

Staff Working from Home - Table of Contents

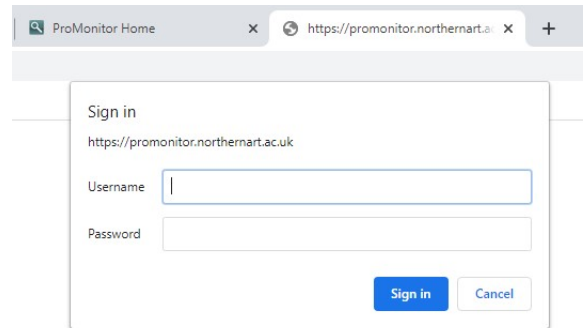
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External Access to Advanced Suite of Products

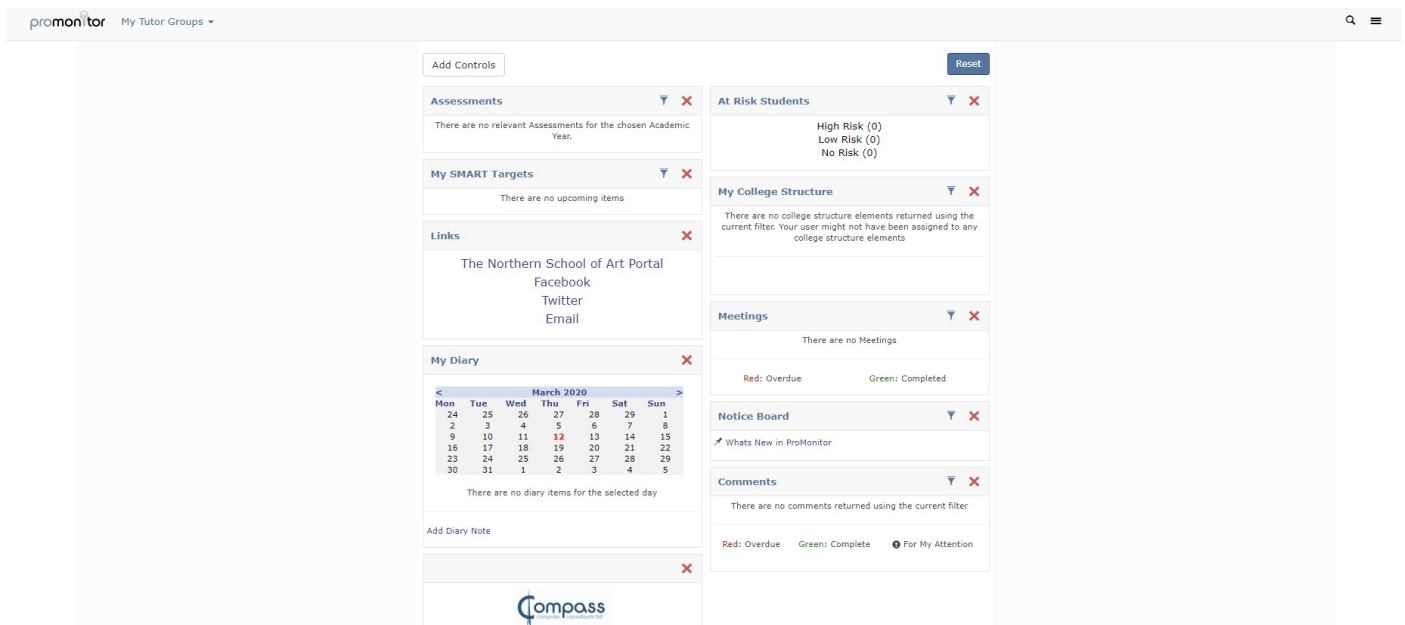
ProMonitor (Staff ILP):

The Staff ILP is only accessible by a web browser and is always available externally from any device with a web browser.

Use this link to open in a web browser : [ProMonitor \(Staff ILP\)](https://promonitor.northernart.ac.uk): You will be presented with a login dialogue on first use, the details for this are your normal user credentials – the same as you would use to login into your computer onsite.



Upon successful login you will be presented with the software's familiar screen



[ProPortal \(Student ILP\):](#)

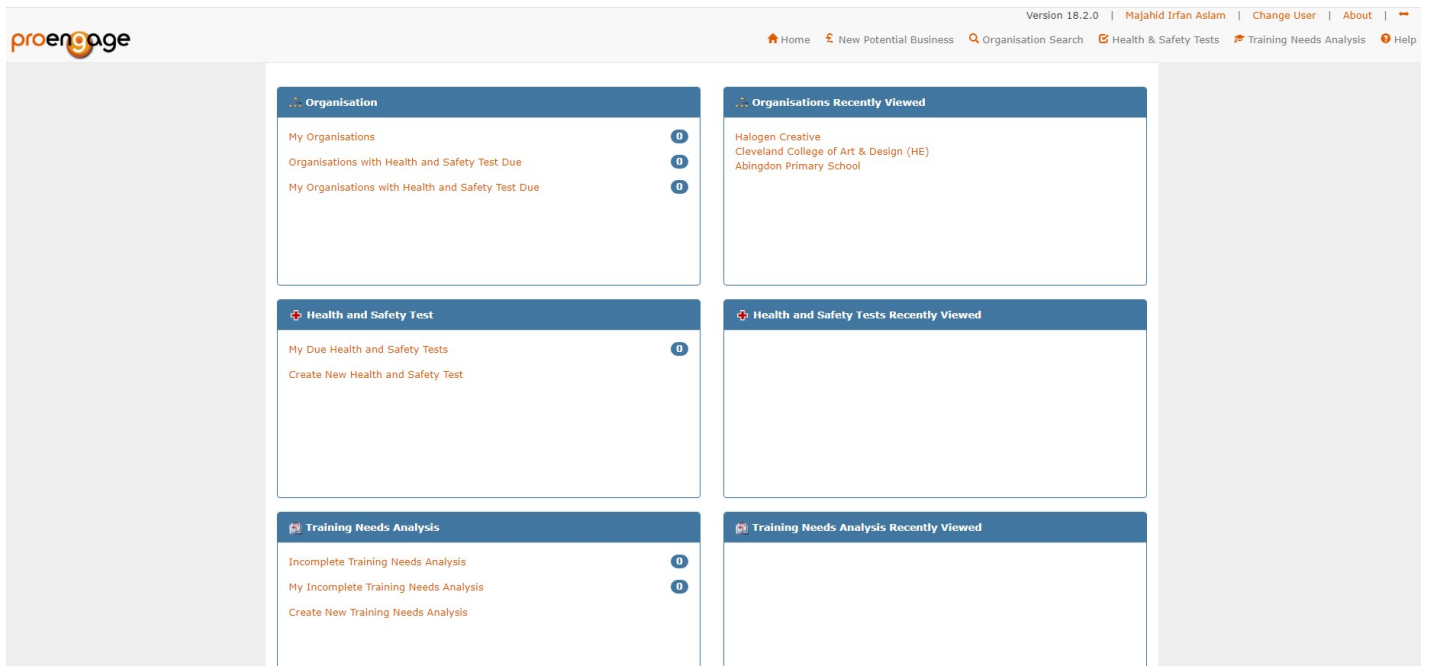
The Student ILP is only accessible by a web browser and is always available externally from any device with a web browser. Use this link to open in a web browser: [ProPortal \(Student ILP\):](#) and again login using your normal credentials to be presented with the software's familiar screen.

The screenshot shows the ProPortal (Student ILP) interface. At the top, there is a green header bar with the 'proportal' logo on the left, a dropdown menu showing '15/16', and navigation links on the right: 'Learner ILP', 'Support', 'Meetings And Comments', and 'Miscellaneous'. Below the header, there is a user profile section with a blacked-out name and a profile picture. To the right of the profile are three buttons: 'Set Layout For All', 'Add Controls', and 'Reset'. The main content area is divided into several green-bordered boxes. The first box is 'Notice Board' with a 'Welcome to ProPortal' message. The second box is 'Academic Information' showing progress for 'BA (HONS) GRAPHIC DESIGN & COMMUNICATION' with a bar chart for Units, Asst, and Tasks, all at 0%. The third box is 'Recent 'About me'' showing 'No Records'. The fourth box is 'Upcoming Meetings' showing 'No Records'. The fifth box is 'My Attendance & Punctuality' showing 'Attendance' at 82% and 'Punctuality' at 100%. The sixth box is 'Upcoming 'My SMART Targets'' showing 'No Records'. Each box has a 'More...' or 'More...' button at the bottom.

[ProEngage \(CRM\):](#)

A lot of the functionality of the school's CRM system can be accessed externally by from any device with a web browser.

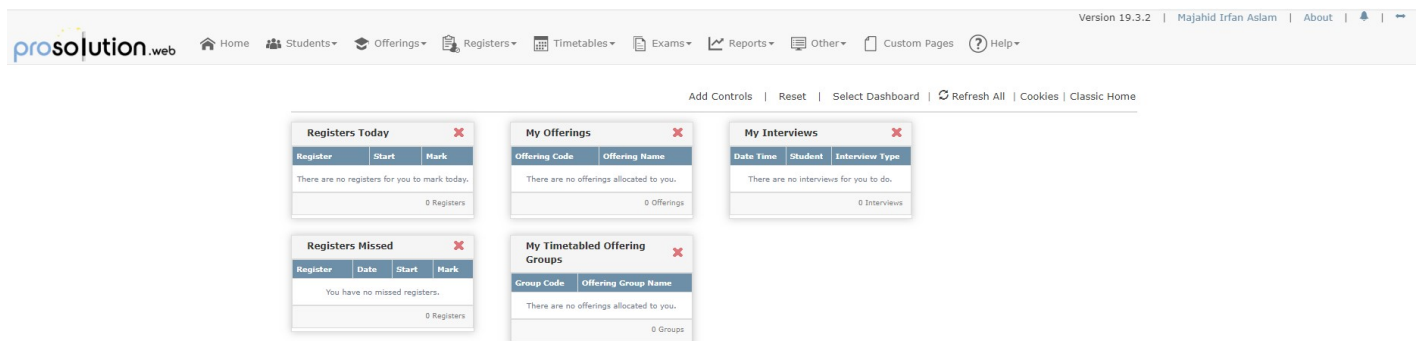
Use this link to open in a web browser: [ProEngage \(CRM\):](#) and again login using your normal credentials to be presented with the software's familiar screen.



