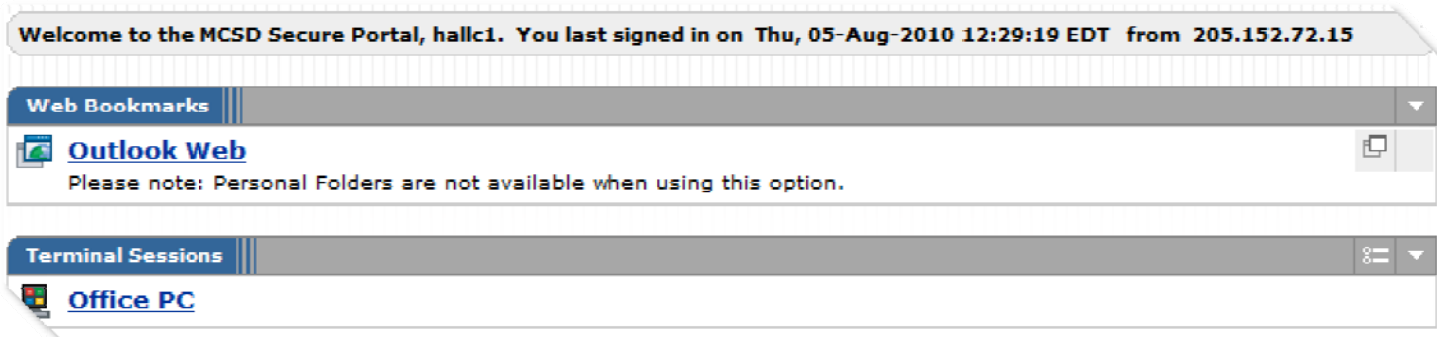
3. Point to the **Install** button and **Left Click**.



From the Home page, you have these resources:

- Outlook** - Access to your e-mail via Outlook Web Access.
- Office PC** - Access to the PC on your desk.

Double click on the link to open.



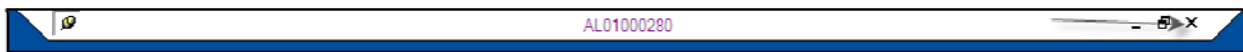
ACCESSING WEB E-MAIL

Outlook Web will open a new browser window providing access to your e-mail. Please note: Outlook Web does not include many of the features you are used to having when running Outlook from your PC. This includes your Personal Folders.

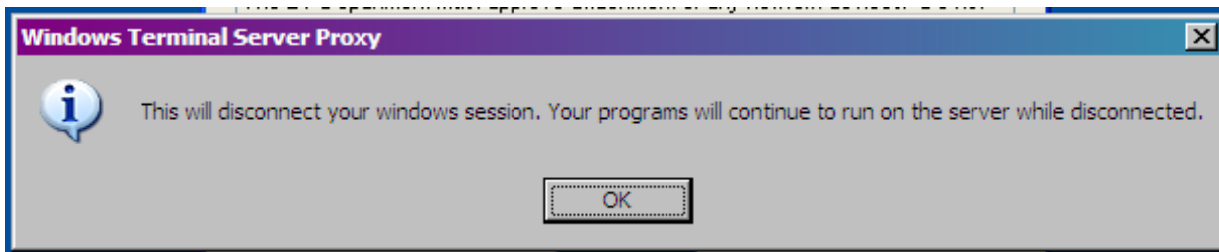
ACCESSING YOUR OFFICE PC

Office PC will launch anew window from which you will have access to your Office PC. Sign on to your office PC as though you were sitting in front of the PC. **You must leave your office PC turned on if you plan on using Terminal Sessions to access your office PC.**

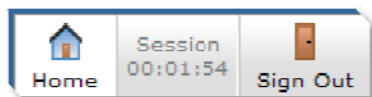
When you are finished with the Terminal Session to your office PC, simply click on the **X** in the upper right hand corner of the screen, as shown below. If this toolbar is not immediately available, move the mouse cursor to the top of the screen and wait a few seconds for it to appear.



Then, click the **OK** button:



You are now logged out of the Terminal Session to your office PC. Please make sure to click **Sign Out** from the Home Page.



For security reasons, the Secure Portal will automatically log off your session after 30 minutes of inactivity or 4 hours of use. You may sign on again if needed.

If you have any questions or problems, please contact the Help Desk.