

Remote Access from a desktop computer/laptop

Staff Guide

*You can access the latest version of this document and links to all relevant software on the main Chelmsford College website Remote Access page:
<https://www.chelmsford.ac.uk/remote-access.asp>*

For the best experience we recommend installing and using Google Chrome or Mozilla Firefox. Both are free modern browsers and are available for Windows, MacOS and Linux:

Google Chrome: <https://www.google.co.uk/chrome/>

Mozilla Firefox: <https://www.mozilla.org/en-GB/firefox/new/>

The use of third party products and services is done at your own discretion and risk and with your agreement that you will be solely responsible for any damage you experience as a result of your use of third party products and services. any warranty that is provided by a third party is provided solely by such third party, and not by the Chelmsford College Group.

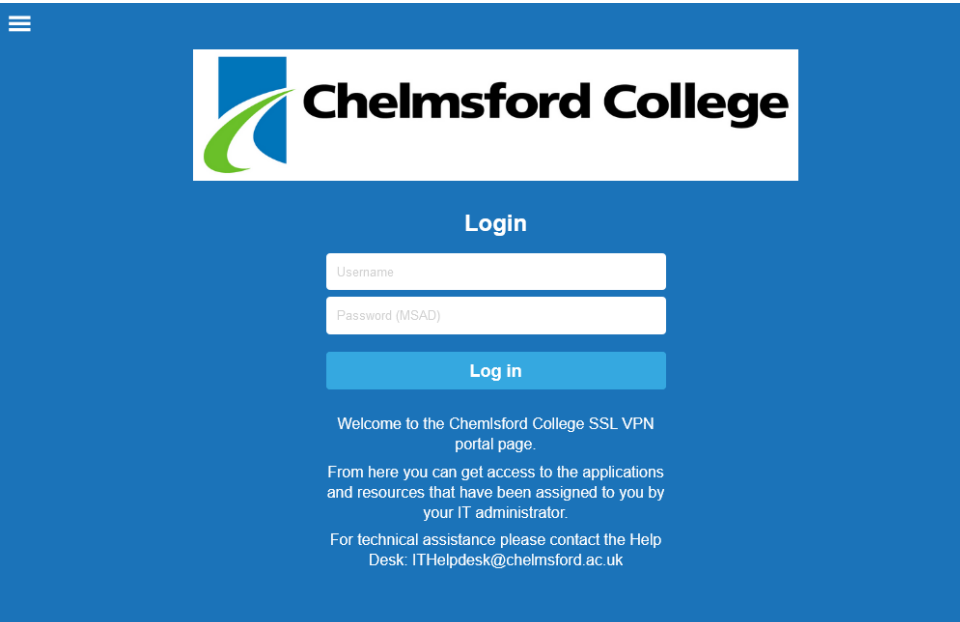
If you require any technical assistance, please contact the IT Services department using any of the methods found at the bottom of this document.

1 – Accessing the Remote Access Portal

You can access the college remote access portal by going to the following website:
<https://portal.chelmsford.ac.uk>

You will be presented with a login screen.

Here you will need to enter your college username and password then click the **Log In** button to continue.



Chelmsford College

Login

Username

Password (MSAD)

Log in

Welcome to the Chelmsford College SSL VPN portal page.

From here you can get access to the applications and resources that have been assigned to you by your IT administrator.

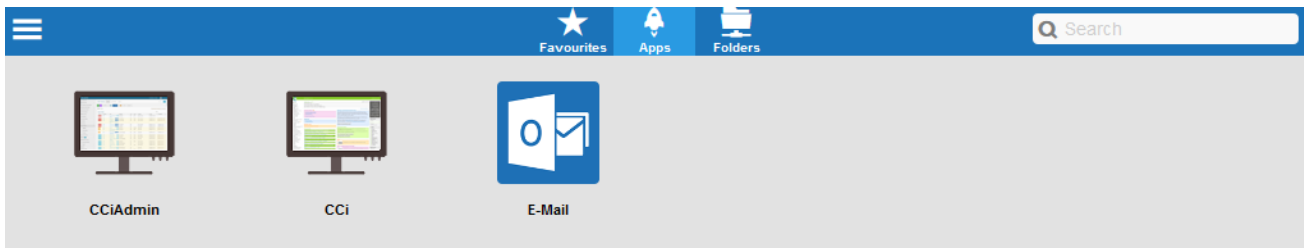
For technical assistance please contact the Help Desk: ITHelpdesk@chelmsford.ac.uk

