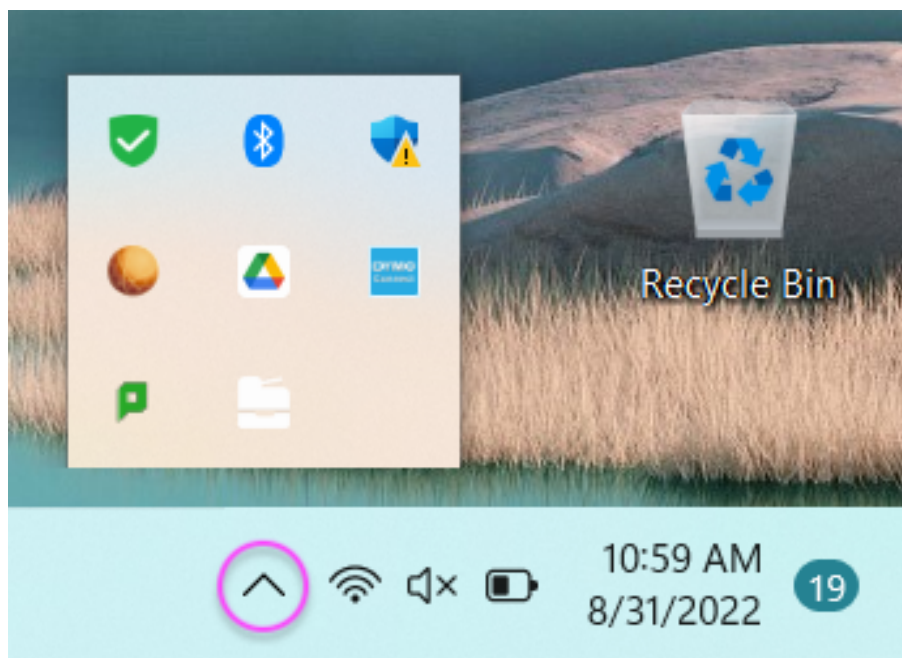


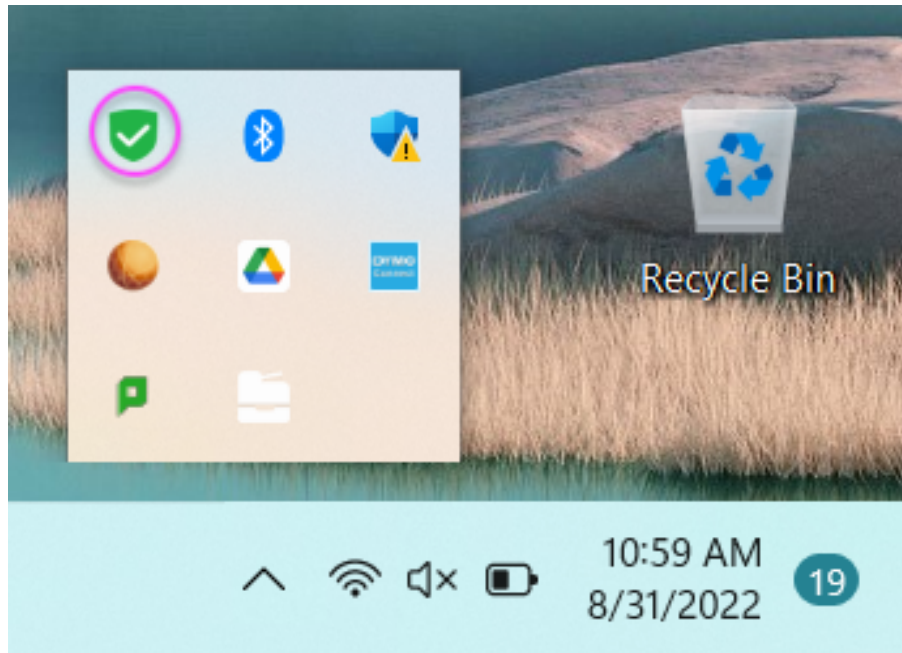
Accessing VPN and shared drives from off-campus

To access District shared drives from home or other locations off-campus please follow these steps.

