Work-From-Home on a home computer

For staff who do not have a district-provided laptop to use for work-at-home, the following procedure show how to connect to our terminal server from home. Connecting to the terminal server is similar to signing on to your work computer from your office. All the standard district applications are available as well as your H: and/or S: drive. Essentially this allows your home machine to act as a screen, mouse, and keyboard for the remote computer.

Some of you may have used the VPN connection that used to be available from the Staff page on the website. Unfortunately, web-browser security changes have made this system difficult to use, and unreliable; therefore, it has been removed. We have just configured a replacement. Here are the directions for accessing it. Note that as we start using it, we may make improvements to this system.

1. Open any web browser **except** Internet Explorer. Click on the **Work from Home** link on the district website's Staff page, **or** type in the following link:

   https://rdweb.sd68.bc.ca/rdweb/webclient/

   We suggest **not** making a shortcut for this as it will most likely change in the future.

   You will be directed to the following Sign In screen. This can take a while to load.
   Sign in with your district UserID (or email address) and password.
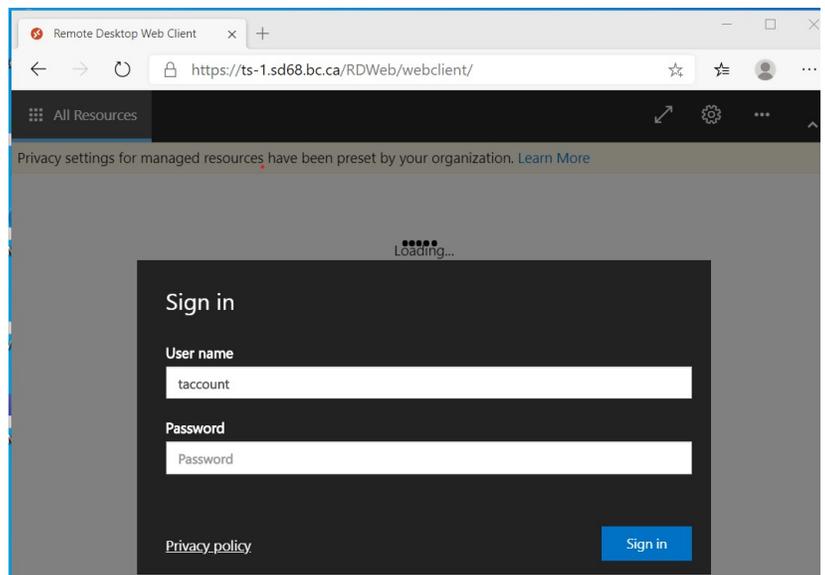
2. You will now be connected to the All Resources screen, which at this time contains only the link for Remote Desktop. Click on that link.
   When prompted with the Access local resources, select Allow.
   You will now be connected to the remote desktop session. WARNING! This can take quite a while to connect. Be patient…
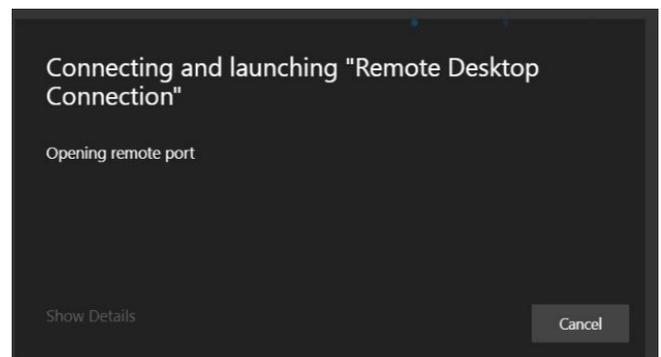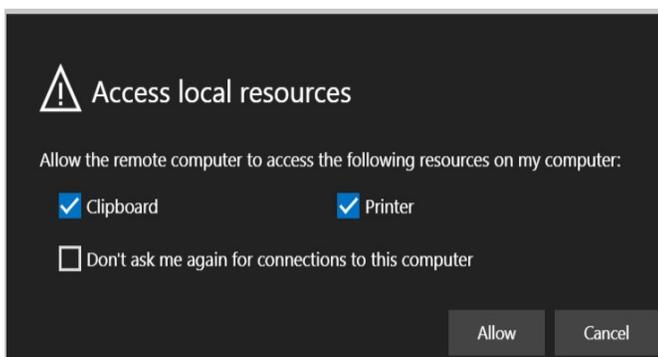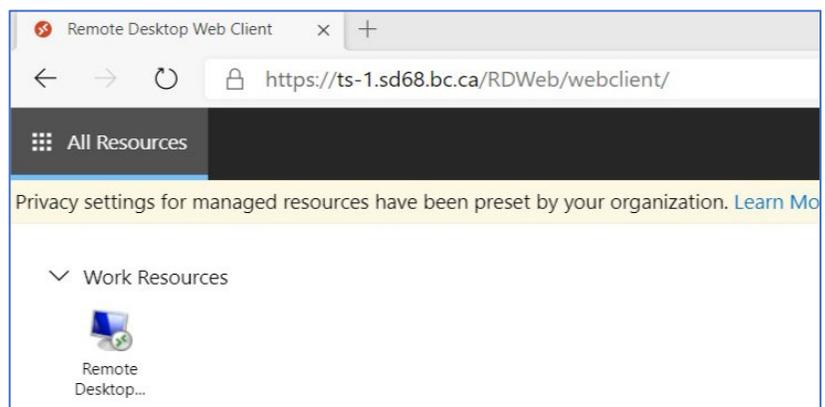
3. At this point you should be signed in and ready to work. Note that if you had special applications installed on your workstation, you most likely will not have access to them from the terminal server. Contact HelpDesk if this is an issue and we will attempt to resolve the issue for you.

Signing Out from your session

When finished, you need to sign out twice. Once on the Remote Desktop Web Client, and then to the terminal server session.

Sign Out from the Terminal Server session:

1. Select the Windows icon
2. Select the User icon
3. Select Sign Out

Sign Out from the Web Client

4. Select the User icon on the top-right of the session window and click Sign Out.
5. Close the Remote Desktop Web Client tab in your browser or close the browser.