



# CCHS – How to Log into.....

## Remote Connection to CCHS Resources

It is possible to access the school's resources (specific software, your network files, network shared files etc.) from outside of school by following the following instructions.

Internet Explorer / Microsoft Edge are the preferred browsers to access the CCHS Resources webpage.

Follow the following link, which you can also save as a 'Favourite' for future use:

<https://vdi.countyhigh.org.uk/RDWeb>

*(On the first use you will be asked to install a plugin - please click on allow – this is the only time you will need to do this)*

You will then be asked for username and password:

Username is '**countyhigh\your surname**' and 1<sup>st</sup> letter of first name - e.g **countyhigh\smithg**

Password is your network password and tick the box remember my password.

**To open a file or application from the CCHS Resources webpage – SINGLE CLICK the required icon.**

*Please note - If you choose to use Google Chrome – each time you wish to use an application from the CCHS Resources webpage - a file will be downloaded which then needs to be 'run' by double-clicking.*

## Accessing Subject Specific Software

From CCHS Resources webpage just open the required application.

## Accessing network files

To access any network files to edit or review:

### Option 1

Open the application you require from the CCHS Resources webpage

e.g. Word - then open the file as normal - Go to **Open** and click on **Browse**; go to the network drive required then select file and open (don't get confused as 'This PC' is the Virtual Remote Resources not the computer you are using).

### Option 2

Open Remote desktop – This opens a stand-alone Remote Desktop Session on your computer rather than accessing the CCHS resources through the webpage.

You will need to Log in to the remote session as above – countyhigh\surname and initial + network password.

A new desktop will appear.

Click on the Windows Icon bottom left, then select 'This PC' to list your network drives.

Just open, work on and save your files from there.

**If using Option 2 - Please remember to sign out of the Remote Desktop Session when you have finished.**

This will take you back to the CCHS Resources web page where you can either access another resource or sign out.

To sign out just click on the 'X' in the blue panel at the top of the screen

OR

Click on Windows icon (bottom left) to go back to the 'Start' screen and then click on your name (top right) to sign out.

## Copying network files to your local computer/Laptop

After selecting the file **Do Not Open it**, but instead press CTRL+C to copy the file.

If you are using Option 1 - Minimise the application and paste to your local computer/laptop in a folder of your choice.

If you are using Option 2 - Minimise the Remote Desktop (there is a blue panel at the top of the screen where the minimise underscore can be clicked) and paste to local computer/laptop in a folder of your choice.

**Don't forget to SIGN OUT of the CCHS Resources webpage when you have finished; just click the 'Sign Out' button at the top right of the webpage.**