

Staff Working from Home - Table of Contents

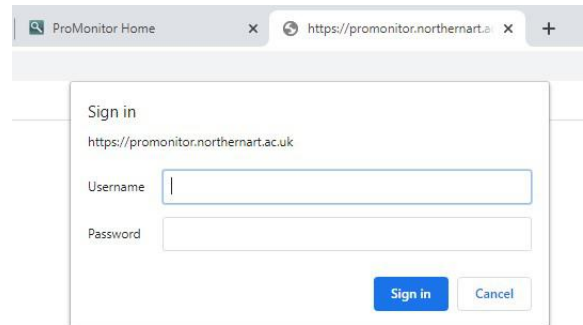
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External Access to Advanced Suite of Products

ProMonitor (Staff ILP):

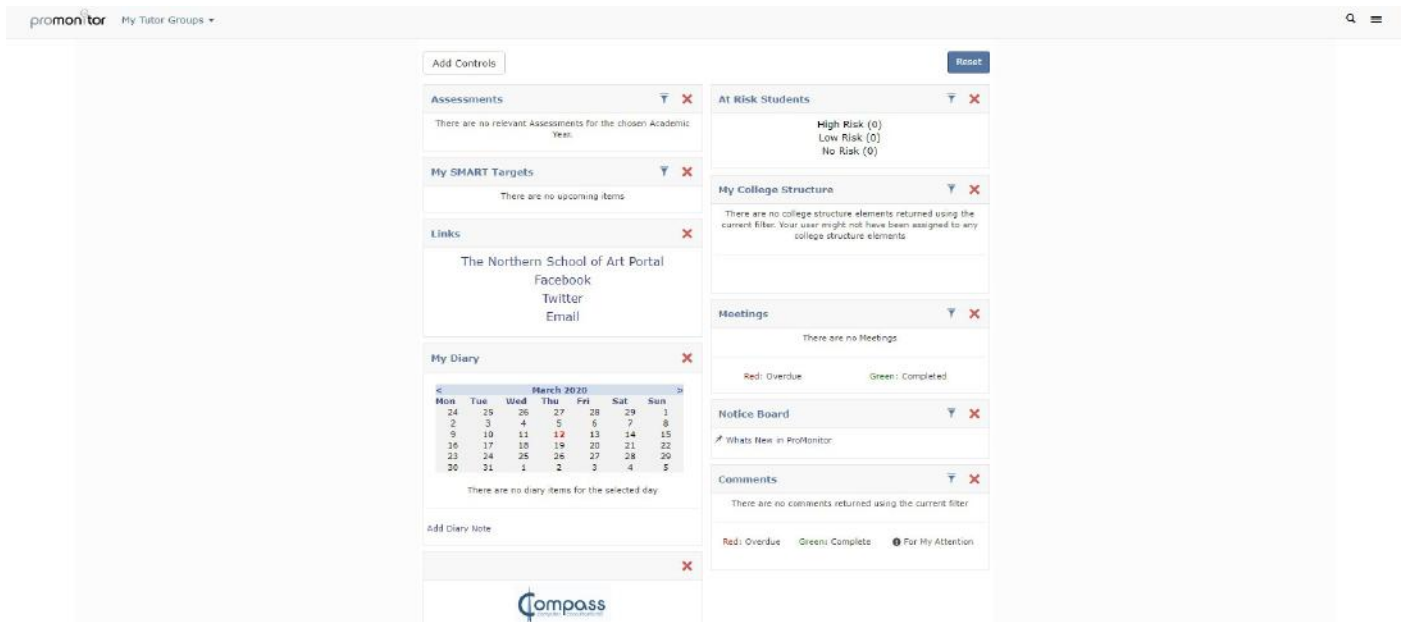
The Staff ILP is only accessible by a web browser and is always available externally from any device with a web browser.

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.



The screenshot shows a web browser window with the address bar displaying 'https://promonitor.northernart.ac.uk'. A 'Sign in' dialog box is open, showing the URL 'https://promonitor.northernart.ac.uk'. It has input fields for 'Username' and 'Password', and 'Sign in' and 'Cancel' buttons.