ProSolution (MIS System):

A lot of the functionality of the school's MIS system can be accessed externally by from any device with a web browser.

Use this link to open in a web browser: [ProSolution \(MIS System\):](#) and again login using your normal credentials to be presented with the software's familiar screen.

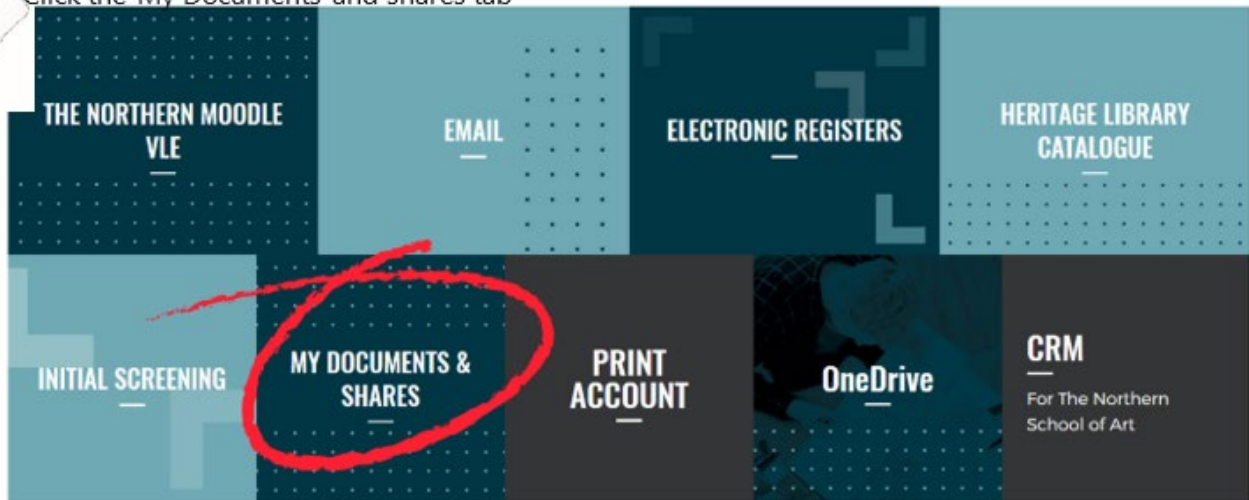


Accessing Work Documents from Home

1.

Go to the college website portal from main page or click this link - <https://northernart.ac.uk/portal/>

Click the My Documents and shares tab



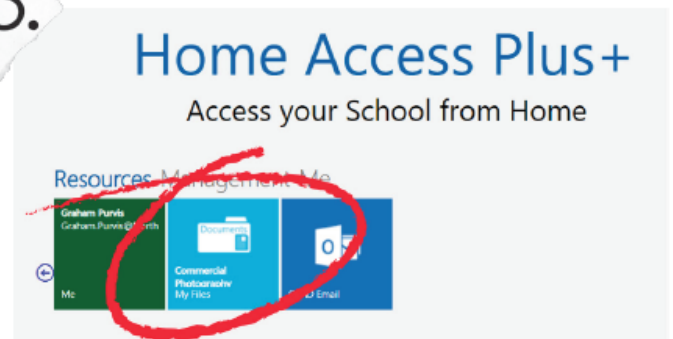
2.

Log in using your college account credentials -

A screenshot of the login page for 'The Northern School of Art'. The page has a light blue header with the school's name and the text 'Access your files from home'. Below this, there are input fields for 'Username' (with placeholder text 'YOUR USERNAME HERE') and 'Password' (with masked characters). A 'Login' button is at the bottom.

3.

Click on My Files -



4.

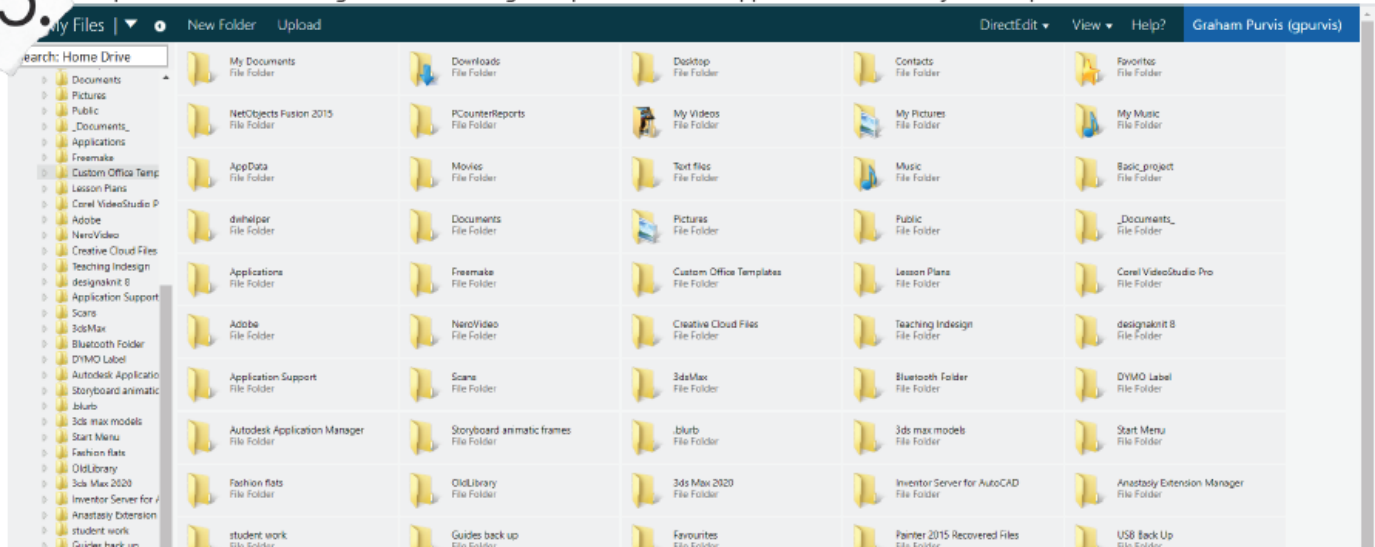
You now have access to all your shared drives



5.

Clicking on a drive will show all your files and folders.

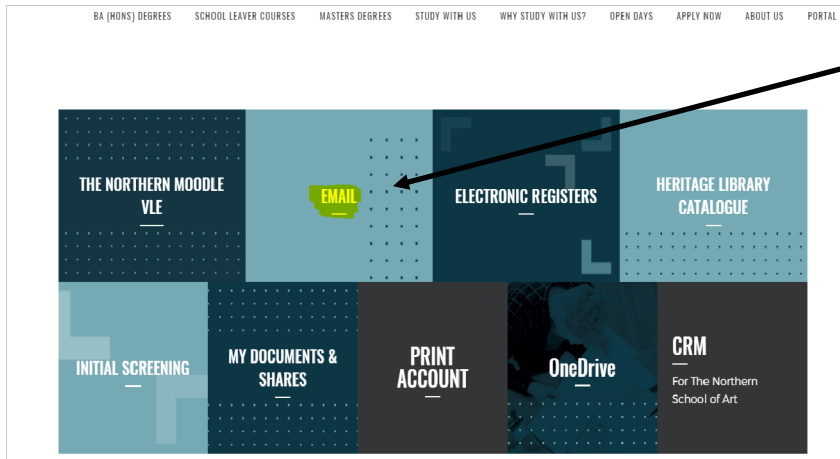
Keep in mind when selecting and downloading multiple files that will appear as a ZIP file on your computer.



Getting a free copy of Microsoft Office to install on your PC, Mac, Tablet or Phone

First of all, you need to login to your email account, this has been covered fully in a previous email and I have attached the PDF outlining this again, however this is a brief reminder.

Go to <https://northernart.ac.uk/portal/> then Click on EMAIL



Click Here

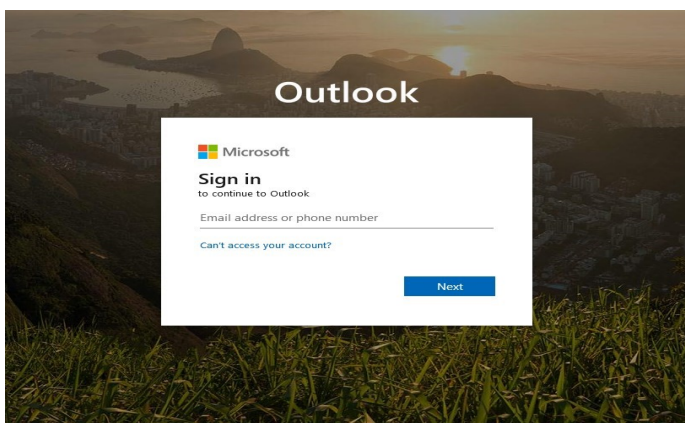
Tip: You may need to scroll down

You will then be prompted for your college email address:

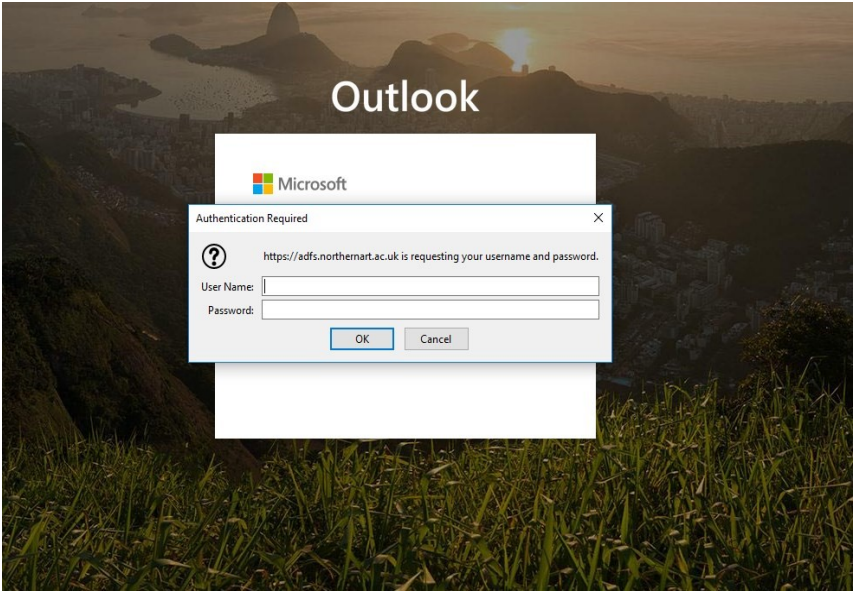
For staff it is in the form of **firstname.surname@northernart.ac.uk** e.g.