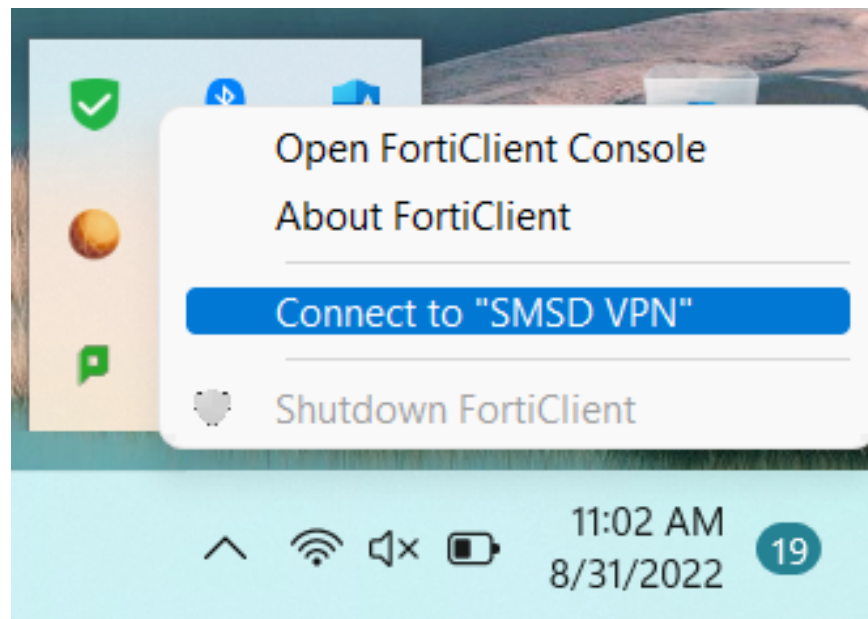
1. Make sure you have a network connection by launching a web browser and navigating to a common site such as the SMSD website.
2. In the lower right corner of you Taskbar, click the ^ icon to bring up the small icon panel.



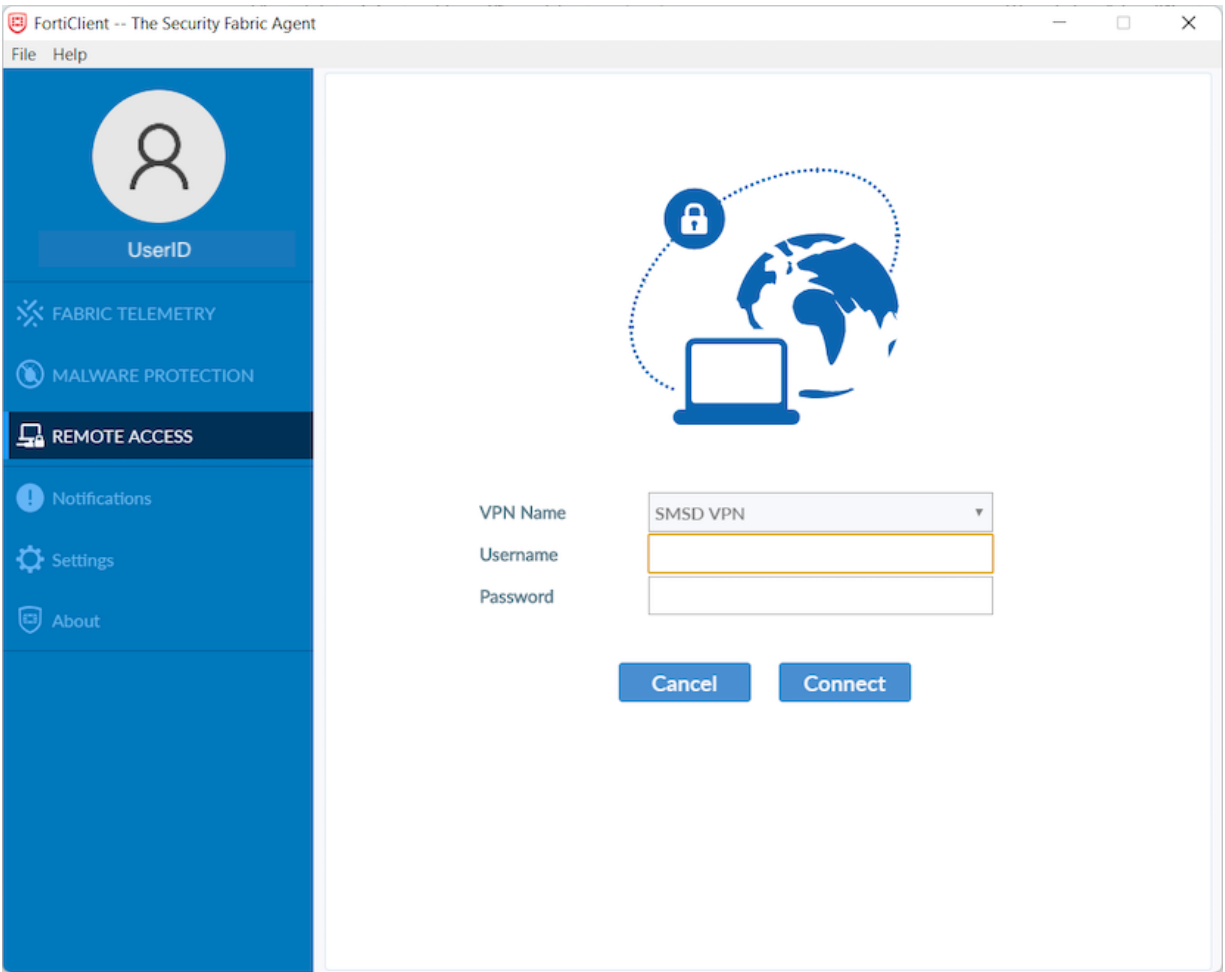
3. Next, click the green shield icon with the white checkmark in the upper left corner of the panel.



