CISCO SSL VPN Service **Remote Access to School Files**

Logging On

1. In your browser go to https://remote.district196.org

2. Enter your username and password (this is the same username and password used to access your computer at school) and click the **Login** button

3. You should see the following:
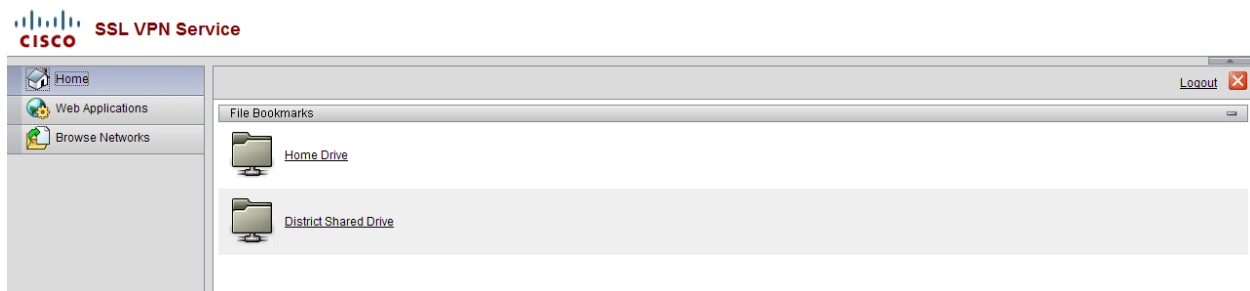
4. Click on the desired drive to access your files. The **Home Drive** contains your personal files as well as shared files from your building

Opening a File from the Server

1. To open a file, simply click on the file and follow the prompts to either open the file or save a copy locally to your computer

Saving a File Back to the Server

1. Once you are finished editing/creating a file you must first save a copy to your local computer

2. Using the toolbar on the SSL-VPN website, click on the **Upload** button as shown below:
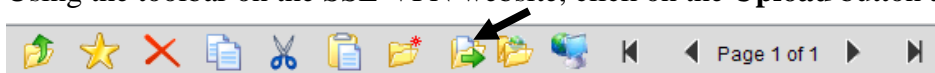
3. Click on the **Browse** button to locate the file then click **OK**