Joe.Bloggs@northernart.ac.uk for students it is **studentrefno@northernart.ac.uk** e.g.

BLOJFA0002@northernart.ac.uk

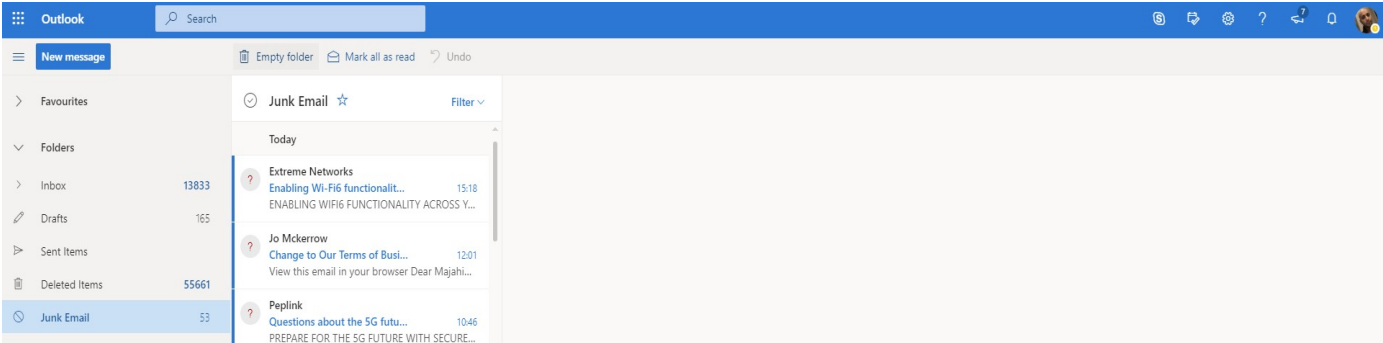


You will then be prompted for your school user name and password.

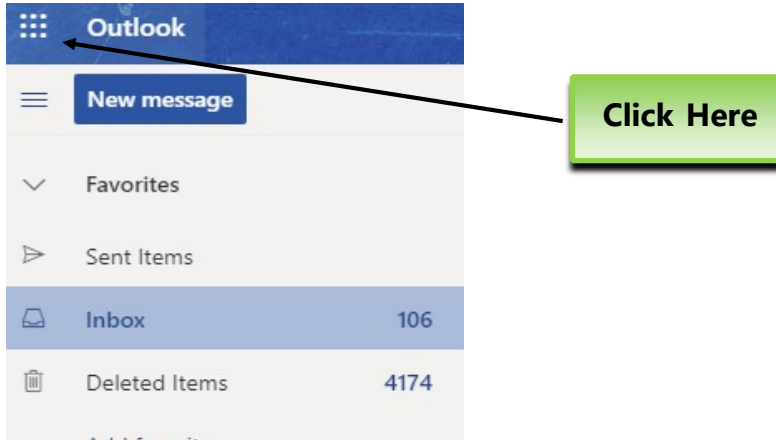


Tip: Make sure the box tells you that:
<http://adfs.nothernart.ac.uk>
is requesting your password

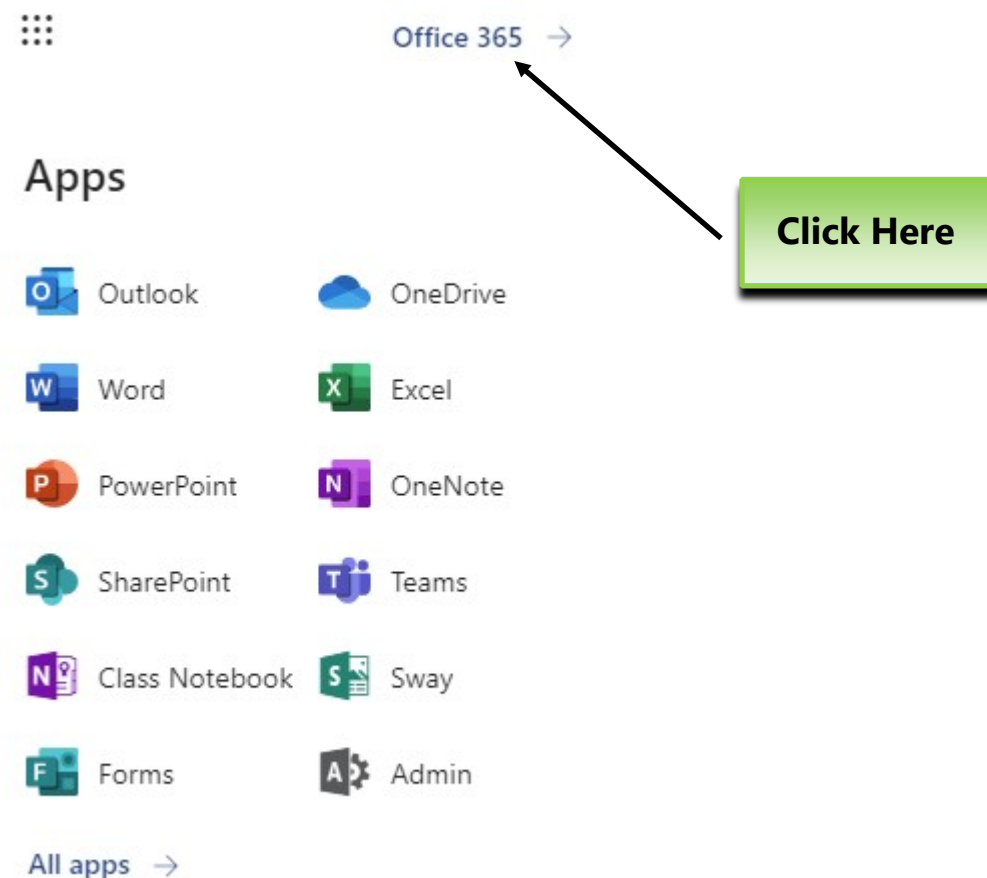
You will then be able to access your email.



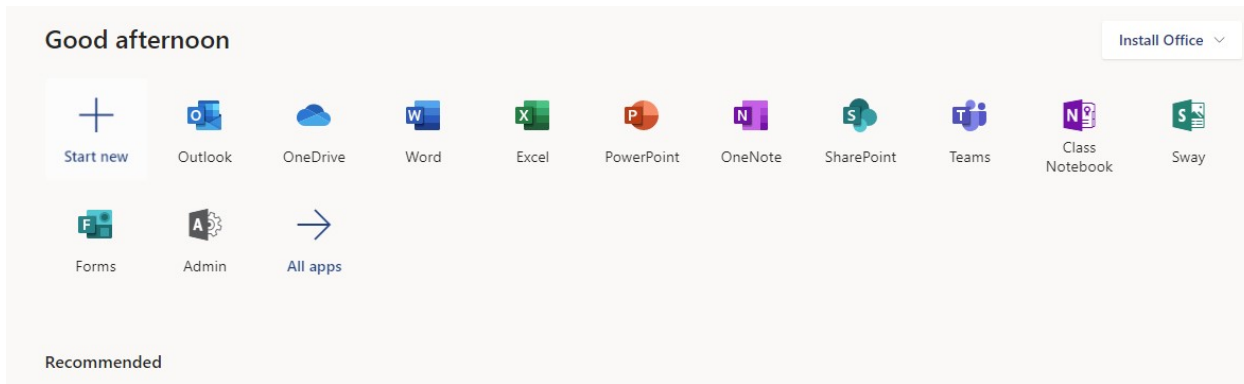
However, it's not email we wish to collect, we want to install the freebie Microsoft Office Suite So first of all you need to click on the square of nine dots in the top left of the Outlook page.



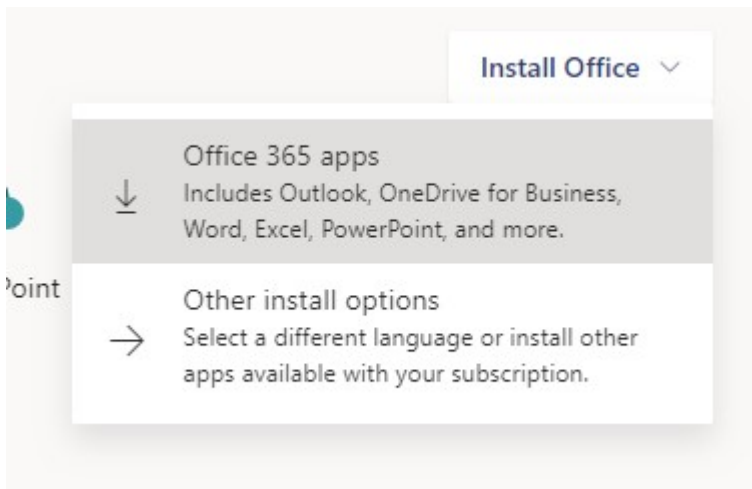
Once you've done this then this should drop down:



Click at the very top on Office 365 and you should be presented with this:



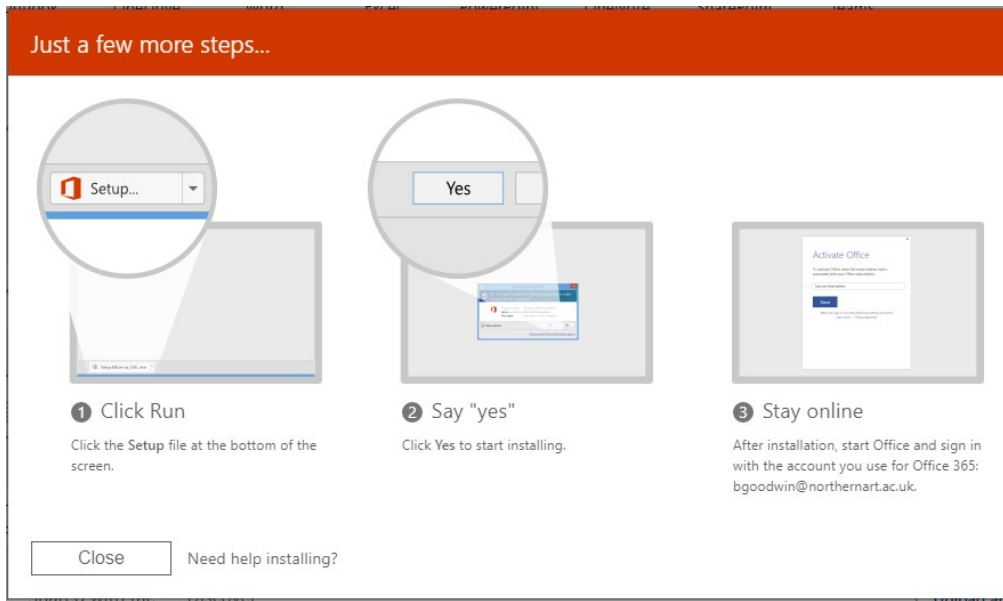
Click on "Install Office" and this should drop down:



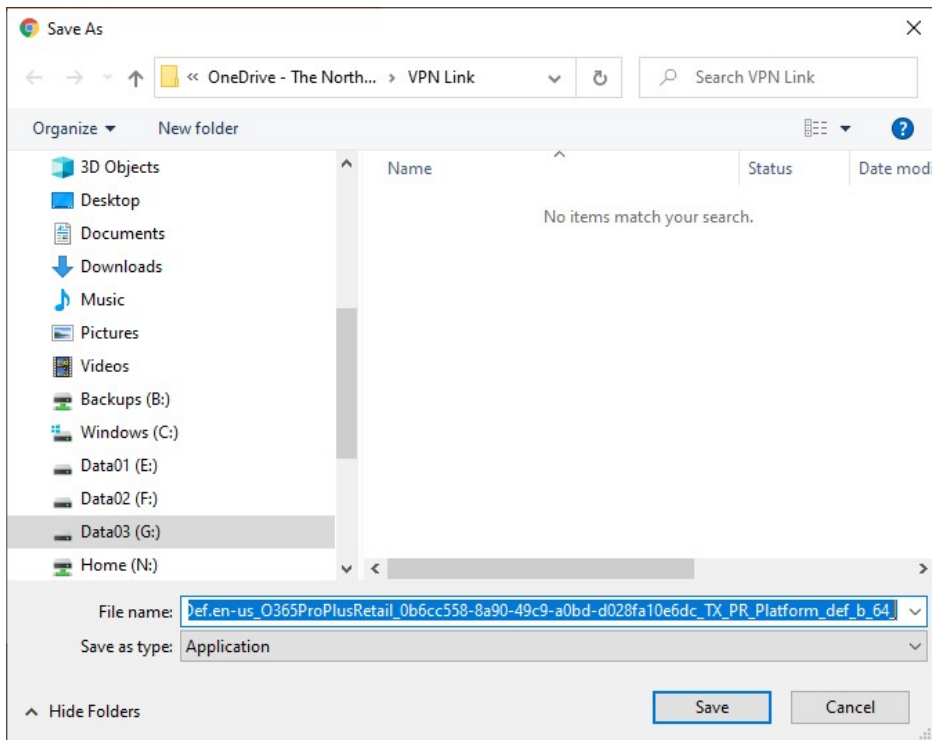
Select the top option (Office 365 apps) if you simply wish to install Office on a PC

Select the second option (Other install options) should you wish to install to a Mac, a tablet, a smartphone and/or use a different language preference to English.

Click on the top option and you will get this popup warning you that there will be setup file to install and how one should go about installing it. Click the second option should you wish to install to anything other than an English PC.

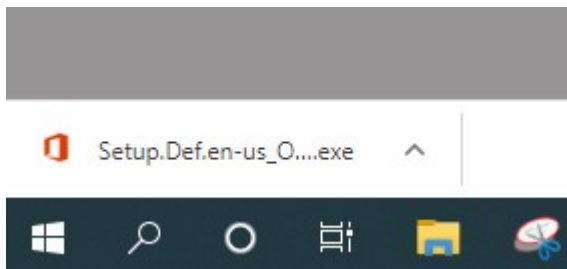


You then be prompted to save a file to your computer



Click Save (select somewhere convenient to save it should you wish)

In the bottom left corner, you should find:



Click the up-arrow and select the option "open"

If presented with the warning "Do you want this app to make changes to your device" then click "Yes" and everything should start installing.

OneDrive for Business

OneDrive for Business allows staff and students access to 5TB of cloud storage space. Please do not confuse this with OneDrive which is not linked to the Institution and is altogether different.

OneDrive is not a replacement for your home drive but is designed to complement it.

The two primary uses of OneDrive we recommend are:

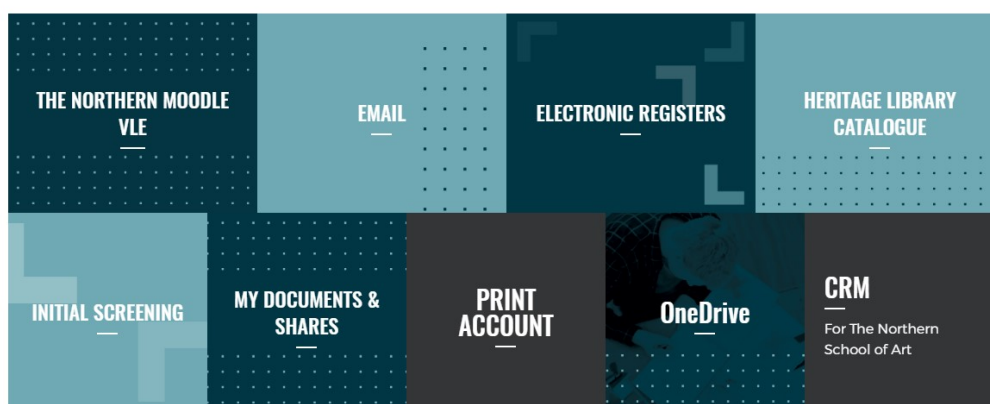
1. It can be used to move data that isn't used on a daily basis to make space in your home drive if you are starting to run out of space.
2. It can be used as a Cloud USB stick to transfer data from your network drive/s to it to work at home and then transfer it back when you come back.

There is a 90 day recycle bin. Once this data is gone, it is gone. Users should be careful what they delete. The school does not hold its own backup of this data.

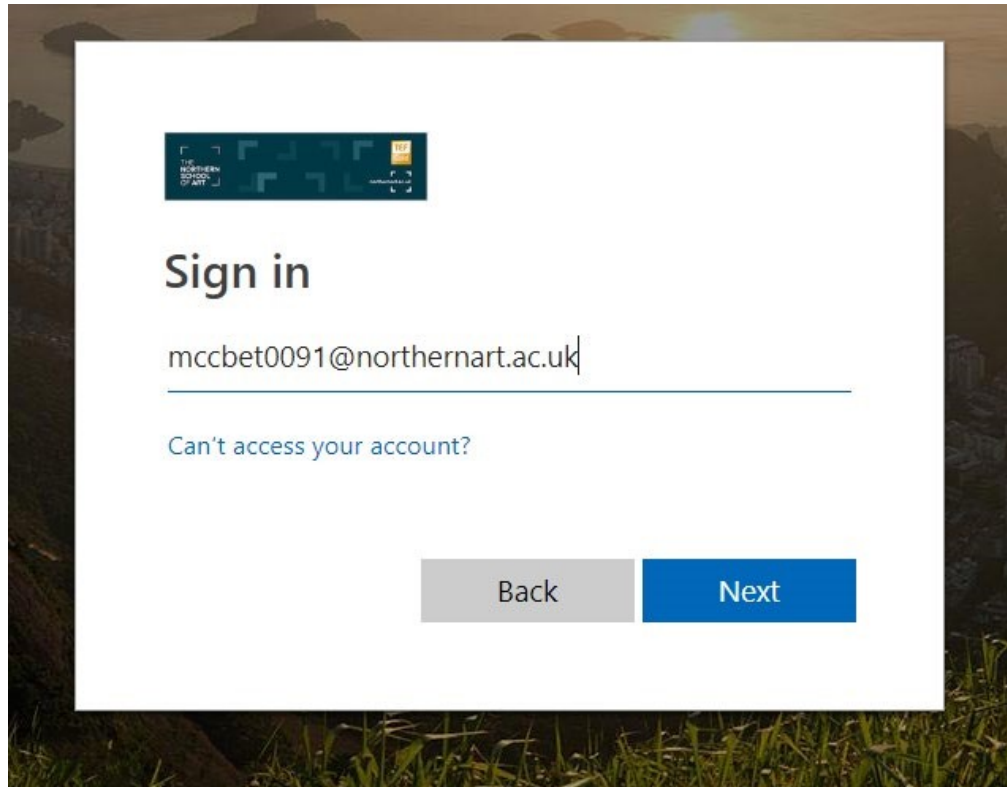
When a user leaves they will lose access to their One Drive.

To access your personal Northern School of Art OneDrive, please follow the instructions below.

