

Logging onto Remote Access using a PC

To use the service, you will first need to go to www.bourneacademy.org and select the Computer icon located to the right of the Sixth Form tab.




Enter **BACAD** before your username as shown below:

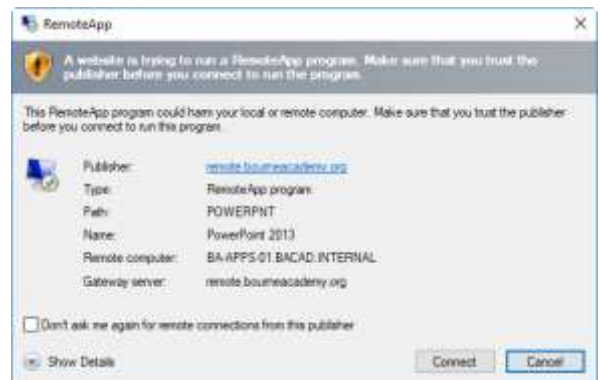
Username: bacad\17blogsg

Password: *yournetworkpassword*

Once you have successfully logged in, you will be able to select the app you require – click Network Drives for access to your user area.

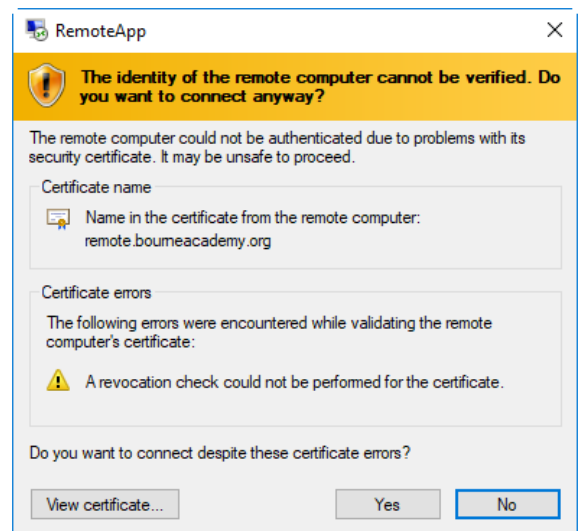
The First time you access an 'App' may receive additional login prompts;

Click Connect on the window as show right:



If you receive any Login boxes, enter your credentials again as shown below, remembering to enter **BACAD** before your username

On the next window, click YES, to accept the certificate



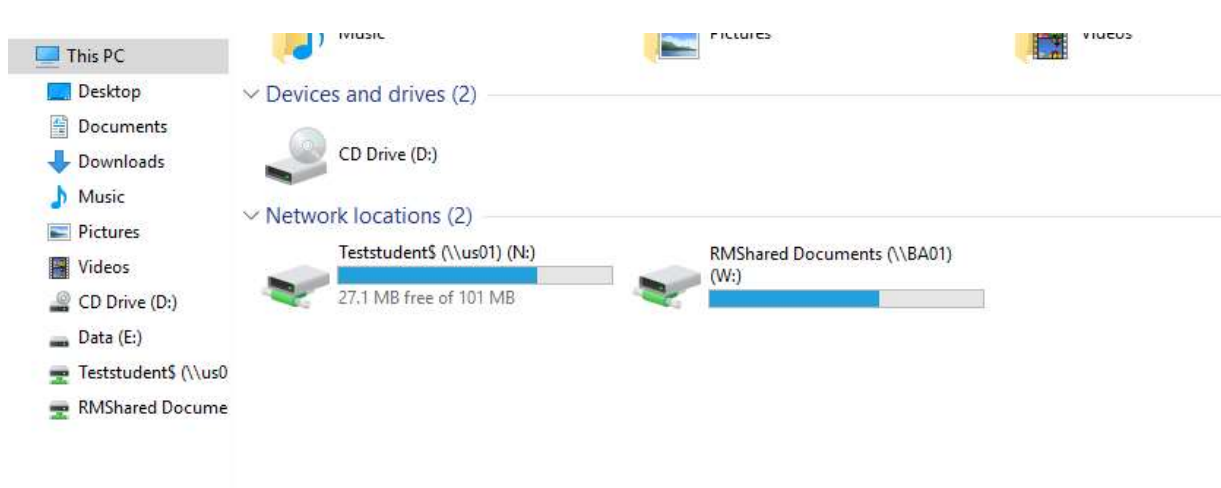
After a short moment, the application you have chosen will then load.

If you choose 'Network Drives' after a short delay an explorer window will open the same as you would see in school:

By opening any office documents on the network drives, this will use the remotely installed version of office, so does not require you to have office installed on your computer.

You can then work on the documents, and when you click 'Save', this will save straight back to the network so is there when you return to school.

It is advisable that you regularly save when using this method, in case you lose connection for any reason whilst working on documents.



Any issues please contact ItSupport@bourneacademy.org