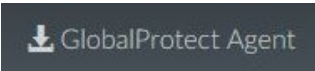


Medford School District – VPN and Remote Desktop Instructions

4 easy steps to connect to your files with the Medford School District!

1. **Download** **Only do this once!
2. **Install** **Only do this once!
3. **Configure** **Only do this once!
4. **Connect** **You will follow these steps every time you want to connect**

Downloading GlobalConnect VPN Client **Only do this once!

1. In Internet Explorer or another internet browser, connect to <https://msdvpn.medford.k12.or.us>
2. Log on to the page with your district username (**first.last**) and district password
3. Click on the  button, which is located along the top of the page.
4. This will bring up a page listing the available installers. Click on the link for your version of Windows or Macintosh. For help on which version of Windows you are using, see page 4.

For help on which version of Windows you are using, see page 4



These instructions are primarily for Windows based computers. For some information on Downloading and installing using Macintosh OS, see page 4.

Installing GlobalConnect VPN Client **Only do this once!

1. When prompted to run or save the download, **click on Run** (see Figure 2)
2. When prompted to run the installer, **click on Run** (see Figure 3)

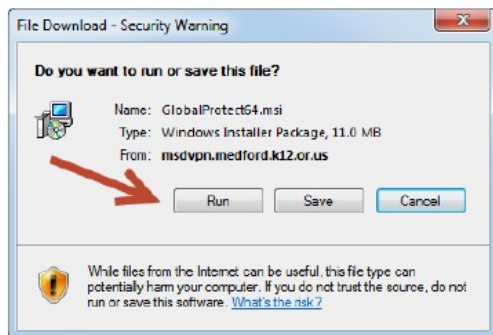


Figure 2




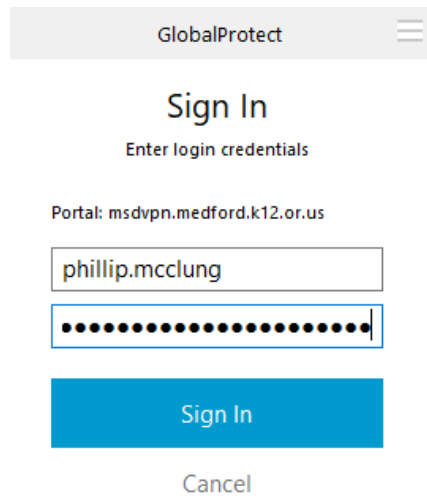
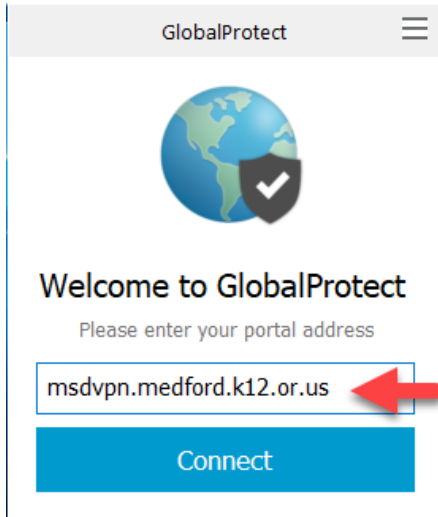
Figure 3

3. Click on Next three (3) times to move through the installer
4. Once it has finished installing, you will see a window that states 'GlobalProtect has been successfully installed'. **Click on Close**

Medford School District – VPN and Remote Desktop Instructions

Configuring GlobalConnect VPN Client ****Only do this once!**


1. Look for the VPN client icon (by the clock in Windows)  and double-click to open
2. Fill in your username, password and portal information (see below)
 - **Username** is your district username (**first.last**)
 - **Password** is your district password (see note about the password below)
 - **Portal** is **msdvpn.medford.k12.or.us**

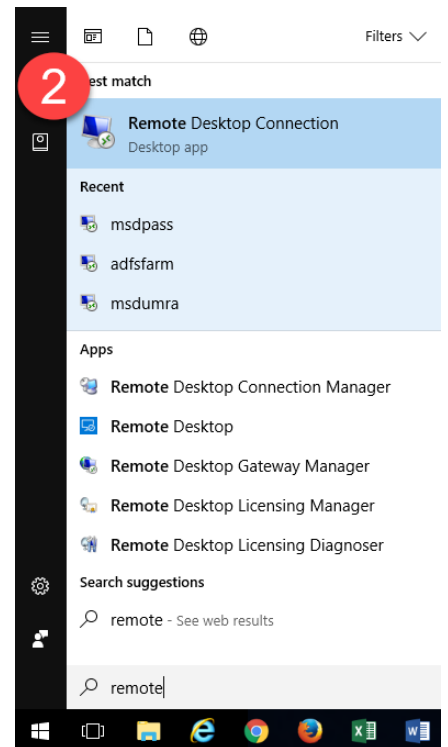
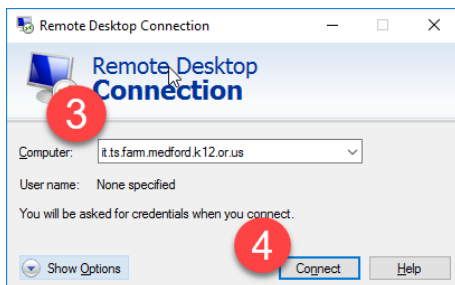


