

*NOTE: This information applies to PCs or Windows tablets and works with **Internet Explorer only**.*

## What is Remote Access?

Remote Access is a way for you to connect to our district network from off-campus and access files stored on our network. Remote Access uses a technology called *virtual private networking*, or *VPN*.

## What is the *Applications Access* option?

We used to use Applications Access to run programs that were installed on your computer and that required you to be on the on-campus network. Applications Access can be used now to access files stored on our network using Windows File Explorer.

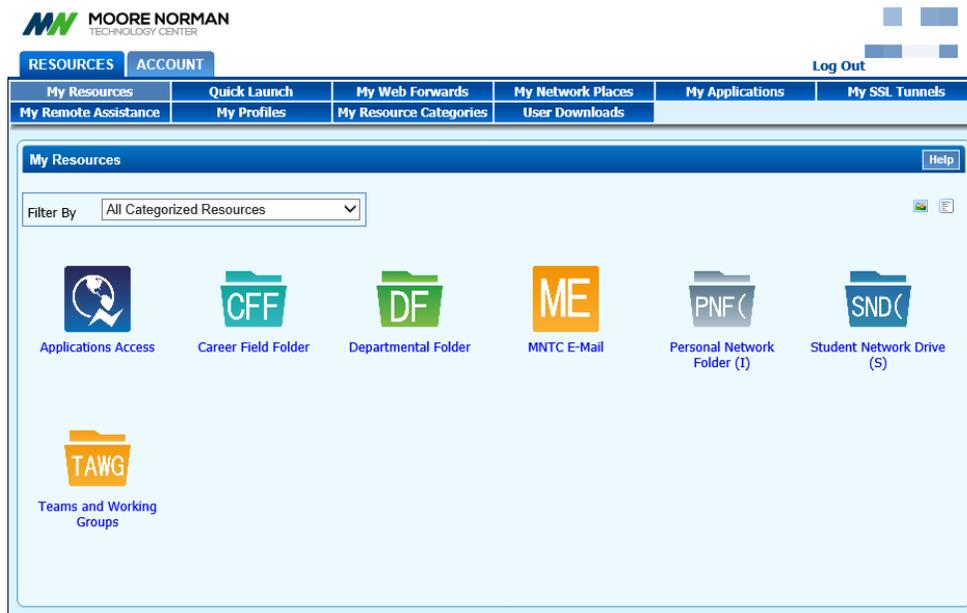
## What computer can I use for Remote Access and Applications Access?

Our Remote Access system lets you use just about any computer on the Internet that is reasonably up-to-date. (See detailed requirements at the end of this document under “Other Information”.)

## How do I get started with Remote Access?

- First, open Internet Explorer and go to our Remote Access website at: [connect.mntc.edu](http://connect.mntc.edu).
- Enter your network username and password when prompted (the same ones you use to log in to the network).
- The website will begin to scan your system to verify that it is secure. This process can take a few minutes the first time you log in.

Once you are connected, your screen will look *similar* to this:



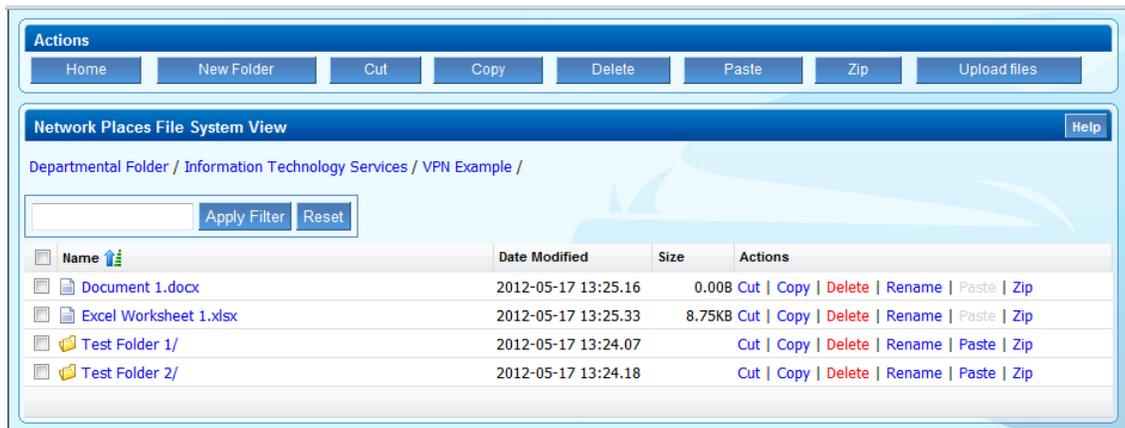
## How do I use browser-based VPN Remote Access?