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



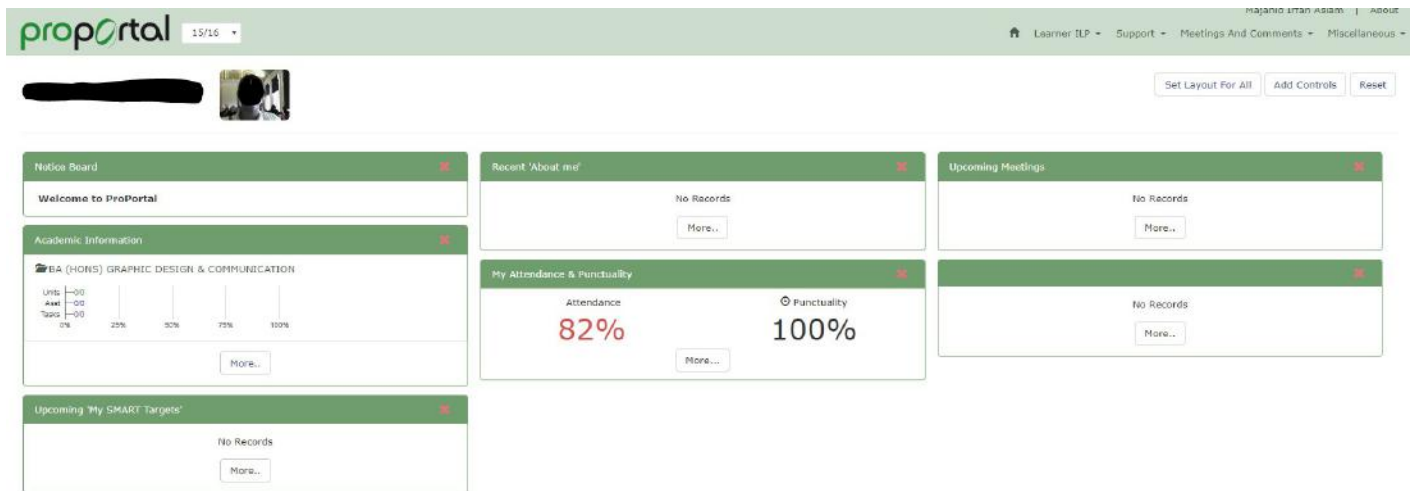
The screenshot shows the ProMonitor dashboard. The top navigation bar includes the 'promonitor' logo, 'My Tutor Groups', and a search icon. The main content area is divided into several sections:

- Add Controls** (button)
- Assessments**: A section with a filter icon and a red 'X' icon. It contains the text: 'There are no relevant Assessments for the chosen Academic Year.'
- My SMART Targets**: A section with a filter icon and a red 'X' icon. It contains the text: 'There are no upcoming items.'
- Links**: A section with a red 'X' icon. It contains the text: 'The Northern School of Art Portal', 'Facebook', 'Twitter', and 'Email'.
- My Diary**: A section with a red 'X' icon. It contains a calendar for March 2020. The calendar shows dates from 24 to 31. Below the calendar, it says: 'There are no diary items for the selected day.' and 'Add Diary Note'.
- At Risk Students**: A section with a filter icon and a red 'X' icon. It contains the text: 'High Risk (0)', 'Low Risk (0)', and 'No Risk (0)'.
- My College Structure**: A section with a filter icon and a red 'X' icon. It contains the text: 'There are no college structure elements returned using the current filter. Your user might not have been assigned to any college structure elements.'
- Meetings**: A section with a filter icon and a red 'X' icon. It contains the text: 'There are no Meetings.'
- Notice Board**: A section with a filter icon and a red 'X' icon. It contains the text: 'What's New in ProMonitor.'
- Comments**: A section with a filter icon and a red 'X' icon. It contains the text: 'There are no comments returned using the current filter.'

The bottom of the dashboard features the 'Compass' logo.