3. Click on **Apply** to save the settings.

Connecting to your files

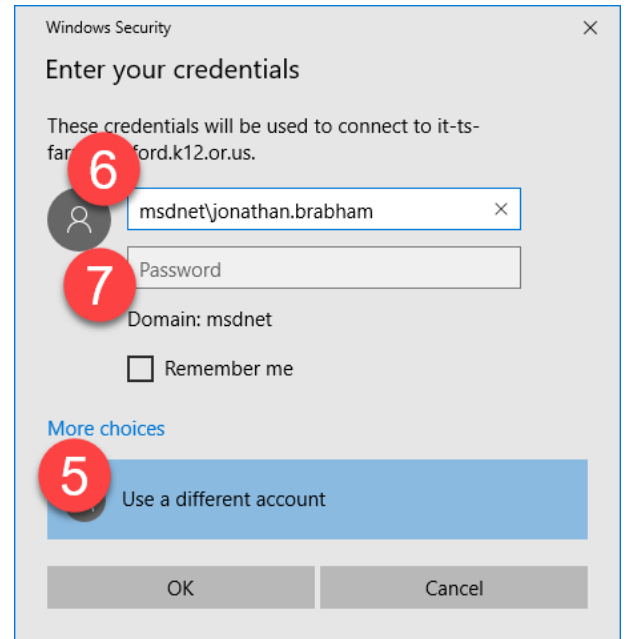
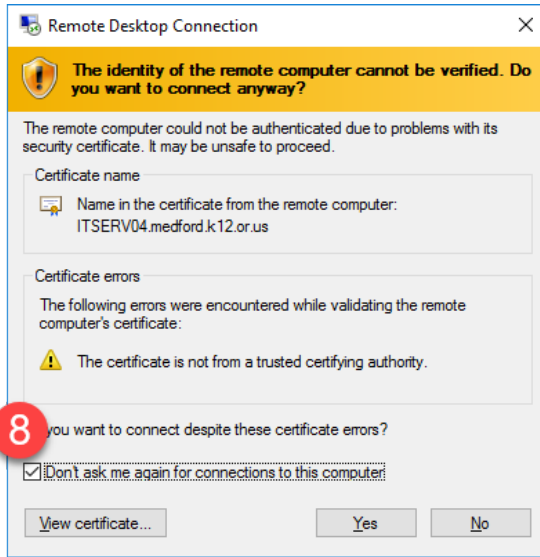
You will follow these steps every time you want to connect

1. Look for the VPN client icon,  right-click and **'Connect'**
 - Find the icon by the clock in Windows
2. Launch the program **'Remote Desktop Connection'**
 - You can search for this by clicking on the Start button and type **Remote**
3. In the Remote Desktop Connection window, type **it-ts-farm.medford.k12.or.us**
4. Click on **'Connect'**






Medford School District – VPN and Remote Desktop Instructions

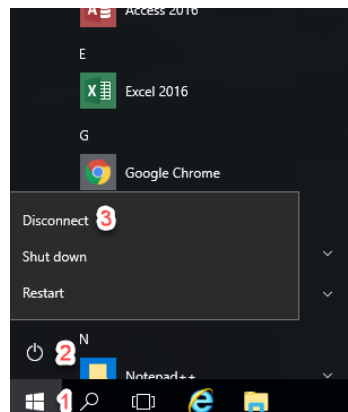
- At the Windows Security prompt, click on ‘Use a different account’.
- Type in msdnet\ followed by your district username (**first.last**) in the **Username** field
- Enter your district password in the **Password** field
- If you receive a security prompt(s), select the ‘Don’t ask me again...’ checkbox and click on ‘Yes’



- Once you are logged in, you will have access to **Elementary and Secondary Teachers Desktop, MESA and SPEEDe** (provided you have the appropriate security permissions to those programs) as well as your **W drive and Share Folders**.

Closing out of the Remote Desktop Connection and GlobalConnect VPN Client

- When you are finished on the server; click on Windows Icon 
- And click on Power Button  to exit the remote
- Then click Disconnect
- Right-click on the VPN icon  (by the clock) and select ‘Disconnect’



Medford School District – VPN and Remote Desktop Instructions

Which version of Windows am I running?

In Windows 10

Right-click on 'Computer' (this will be found on your desktop or start menu) and then click on 'Properties'.

- Look for the 'System Type' section

