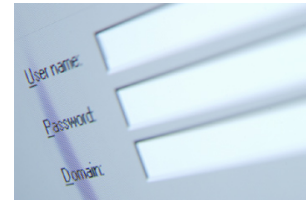


Remote Access to School District Servers

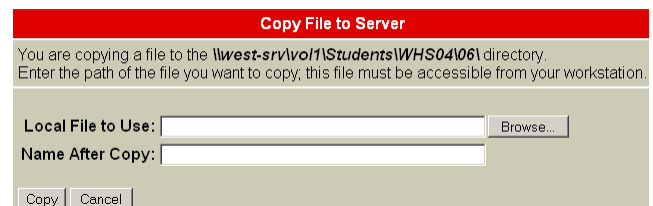
To log in to the server, do this:

1. Go to <https://webvpn.iccsd.k12.ia.us/webvpn.html>
2. With some browsers you might see a security certificate warning. Click **Continue to this website**.
3. Enter your **login name** and **password**. **Login**. The **WebVPN** window opens. (A second **WebVPN Toolbar** window also opens.)
4. From the list of servers, select the server where your user folder resides. Navigate to your **user folder**.



To access a file already in your user folder that you want to work on remotely, do this:

1. First, it is important to note that unlike here at school, **you cannot just open the file and save it directly back to the server**. Instead, you will need to download the file to your computer, work on it, save it again, then **upload back to the server**.
2. In the **WebVPN** window, navigate to and locate the file you want to access. Click **Save, downloading** it to your local computer. Be sure to note **where** you are saving it on your local computer (e.g., Desktop, My Documents, etc.).
3. Once the download is complete, click **Open**. Work on the file. **Save**. Again, be sure to note **where** you are saving it on your local computer.
4. Return to the **WebVPN** window. Click **Copy File to Server**. Click **Browse** and navigate to the file on your local computer. Click **Open**.
5. If you want to overwrite the original file that resides on the server, leave the **Name After Copy** as it is. If you want to save this revised version but retain the original, change the file name to reflect the revision. **Copy**. The file uploads.



To upload a new file created remotely that you want to access at school, do this:

1. Be sure to **save** the file on your **computer**, and **note where** you have saved it.
2. In the **WebVPN** window, navigate to the folder where you want to save your file, and click **Copy File to Server**.
3. Click **Browse** and navigate to the file on your local computer. Click **Open**. Then, click **Copy**. Your file will be uploaded to the server.