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

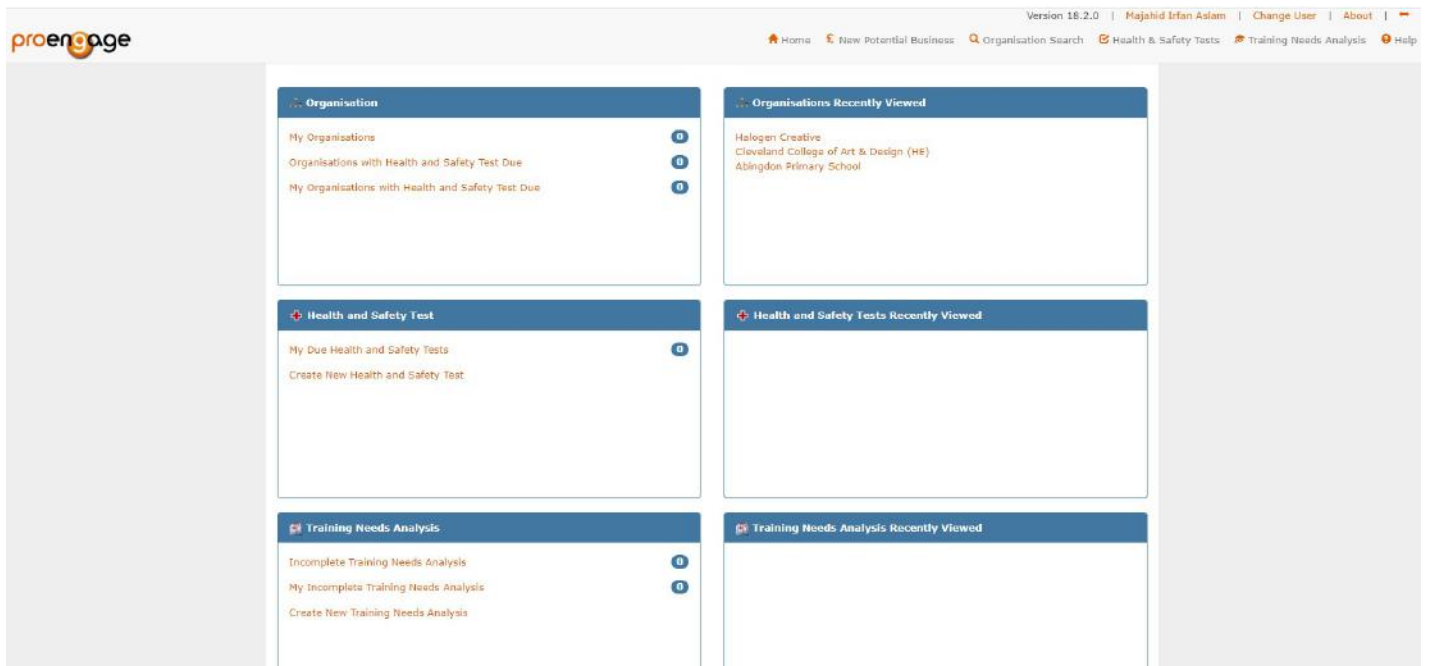
The Student ILP is only accessible by a web browser and is always available externally from any device with a web browser. Use this link to open in a web browser: [ProPortal \(Student ILP\):](#) and again login using your normal credentials to be presented with the software's familiar screen.



[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.

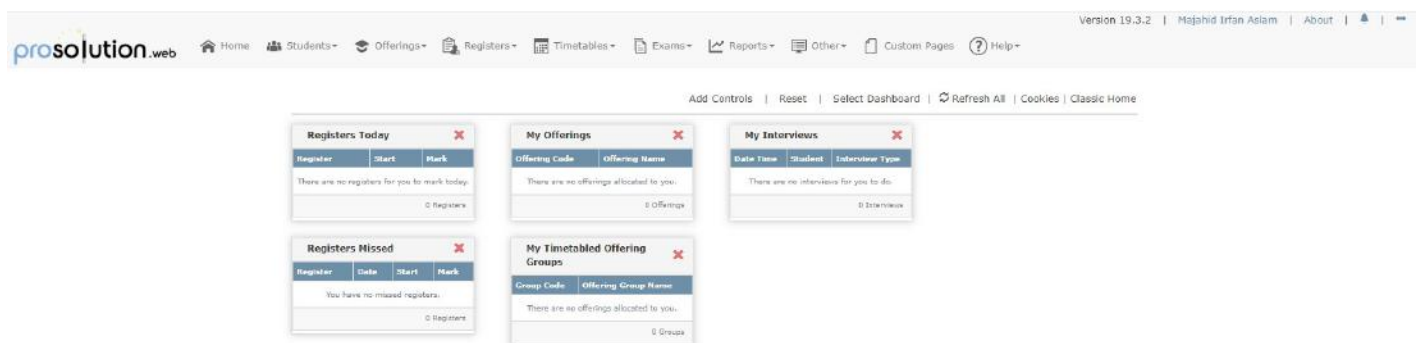
Use this link to open in a web browser: [ProEngage \(CRM\):](#) and again login using your normal credentials to be presented with the software's familiar screen.



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.

