

2015



Staff & Student Remote Login Guide

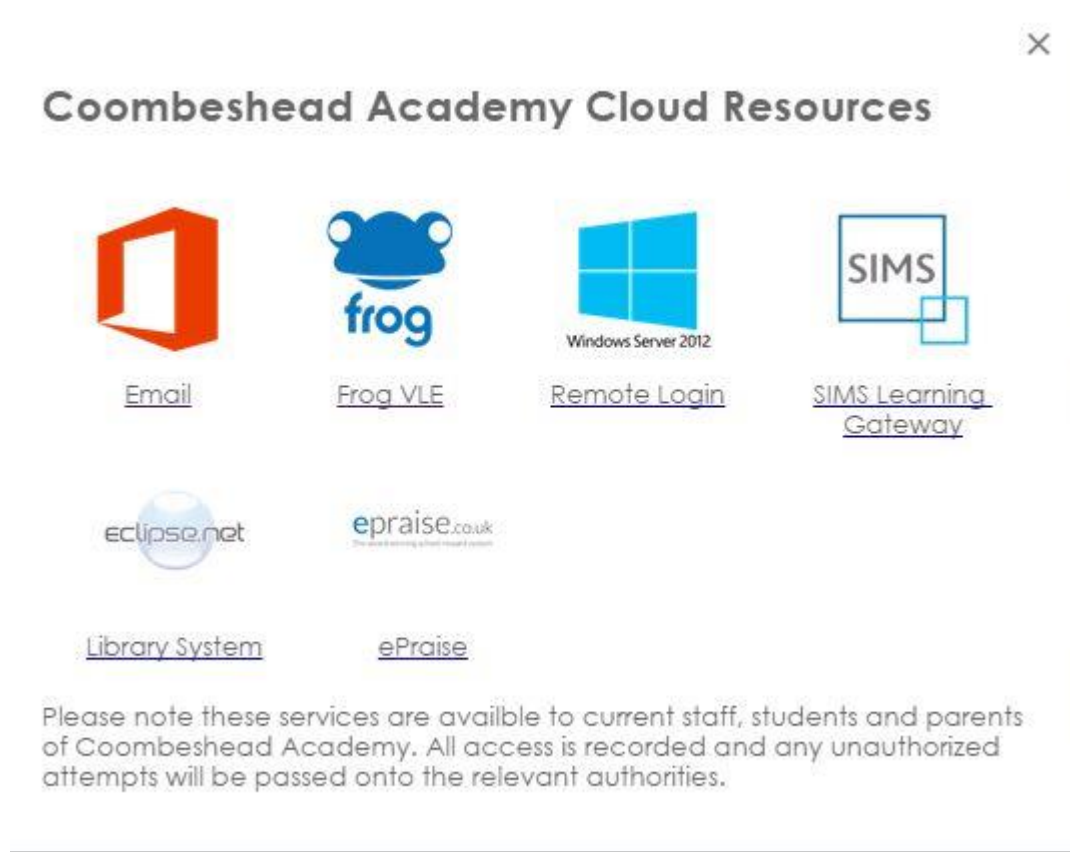


Coombeshead Academy provides staff and students with remote access to its network. This allows the use of applications and files as if you were sat at a computer in school. All you need is a computer running a Windows operating system and an internet connection.

1. Open your internet browser and visit the Coombeshead Academy website - <http://www.coombeshead.com>
2. Click on the cloud icon indicated below:



3. From the pop up window, click on the Remote Login icon:



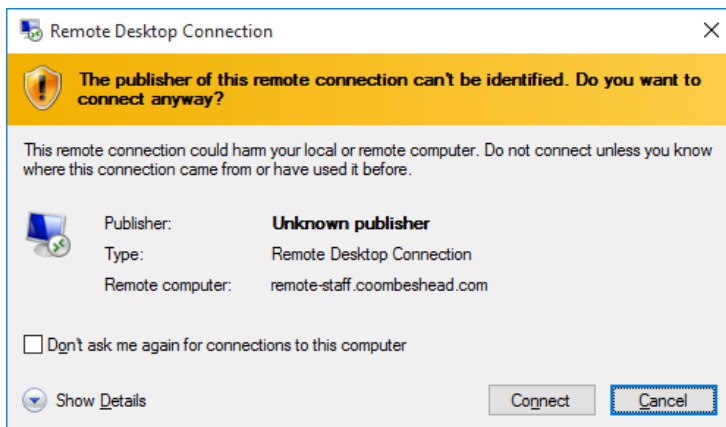
- The Remote Login page will now be displayed. Click the relevant icon – Staff or Students.



