

**To access the school system from your computer at home, or from your laptop when you are offsite, please follow the following instructions (you will only have to do this once):**

- Download and install the Cisco agent ([download it here](#)). there is also a download link on the Staff section of the website.

- Once installed, click on the newly created shortcut in your start menu (Cisco AnyConnect). Once it opens, type rav3.lgfl.org.uk in the connect field and click connect.



- You will be prompted for credentials, enter your USO (username.311) and password.

- Right-click anywhere on your desktop, and select 'new' 'shortcut'

- For the location of the item, type: mstsc

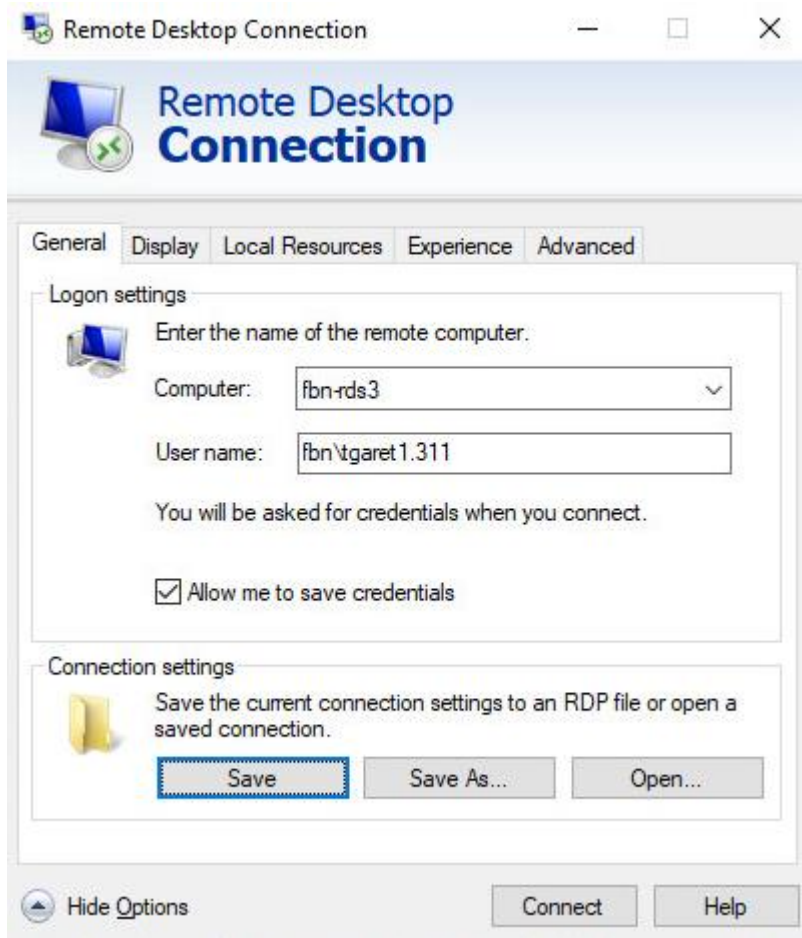
- Type a name for the shortcut (FBA remote access for example)

- Double-click the newly created shortcut on your desktop, and select 'show options'

- In the computer field, type: FBN-RDS3

- In the username field, type fbn\yourusername.311 (don't forget FBN backslash)

- In configuration settings, click 'save'



-You can now click connect, accept any potential security warning, to access the FBA remote server, on which you will be able to access your documents as well as SIMS.

- Once finish, just log off and disconnect the Cisco agent.

The next time you want to access the server, simply launch the Cisco agent, connect, and launch the shortcut you created on your desktop.