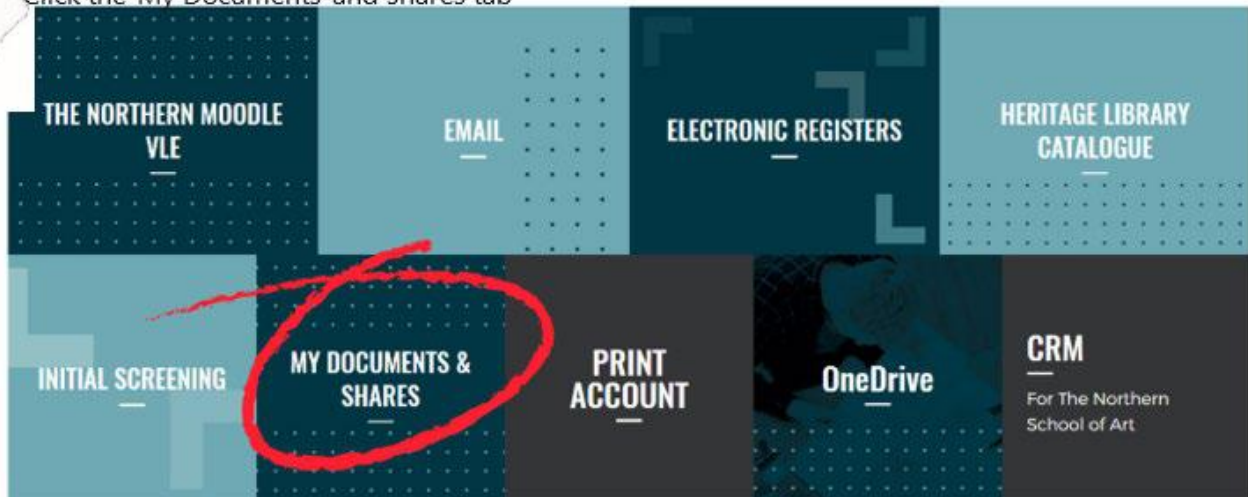


Accessing Work Documents from Home

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

1.

Click the My Documents and shares tab



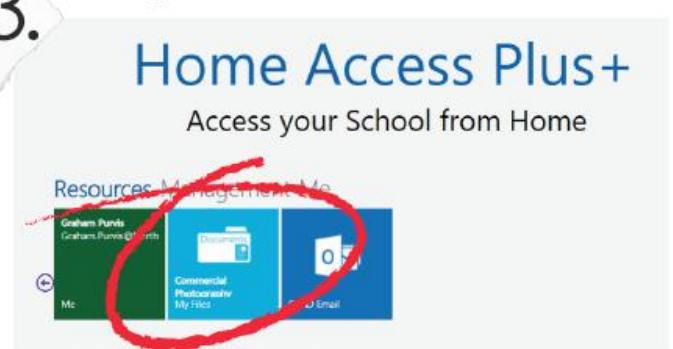
2.

Log in using your college account credentials -

A screenshot of the login page for 'The Northern School of Art'. The page has a light grey background. At the top, it says 'The Northern School of Art' and 'Access your files from home'. Below this, there are two input fields: 'Username: YOUR USERNAME HERE' and 'Password:'. Below the password field is a 'Login' button with a circular arrow icon.

3.

