

Remote Access from a mobile device

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>*

The preferred method of connecting to the college from a mobile device is via the **CudaLaunch** application which is available from the app store for your mobile device:



Apple Store for iOS devices

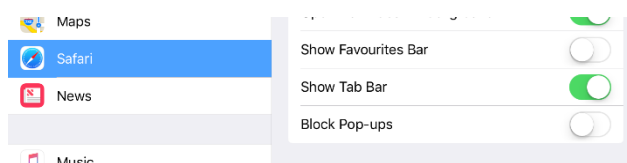
<https://itunes.apple.com/app/cudalaunch/id984067886>

Google Play Store for Android devices

<https://play.google.com/store/apps/details?id=com.barracuda.ngfirewall.sslvpn.mobileapp>

Should you wish to not use the CudaLaunch application you can access the software via the web gateway by going to <https://portal.chelmsford.ac.uk> in your web browser and following the instructions from section 2*

***Known issue:** for iOS devices if you are using Safari to access the portal you will need to disable popups first. To do this go to your Settings app, select Safari and then uncheck Block Popups. You will still be prompted to allow popups in the web browser



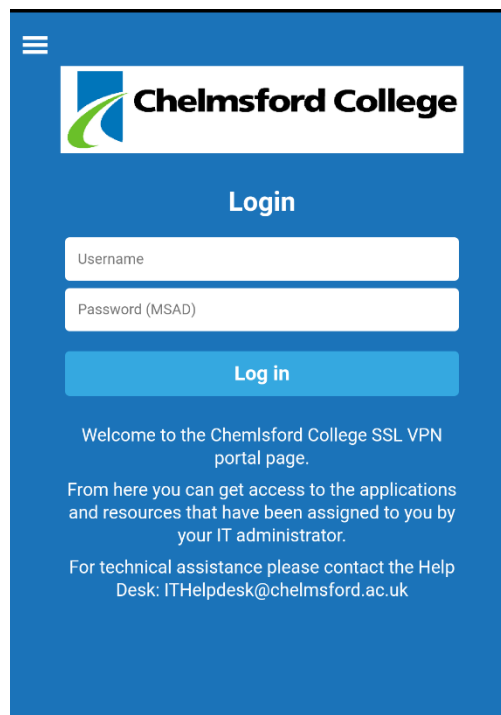
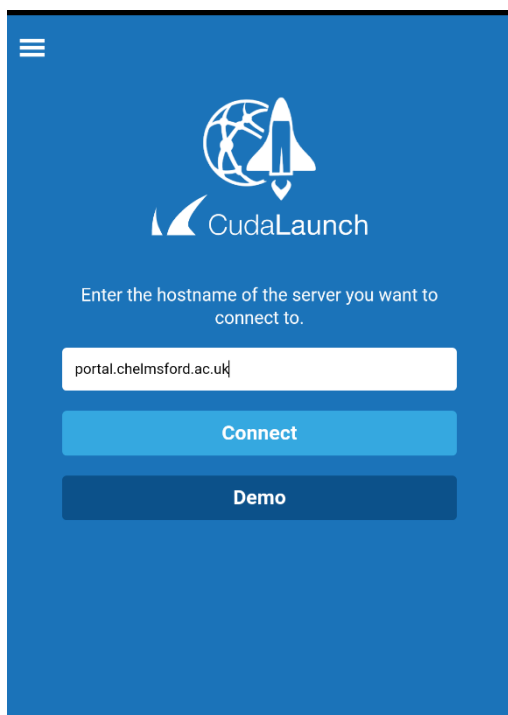
1 - Configuring CudaLaunch

Opening CudaLaunch for the first time will prompt you to enter a hostname of the server you want to connect to.

Enter the following: **portal.chelmsford.ac.uk**

Then click **Connect** to access the Chelmsford College server.

Once connected you will be presented with the user login box where you will need to enter your college username and password then click **Log In**.



2 - Using the Remote Access Portal

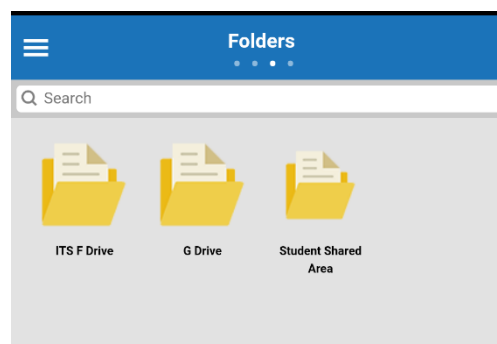
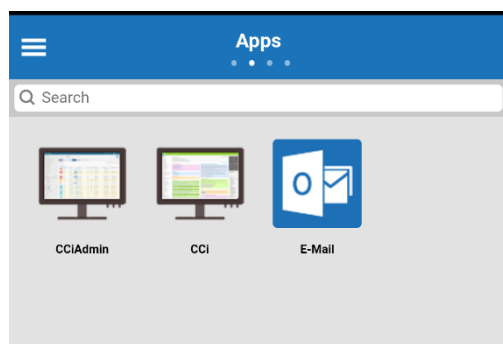
Once connected you will now see some options. There are multiple tabs which can be accessed by swiping left or right on your device. Services available via the remote access include:

Apps tab

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

Folders tab

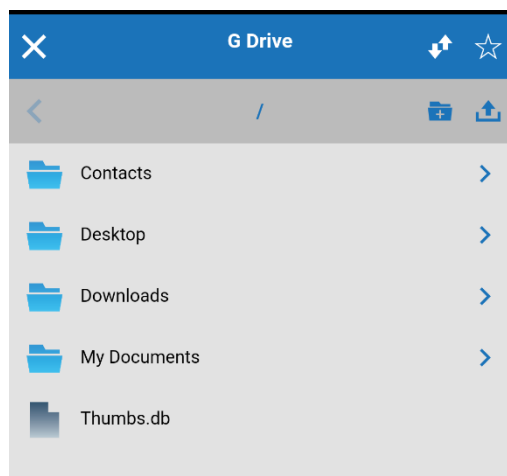
- Student Shared Area
- F Drive (department shared area)
- G drive (personal network storage location)



Clicking any of these icons will open the selected application within the installed web browser on your device. For iOS that is typically Safari and for Android it is typically Google Chrome.

For the best experience we recommend installing and using Google Chrome or Mozilla Firefox. Both are available from the relevant app store for your device.

To access your departments shared area, F Drive, or personal network storage location, G Drive, swipe to 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:



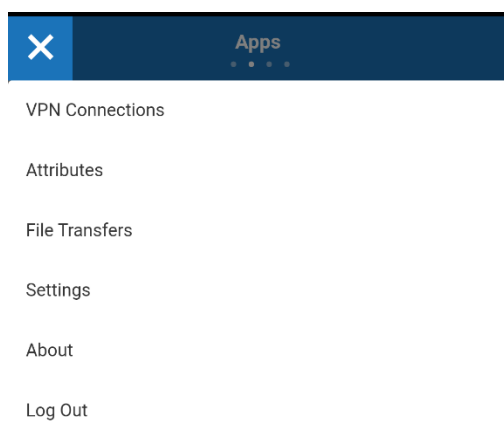
3 - Logging off the remote access server

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, mobile or BKSB apps they will now no longer work as you have been disconnected from the college network and you would need to reconnect via CudaLaunch to resume working.

If you have logged into the system via the web version, the same options will apply.



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