1. Go to our website <https://northernart.ac.uk> and click on the portal link, which will bring up the page below. Then click on OneDrive

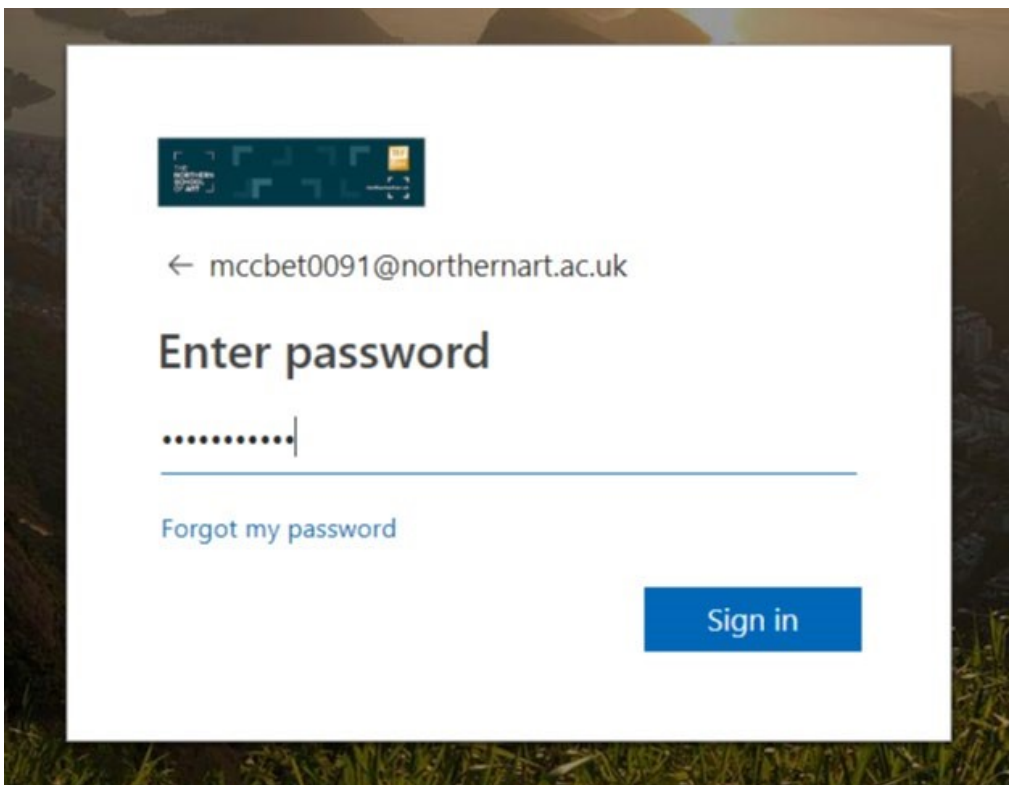


2. Enter your username following the example in the screenshot below, then hit next.



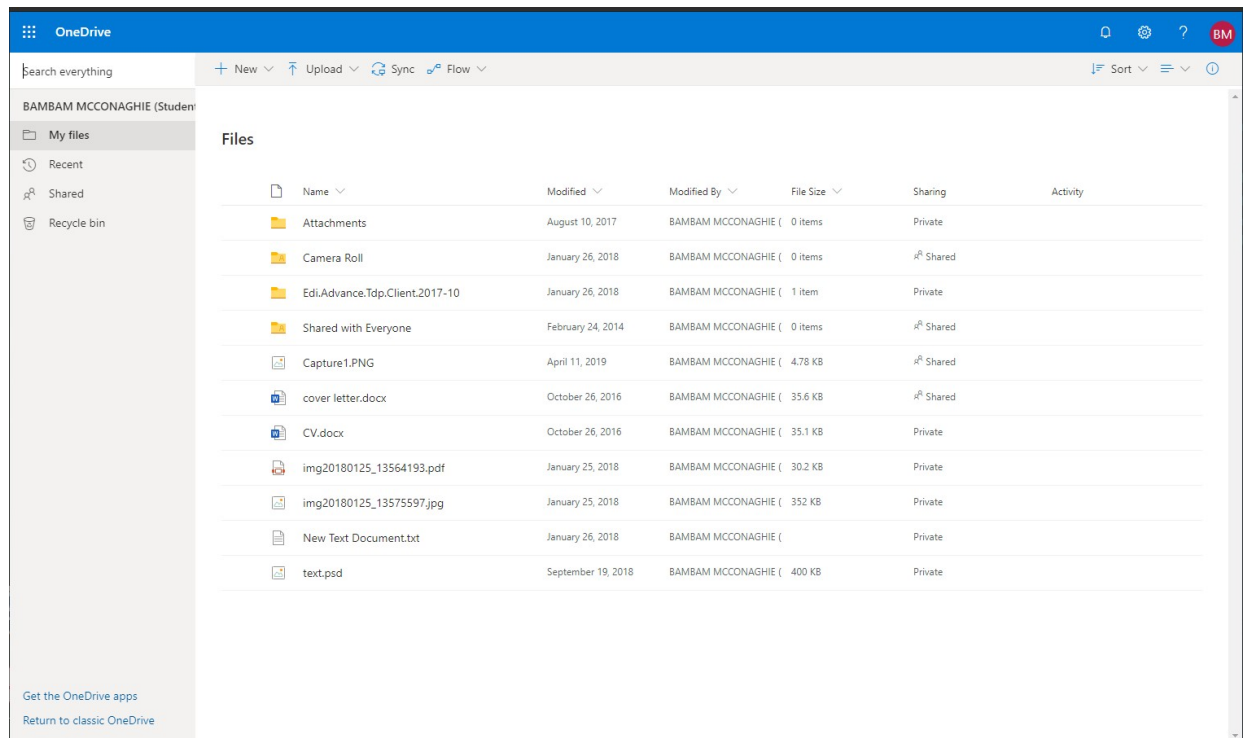
The screenshot shows a login interface for 'The Northern School of Art'. At the top left is the school's logo. The main heading is 'Sign in'. Below it is a text input field containing the email address 'mccbet0091@northernart.ac.uk'. Underneath the field is a link that says 'Can't access your account?'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button.

3. Enter your password and click Sign In.



This screenshot shows the password entry step of the login process. It features the same school logo at the top left. Below the logo is a back arrow followed by the email address 'mccbet0091@northernart.ac.uk'. The main heading is 'Enter password'. Below this is a password input field with masked characters (dots) and a cursor. Underneath the field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

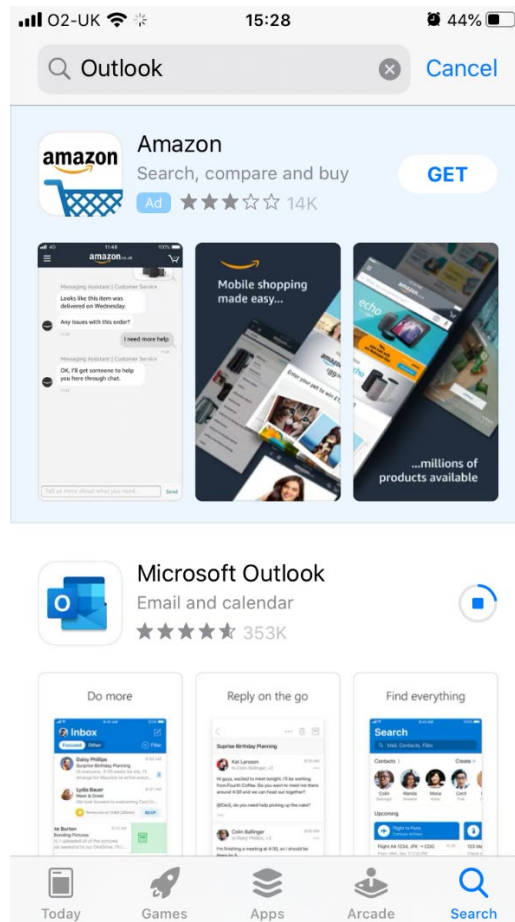
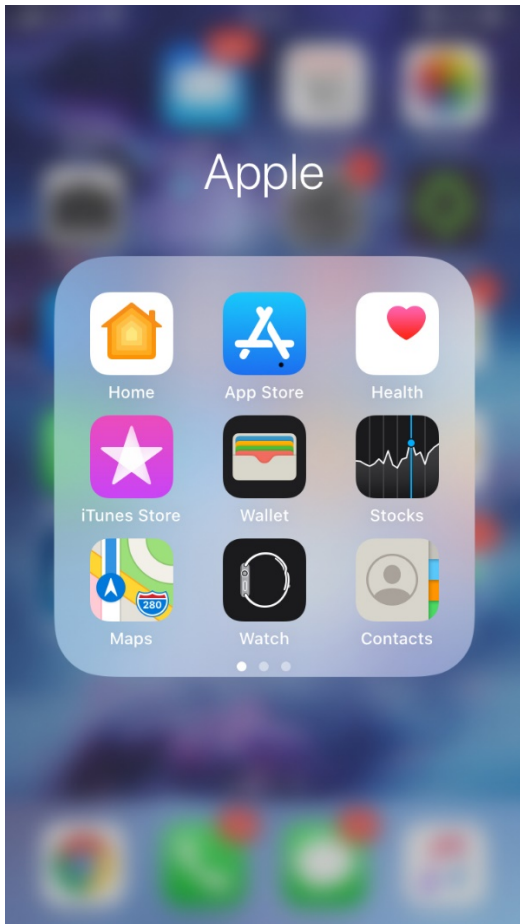
- You will then be presented with the following screen which is your interface to access, your one drive files. Office files can be worked on, straight from here using the Online versions of the office Apps. Or they can be downloaded to your local device and worked on offline. Non-office files such as Adobe Creative Cloud etc would need to be downloaded and worked on offline. All files once they have been edited and saved can then be uploaded back to OneDrive.