When you connect to Remote Access, it displays the “My Resources” tab. It looks something like the screen shown at the bottom of page one. For basic Remote Access, you will use the icons described below



- **Folders**

- Folder icons open file folders on the network. The label beneath each folder icon tells you which folder it opens. This is similar to your network drives while on campus, only in a web browser format.
- When you click on a folder, a window similar to the one below will open. (The first time you use this option you will be prompted by your web browser to allow popups for this web site.) You may perform functions at the folder level or on multiple files using the blue buttons across the top. You may perform functions at the single file or folder level by clicking on an Action to the right of a file or folder name.
- To work with an existing file, first download it to your computer by clicking on the file name. The file will download through the browser, then the application in which the file was created should open. Use “Save as” to save the file to your computer. When you have finished editing a file, upload it back to the network by clicking the “Upload Files” button at the top of the Remote Access/VPN window, then browse to the copy of the file you saved on your computer and upload it.
- There is a “Help” button in the upper right-hand corner of the browser window if you want a reminder of what each function does.



- **MNTC E-Mail**

- This is a way to access your district email in a web browser using Outlook Web Access.
- *You don't have to use the Remote Network Connection to access district e-mail from off-campus. You may use Outlook Web Access by connecting to [mail.mntc.edu](mailto:mail.mntc.edu) from just about any Internet-connected computer. If you are using a district-provided laptop with Outlook installed, you may use Outlook as you normally do when on-campus without connecting first with the VPN.*

## Do you plan to use Applications Access?

- Applications Access lets you access your files stored on our network using Internet Explorer and your normal drive mappings.
- To use Applications Access, there is a one-time client installation you must do.
  - Click the tab “My Network Connector” at the top of the screen.
  - Click the “Download Windows Client” button.

- When the client downloads, install it using all the default options. You will need to click “Next” a few times, then click “Install”. (This installation may take up to 10 minutes depending on the speed of your computer and your internet connection.)
- That’s it! You’re done with the one-time install!

## How do I use Applications Access?



- **Applications Access**
  - This gives you a full connection to our network and simulates an on-campus connection, allowing district applications to be used remotely. Their performance will be significantly slower while working remotely (especially on startup), but they will work, provided that you are using a district laptop or Windows tablet with the application already installed on it.

## Other Information

- The icons below will appear in the icon tray in the bottom right of your screen while working with Remote Access if you are running Windows.
  -  This icon means you are currently connected to our website (connect.mntc.edu). You will have access to folders through the browser interface, but district programs will not work.
  -  This icon means you currently have an ACTIVE Applications Access remote connection, which means district programs will work.
  - You can right-click on either one of these icons and choose Exit to close your connection.
  - If you need to reopen your browser and get back to the Remote Access window, right click on the blue icon and click on “Open Browser.”
- Detailed Computer Requirements
  - PC must be running a current version of Windows or the Mac OS operating system.
  - The Remote Access system uses Java in the browser. Internet Explorer works most reliably. Newer versions of Chrome and Firefox do not run the Java browser add-in.
  - Must have current anti-virus protection, Java – version 6 or higher, and Flash – version 7 or higher.
- While using our remote connection, your web use will be filtered and monitored, since while connected you are simulating being on-campus. To stop the filtering and monitoring, just disconnect your remote access connection. (Closing your browser does not disconnect you from our network. You must right-click the icon in the icon tray and select Disconnect.)
- We can provide technical assistance with the Barracuda remote connection VPN during regular office hours. If you have any problems, please contact the ITS Help Desk at 801-5025.