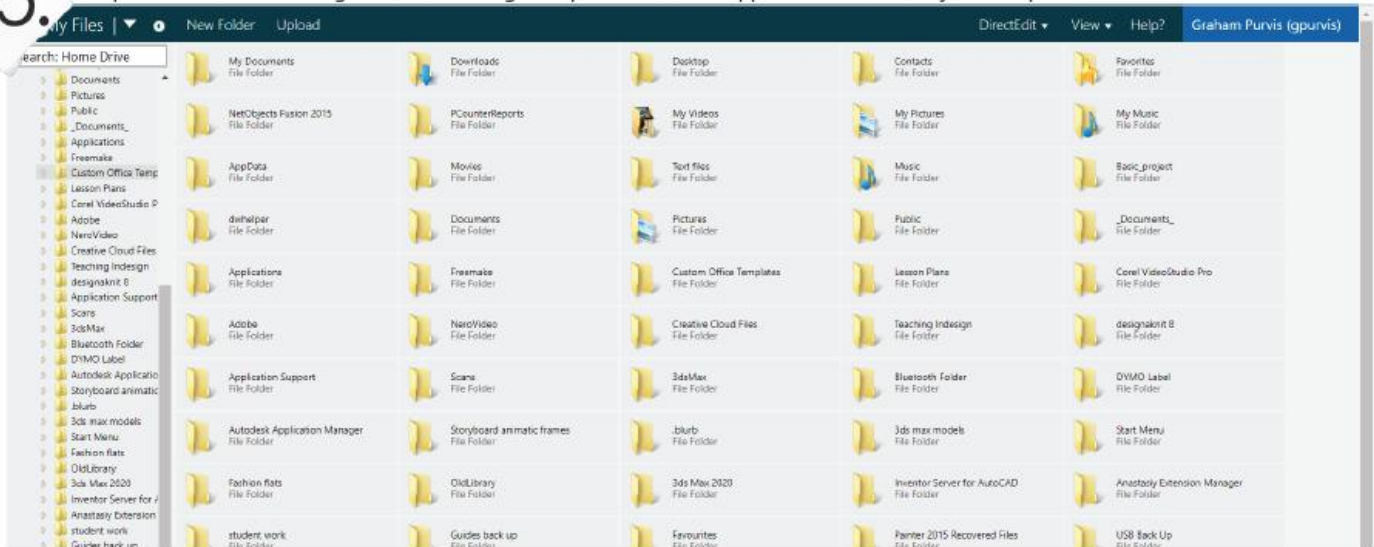
Click on My Files -



4. You now have access to all your shared drives



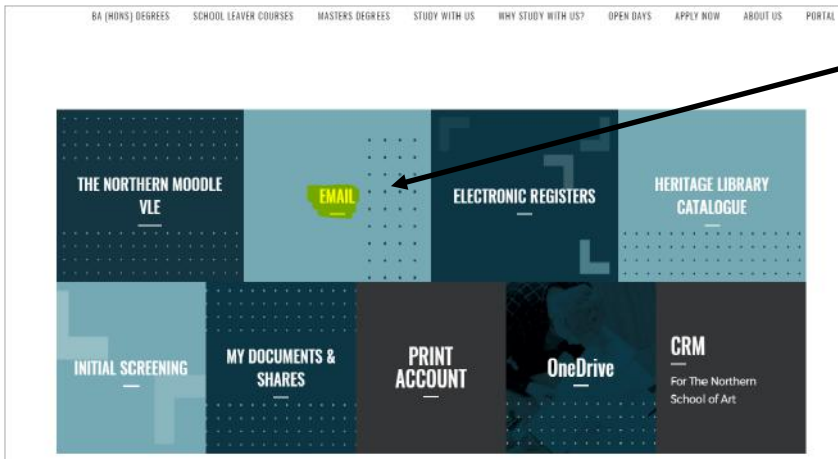
5. Clicking on a drive will show all your files and folders. Keep in mind when selecting and downloading multiple files that will appear as a ZIP file on your computer.



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

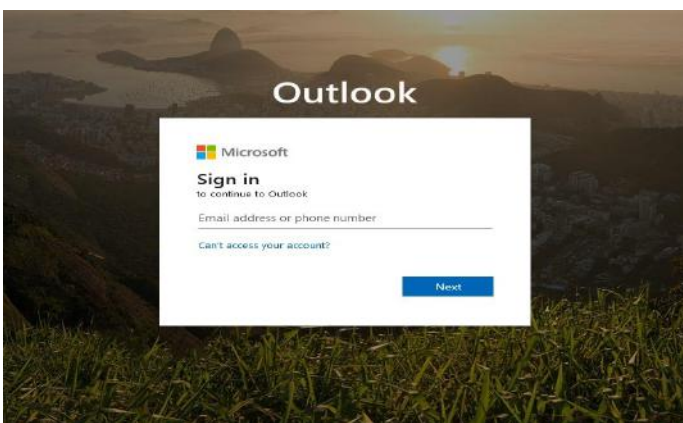
Tip: You may need to
scroll down

You will then be prompted for your college email address:

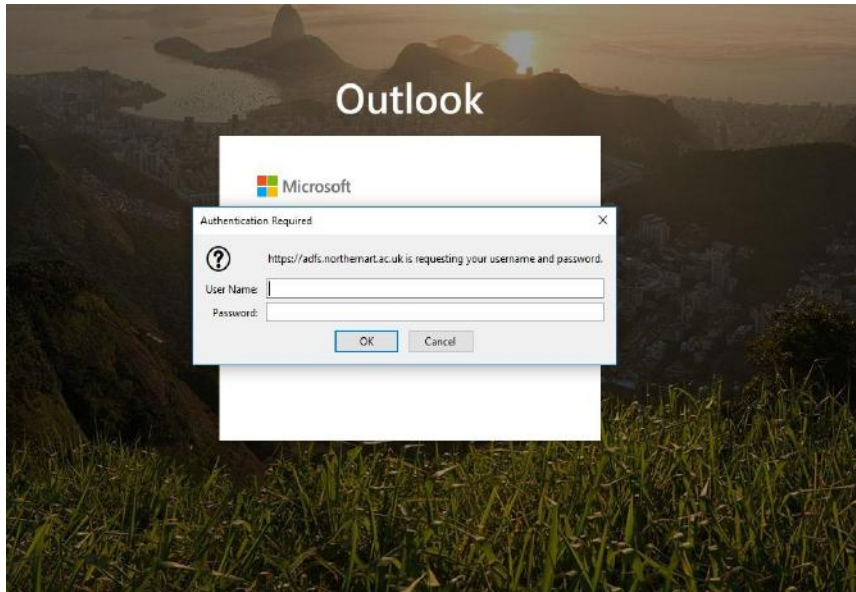
For staff it is in the form of **initial&surname@northernart.ac.uk** e.g.