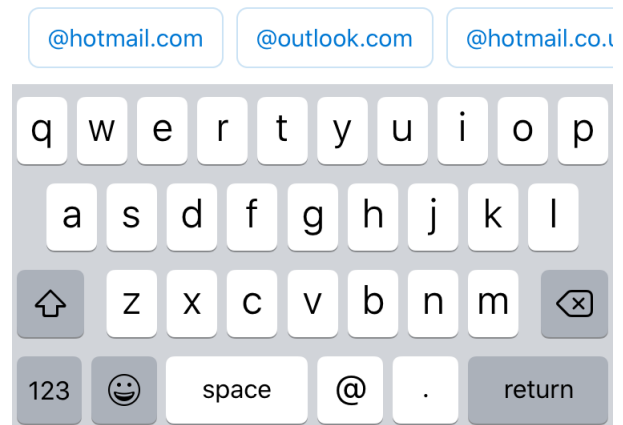
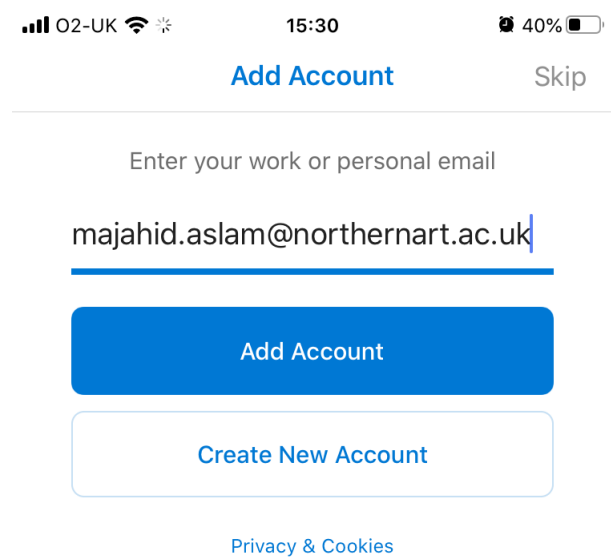
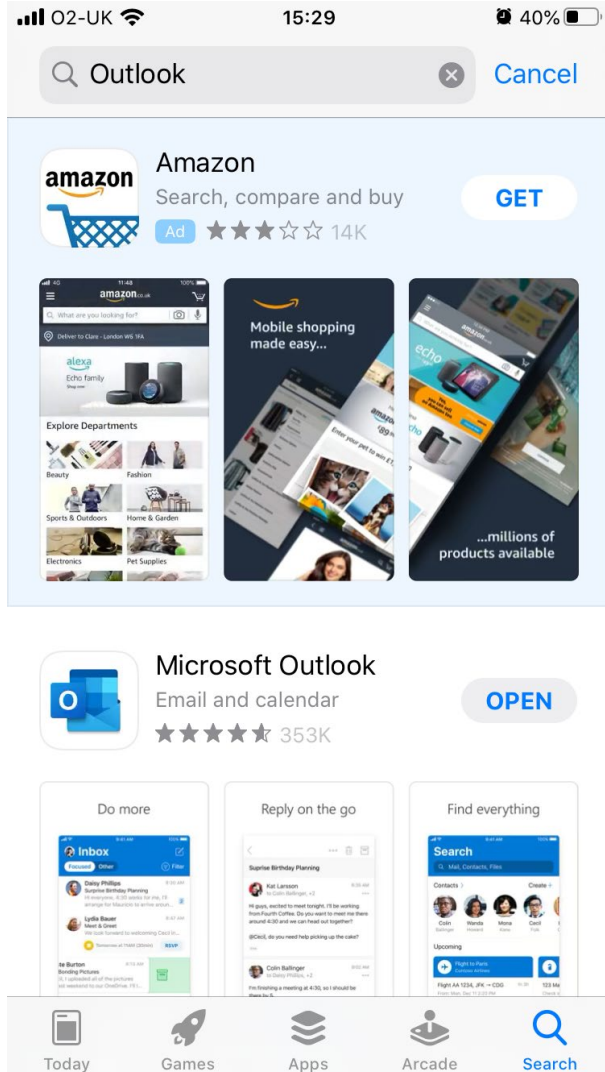
If anyone has any issues, or wants us to take you through the process or use of OneDrive for business please get in touch with your IT Dept.

Accessing email on iPhone

- Click on the App Store
- Search for Outlook in the App store.
- Once you find Outlook Get to install Outlook.



- Once installed click Open.
- On the screen you are greeted with enter your school email address, for staff it is in the form of firstname.surname@northernart.ac.uk for students it is studentrefno@northernart.ac.uk
-



- You will then be prompted for your school user name and password. Please enter this.
- Then on the Add Another Account screen click "Maybe Later"

O2-UK 15:31 40%

< Not Office 365 ?

art.ac.uk

name and password.

Username: Ex

Sign In

^ v Done

O2-UK 15:34 40%

Add Another Account

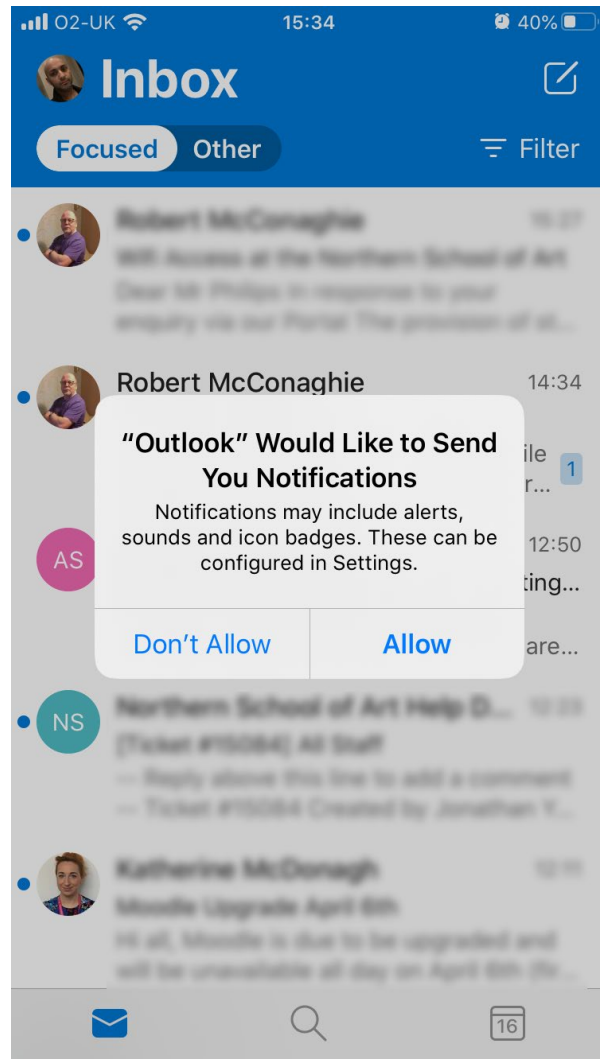
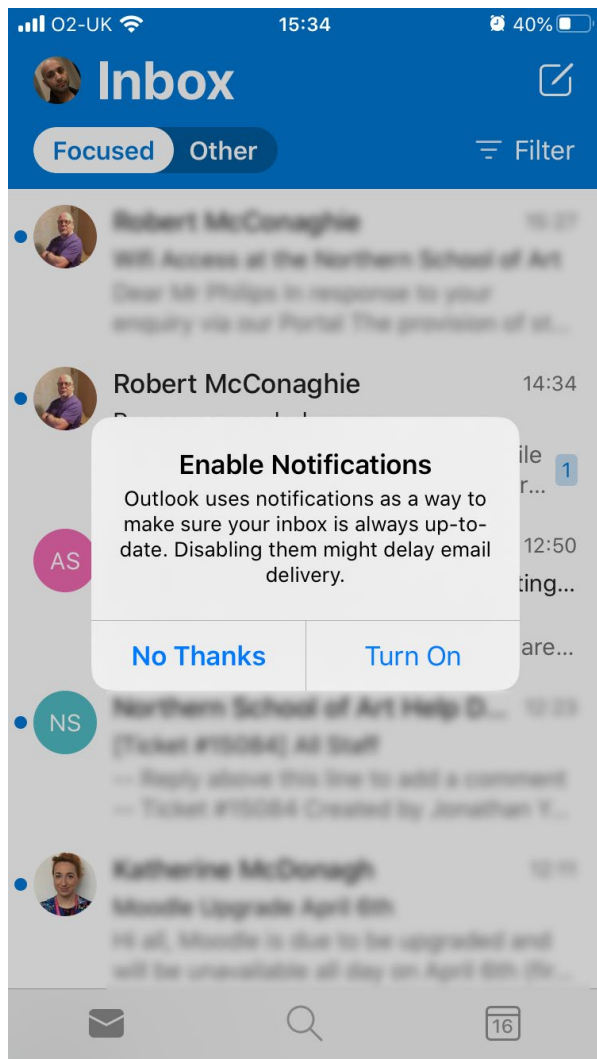


Would you like to add another account?