2 - Using the Remote Access Portal

Once connected you will now see some options. There are multiple tabs which can be accessed by swiping left or right on your device. Services available via the remote access include:

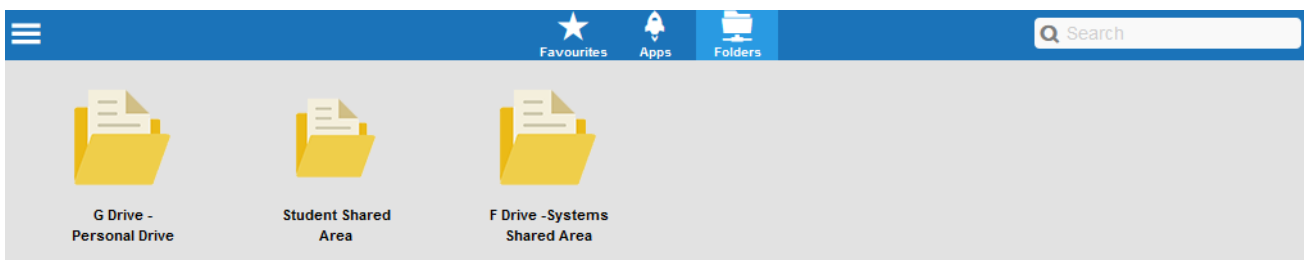
Apps tab

- CCI - Staff intranet
- CCIAdmin – New staff intranet
- Email – Opens to Outlook 365

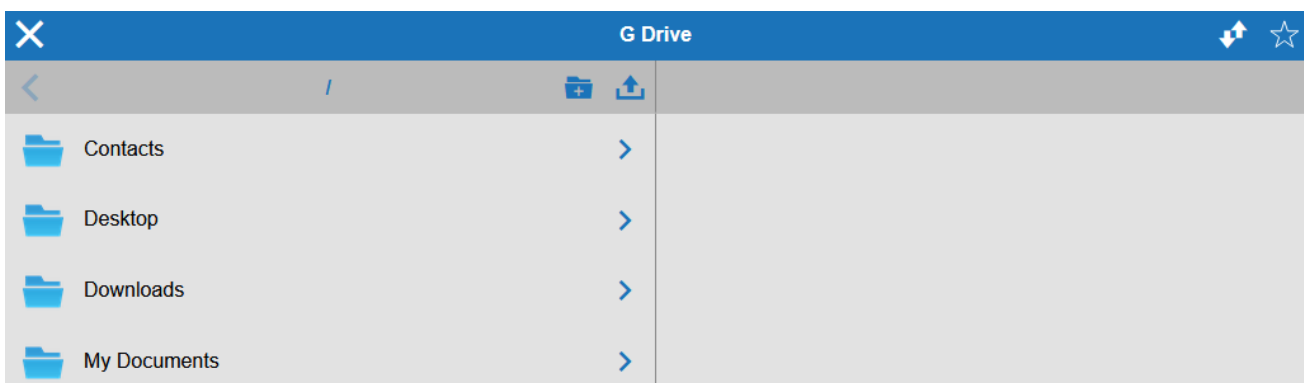


Folders tab

- Student Shared Area
- F Drive – Department Shared Area
- G Drive – Personal Drive

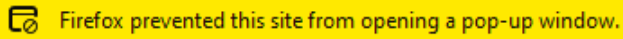


To access your departments shared area, F Drive, or personal network storage location, G Drive, click on the Folders tab and click the folder icon and then you will be able to browse your network area. Here you will be able to view and transfers files as required:

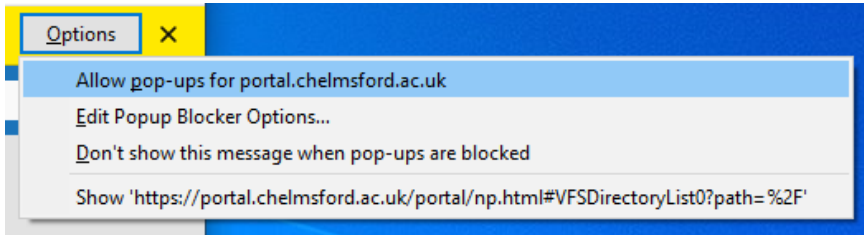


Known Issues:

You may have a warning message popup in your browser like below in Firefox:



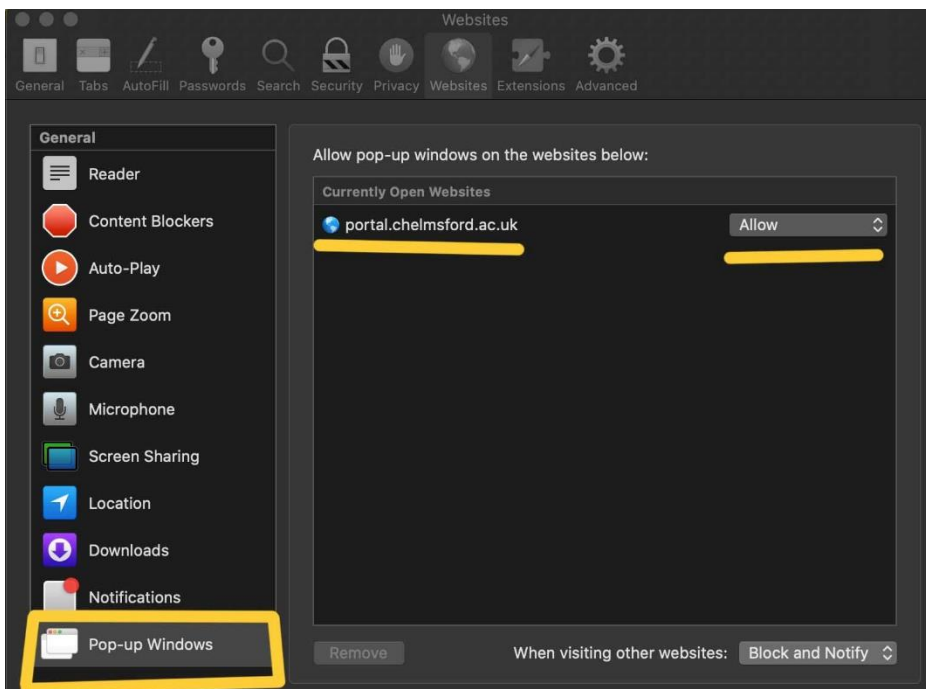
You will need to allow pops for this website. In Firefox you can click the options button and then Allow pop-ups for portal.chelmsford.ac.uk



In MacOS when using Safari you can go to Safari >Preferences:



Then go to Pop-up Windows and allow for portal.chelmsford.ac.uk:



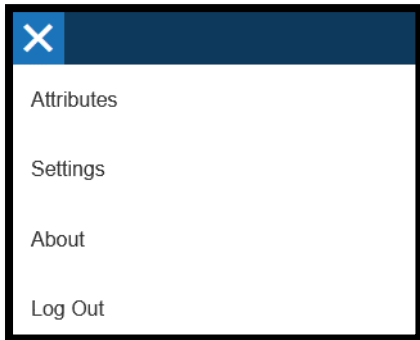
The exact method may vary depending on your system configuration. If you require any technical assistance, please contact the IT Services department using any of the methods found at the bottom of this document.

3 - Logging off the remote access server

Once you have finished you can log off from the remote access server by clicking on the top left menu icon (3 white lines) which will then give you the Log Out option.

This will completely disconnect you from the network.

If you have any open web browser pages for the intranet they will now no longer work as you have been disconnected from the college network and you would need to reconnect via to resume working.



Technical Support

Should you experience any difficulties in using this software or would like some assistance in configuring your device please contact the IT Services helpdesk:

- By email: ithelpdesk@chelmsford.ac.uk
- In person:
 - Moulsham Street - M119
 - Princes Road - Learning Centre