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

BLOJFA0002@northernart.ac.uk

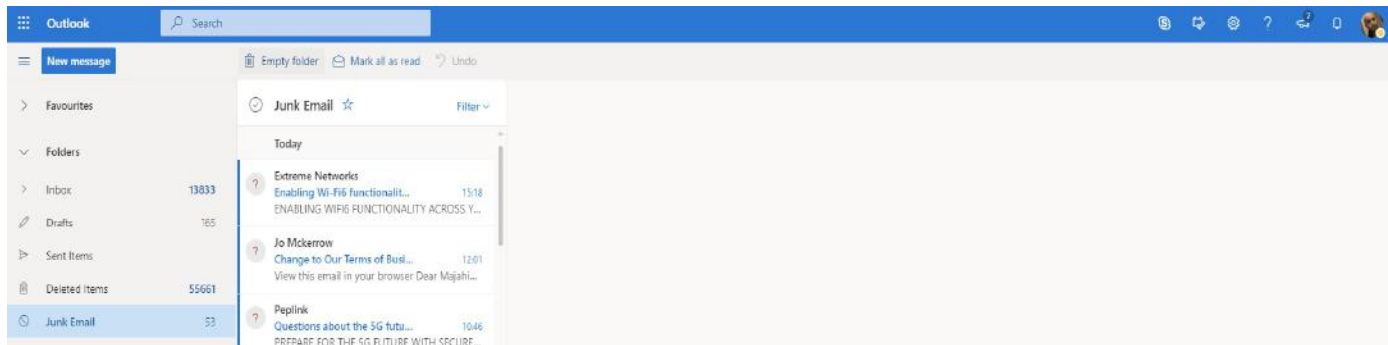


You will then be prompted for your school user name and password.

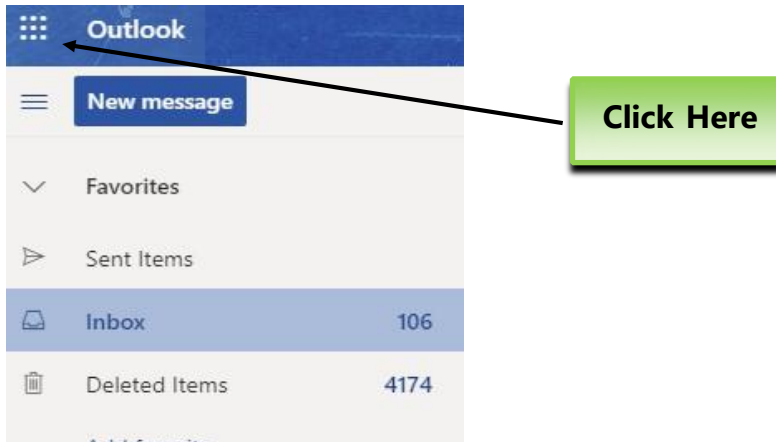


Tip: Make sure the box tells you that:
<http://adfs.nothernart.ac.uk>
is requesting your password

You will then be able to access your email.



