

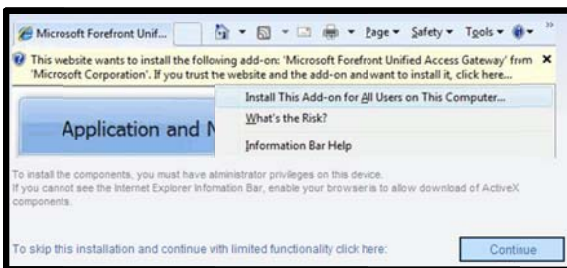
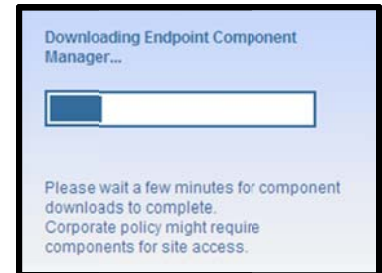
Osseo Area Schools – Web VPN Portal - Staff

Keeping with the times, Osseo has upgraded our Web VPN (Virtual Private Network) system to be more compatible with some of the new Windows Server systems. The new Web VPN is now running on a Microsoft platform instead of the previous Cisco. As a result, the look of it will be different (if you're used to the previous Cisco system).

To log into the Web VPN, go to <http://remote.district279.org>

The very first time you access the portal (per computer)

The VPN portal will install a component and run a few checks. This is to ensure that the computer you are connecting from is secure and adequately protected. You will see a message that looks similar to this:



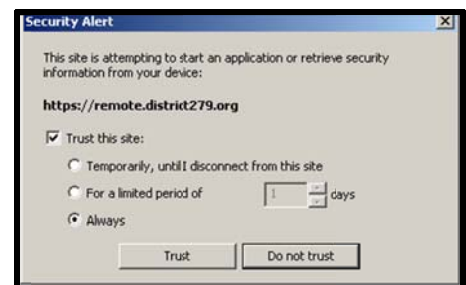
You may be prompted to install an add-on. The add-on is called "Microsoft Forefront Unified Access Gateway." To install it, click the yellow bar at the top, and select "Install this add-on." *If you do not want to install this add-on, you can click the "Continue" button. Portal functionality may be limited.*

If you are prompted to install "Microsoft Forefront Unified Access Gateway," click "Install."



You may see this box. Click "Yes." This prevents the built-in pop-up blocker from blocking pop-ups on the portal.

The last prompt you may see is a "Security Alert" telling you that the site is attempting to start an application. Make sure the box for "Trust this site:" is checked, and select the "Always" bubble. Then click "Trust."



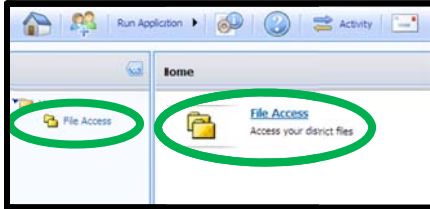
The previous steps will only need to be completed the first time you access the portal. If you access from a new/different computer, you may have to repeat those steps.

The next page will cover the use of the portal.

How to Use the VPN Portal

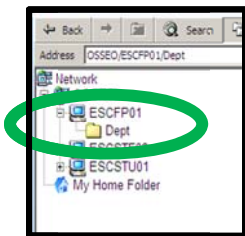
Go to <http://remote.district279.org>

Log in to the portal using your district username and password.

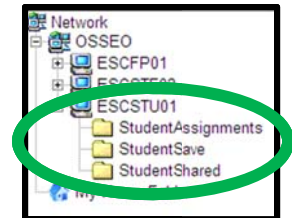


To access your Home directory, the U drive, or the I and J drives, click on "File Access."

When you click File Access, you are presented with your home directory in the pane on the right. At any point to get back to your home directory, click "My Home Folder."



To access the U drive, expand "ESCFP01" from the list, then click Dept.



To access the I and J drive,

Expand "ESCFSTU01"

The I drive is "Student Assignments"

The J drive is "Student Save"

To edit a file

Double click on the file you want to edit. It will prompt you to open or save the file to your computer.

Save it to your preferred location your computer (don't click open from this prompt).

Once saved, open and edit your file, then save it. After you save your changes, you'll need to upload the file to the district network so that it is there when you access it from within the district.

To upload a new or edited file to the District Network

Click "Upload," then click "Browse." Browse to the folder from within the VPN portal you want to upload the file to. Verify the "Upload To" location, then click "Upload Now."