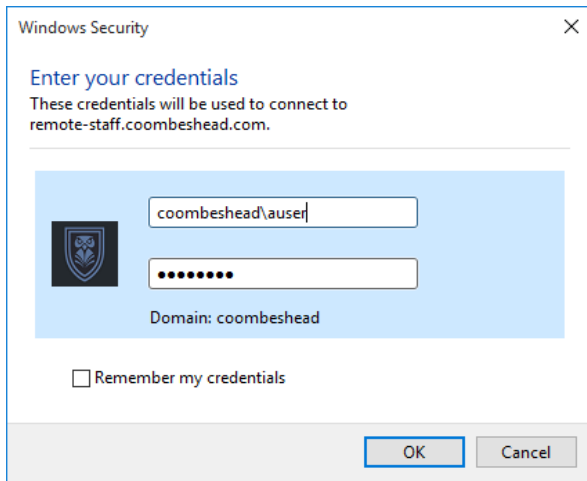
- A yellow bar will appear at the bottom of the screen - click **Open**



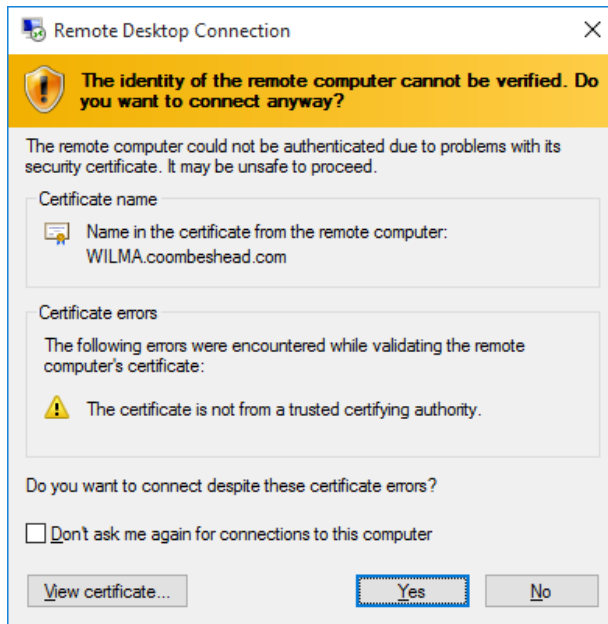
- Click **Connect**



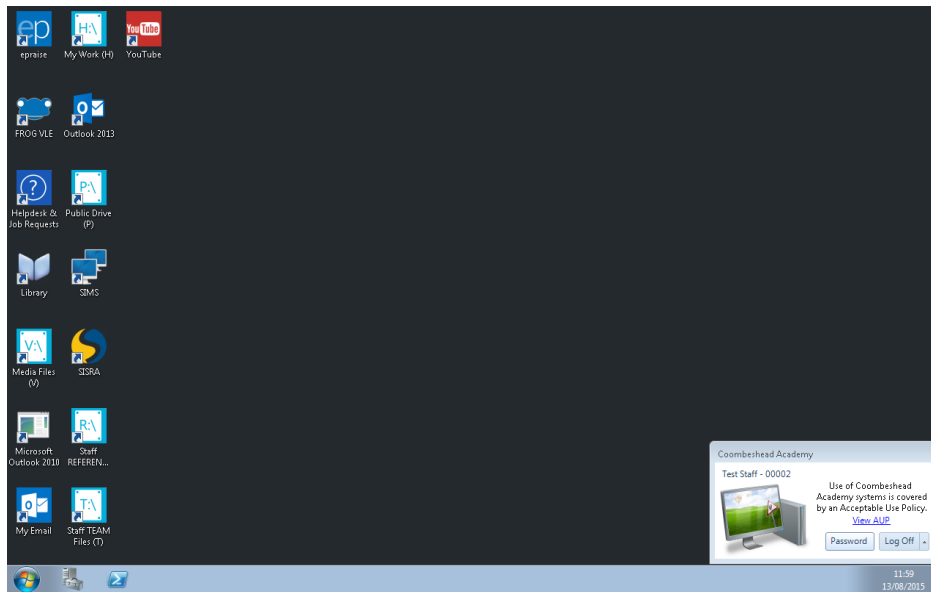
7. A window will appear asking for your network username and password.
Please note: You must type **coombeshead** before your username. See image below.



8. Another window will appear, click **Yes**.



9. You will now be logged in and will see your school desktop.



10. To close the connection, click the Log Off button.