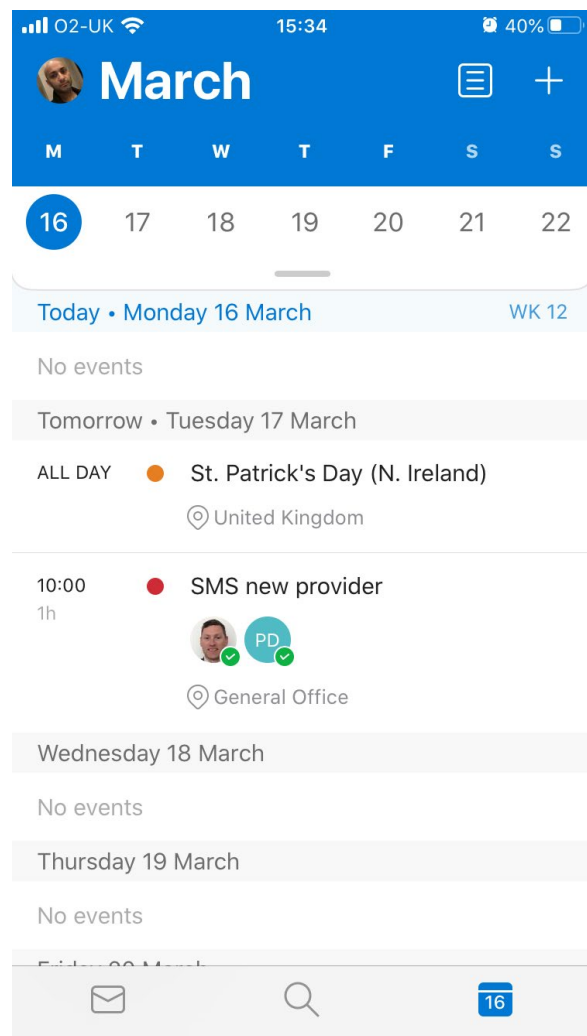
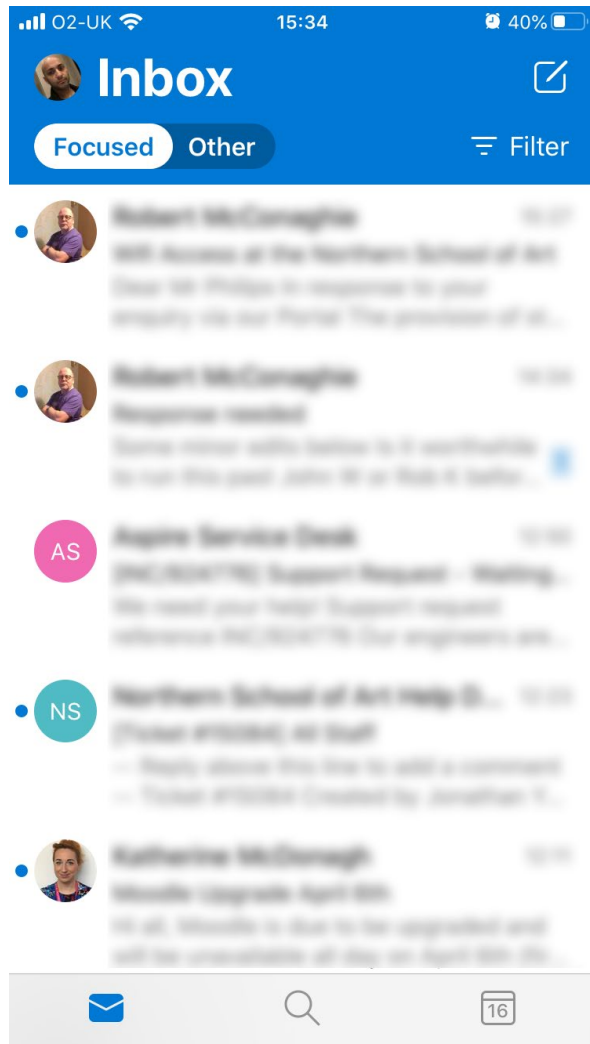
Maybe Later

Let's Do It!

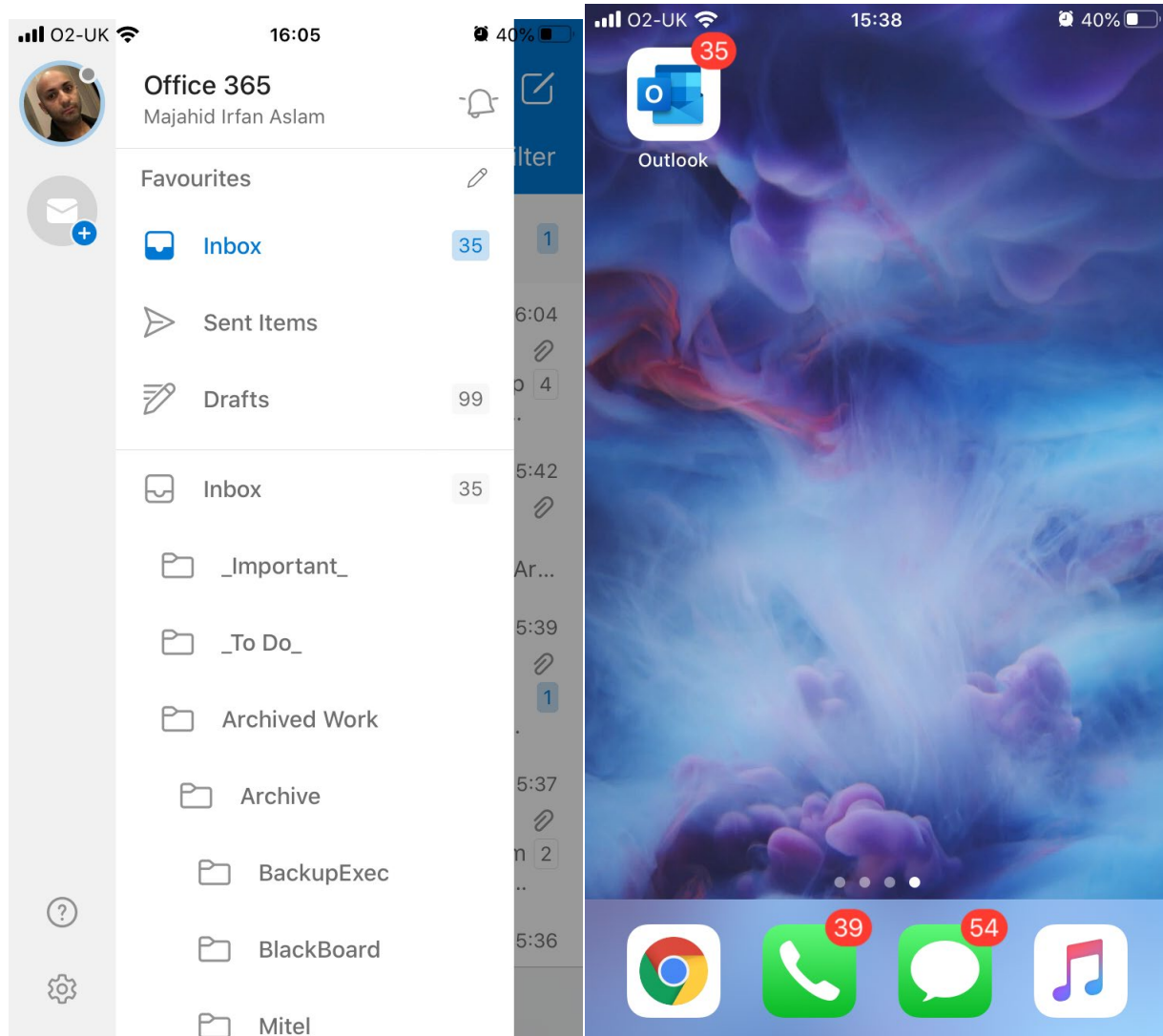
- Then click “Turn On” on the Enable Notifications prompt.
- Then click “Allow” on the Send You Notifications prompt.



- You then have Access to your School Email Inbox.
- If you click the calendar icon, you can access your School Outlook Calendar.

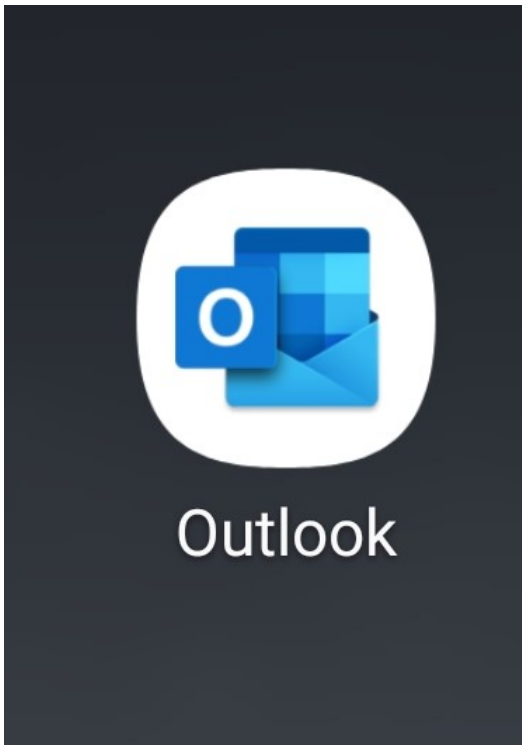


- To access other Inbox folders click on your face icon.
- To access Outlook again, just click on the Outlook icon from your home screen.



Accessing email on Android

- Click on the play Store
- Search for Outlook or Microsoft Outlook in the play store.



- Once installed click Open.
- On the screen you are greeted with enter your school email address, for staff it is in the form of firstname.surname@northernart.ac.uk for students it is studentrefno@northernart.ac.uk

3:35 74%

Add account ?

Enter your work or personal email address.

Joe.Newcombe@NorthernArt.ac.uk

GOOGLE ACCOUNTS

PRIVACY AND TERMS

CONTINUE >

- You will then be prompted for your school user name and password. Please enter this.
- Then on the Add Another Account screen click "Skip"

3:35

Sign In

adfs.northernart.ac.uk

Type your user name and password.