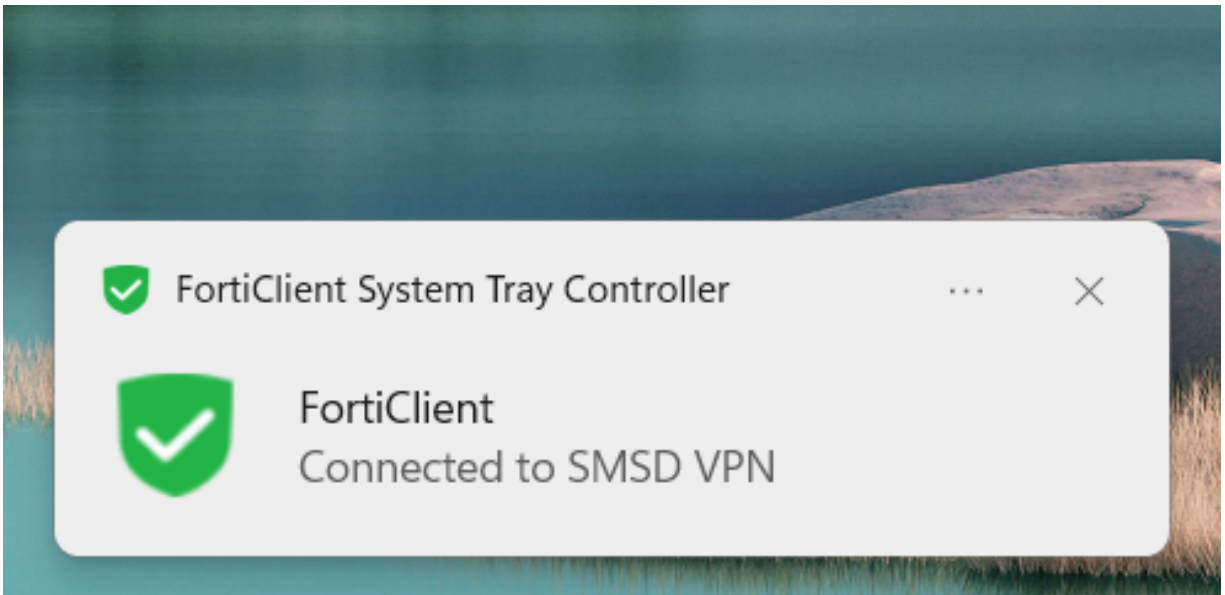
4. Select the option: Connect to “SMSD VPN” from the pop-up menu.



5. In the username field enter the same userid you use to login to your computer. Then enter your pass phrase/word and click connect.



6. Once the successful login connection is established you will see the following notification in the lower right corner of your screen.



7. To access your shared drives, click on the File Explorer icon, then “This PC” and locate the shared drives at the bottom of the window.