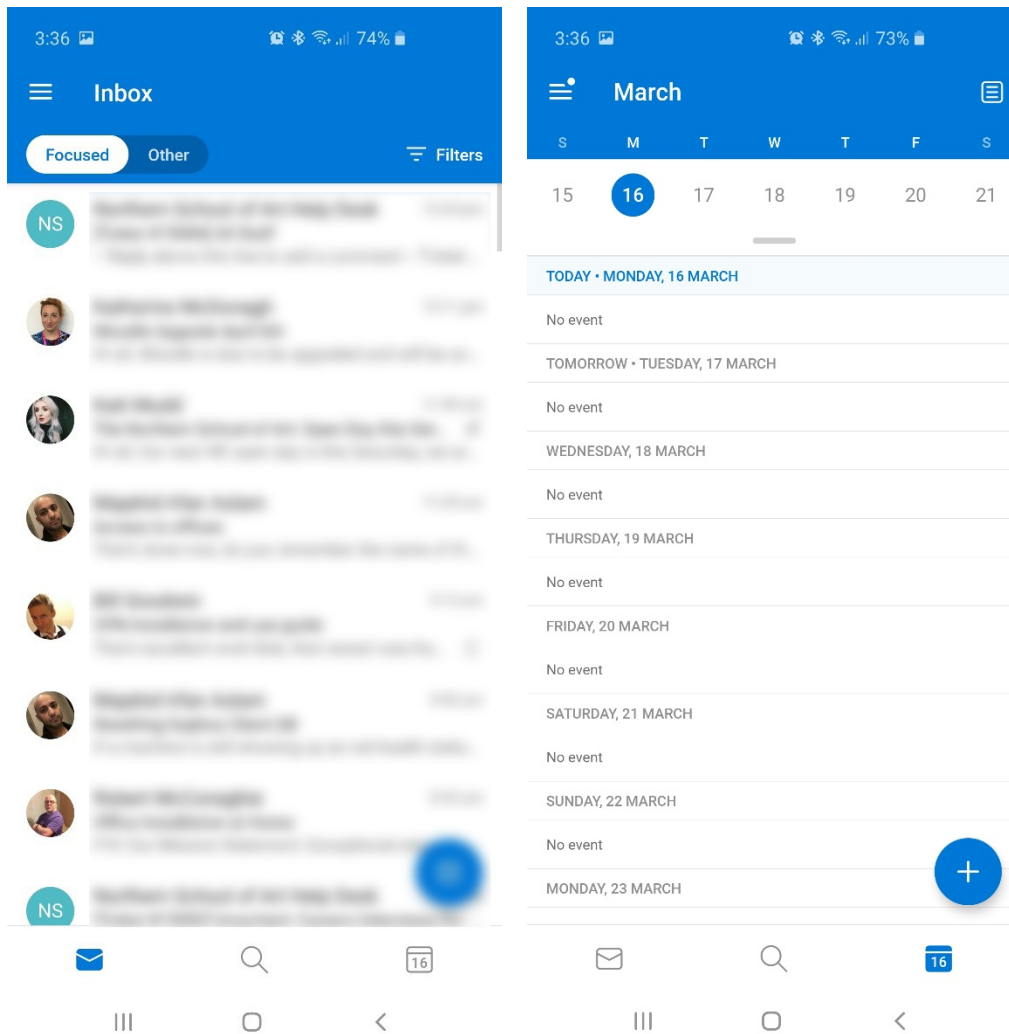
User name: Jnewcombe Example: Domain

Password:

Sign In

III ○ <

- You then have Access to your School Email Inbox.
- If you click the calendar icon, you can access your School Outlook Calendar



Accessing your Work Extension from Home

To Divert Your Work Extension Externally to Home Phone or Mobile

- *8 (9 for outside line) Then number (*8 9 01642 222222)
- ## 8 To Remove the Divert Once Back in The Office

To Access your Work Voicemail from Home

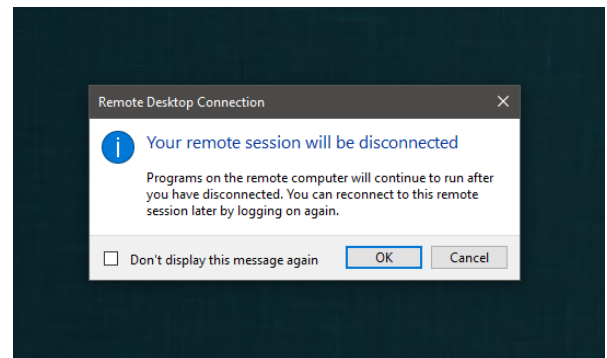
- Ring Your Full Work Number from Anywhere
- Once Voicemail Kicks in Press ** (Extension Number)
- Access Voicemail the Usual Way

SAFER DISCONNECTING FROM REMOTE COMPUTER

The safest way to disconnect from a remote computer connection is to simply click on the small X in the bar at the top of the screen as shown here.



You will see the following dialogue; this is fine just click the 'OK' button.



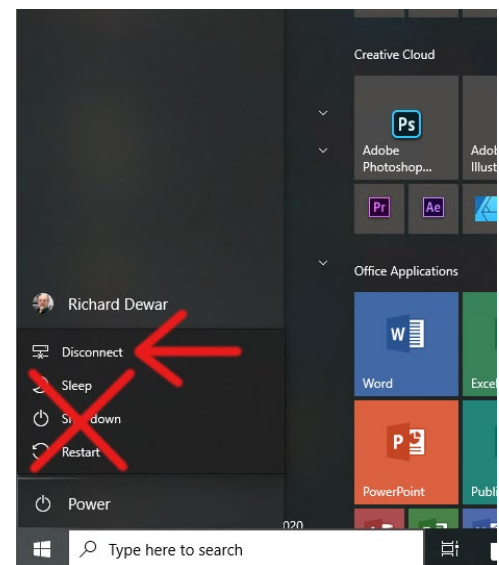
Please Don't

The other way to disconnect, from the start menu, makes it far too easy to accidentally click 'Shutdown' because this is muscle memory.

This will turn off the remote computer in your office, making reconnecting impossible until a person physically goes into the office and turns on your machine.

This means one of our I.T. or Estates staff will have to leave their home to switch your machine back on and we are all trying to avoid this as much as possible.

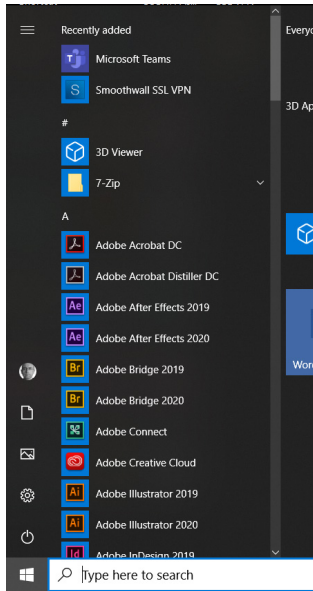
PLEASE BE CONSIDERATE AND USE THE CONTROLS AT THE TOP OF THIS DOCUMENT NO MATTER HOW CONFIDENT YOU ARE IN YOUR SKILLS. THIS SIMPLE CHANGE CAN KEEP US ALL SAFER AND HELP REDUCE OUR WORKLOAD.



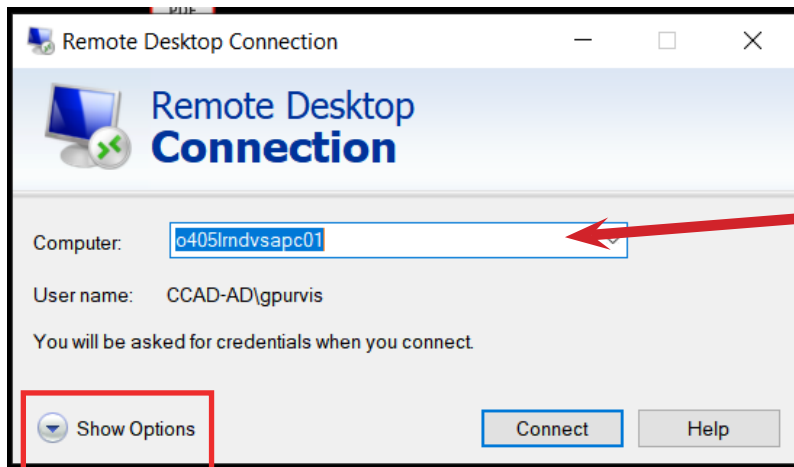
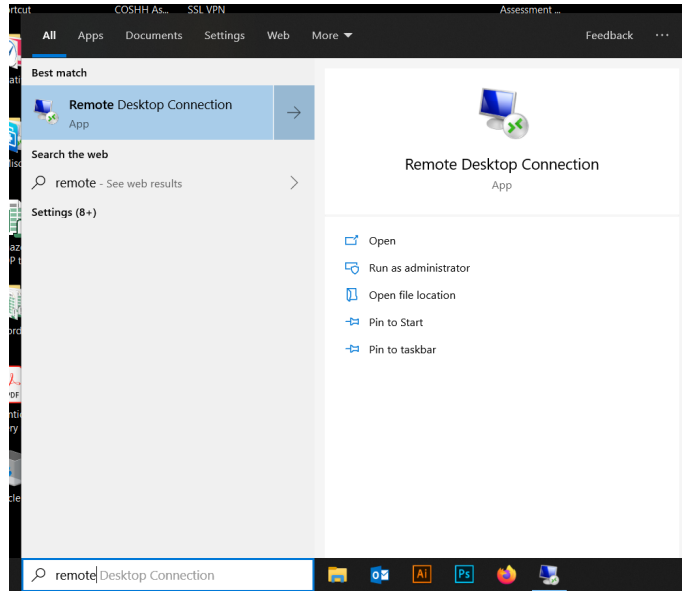
Changing Remote Desktop Name

1. Open Remote Desktop Connection - Click on the Start button (i) and start typing - remote desktop connection (ii) and hit enter. If it doesn't show up type mstsc and hit enter.

i)

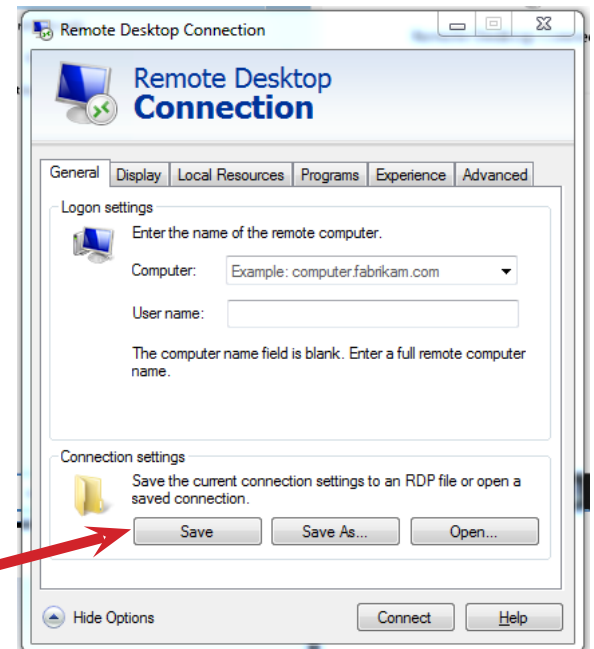


ii)



2. Type the new provided computer name in to the text box next to Computer.

3. To change the username (if needed) click on Show Options.



To save the connection (stops you needing to repeat the above) click on Save as... and save to your desktop.