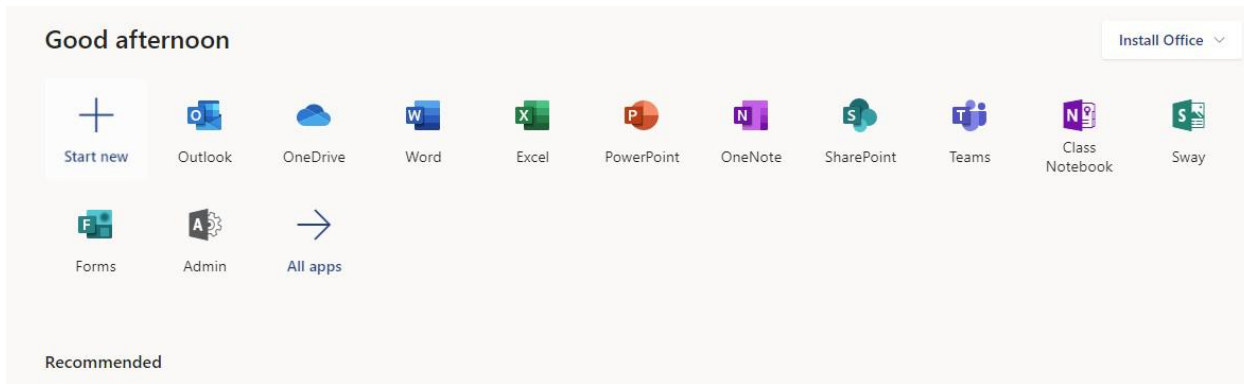
However, it's not email we wish to collect, we want to install the freebie Microsoft Office Suite So first of all you need to click on the square of nine dots in the top left of the Outlook page.



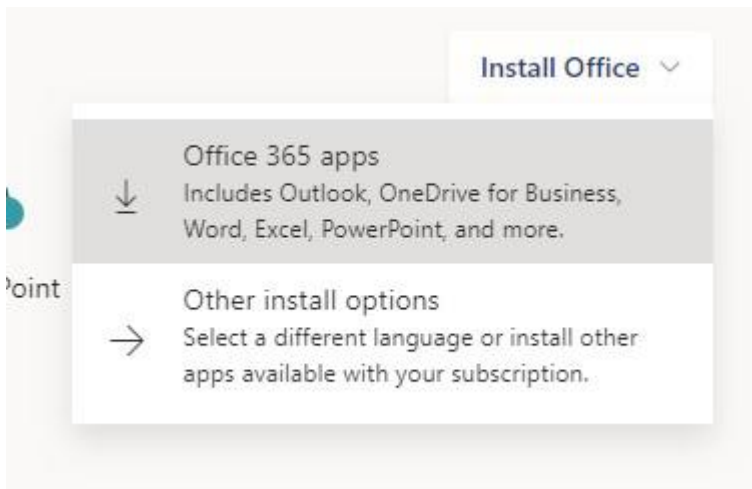
Once you've done this then this should drop down:



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



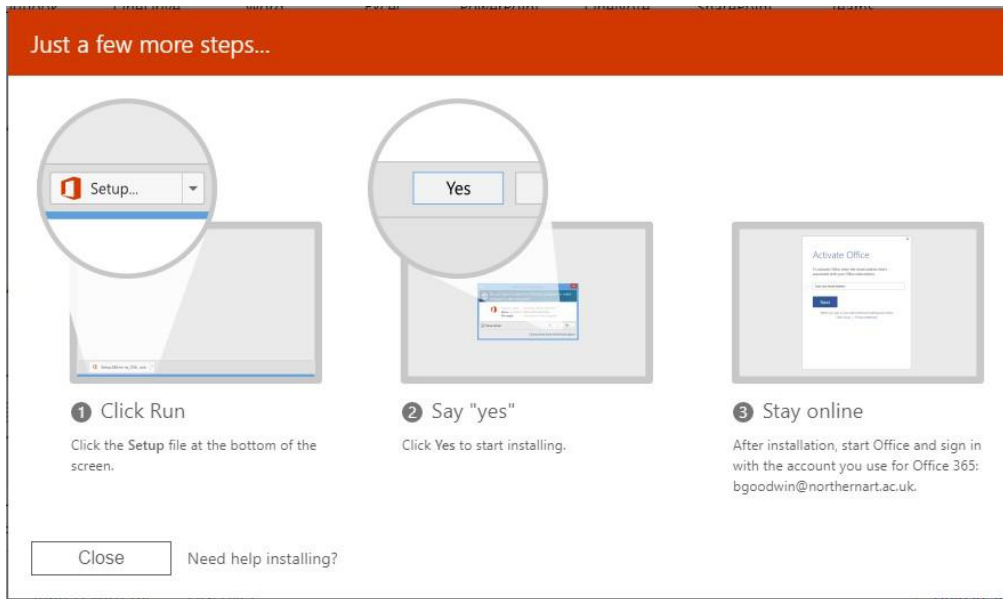
Click on "Install Office" and this should drop down:



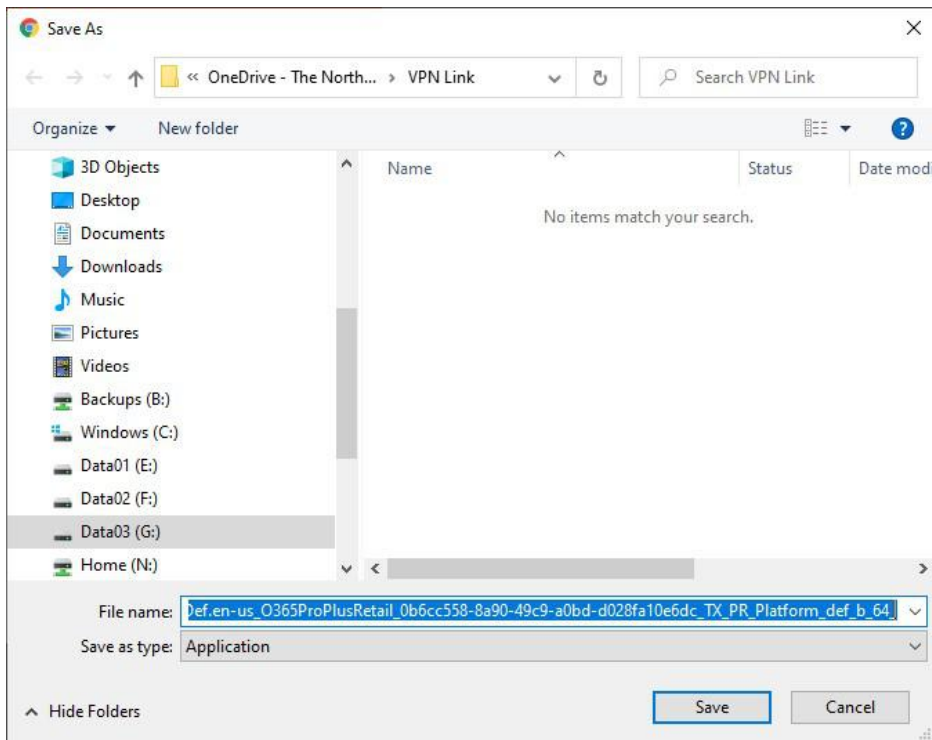
Select the top option (Office 365 apps) if you simply wish to install Office on a PC

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.

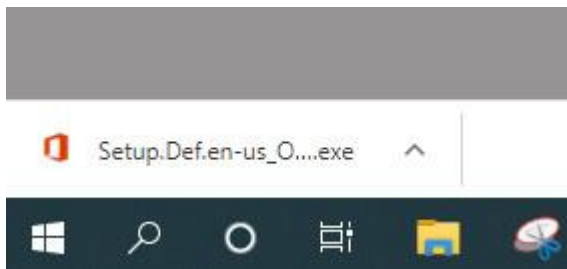


You then be prompted to save a file to your computer



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:

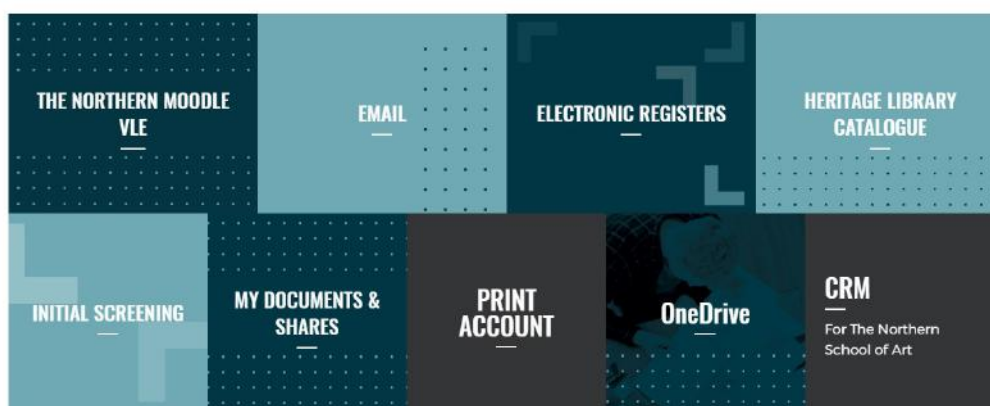
1. It can be used to move data that isn't used on a daily basis to make space in your home drive if you are starting to run out of space.
2. It can be used as a Cloud USB stick to transfer data from your network drive/s to it to work at home and then transfer it back when you come back.

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.

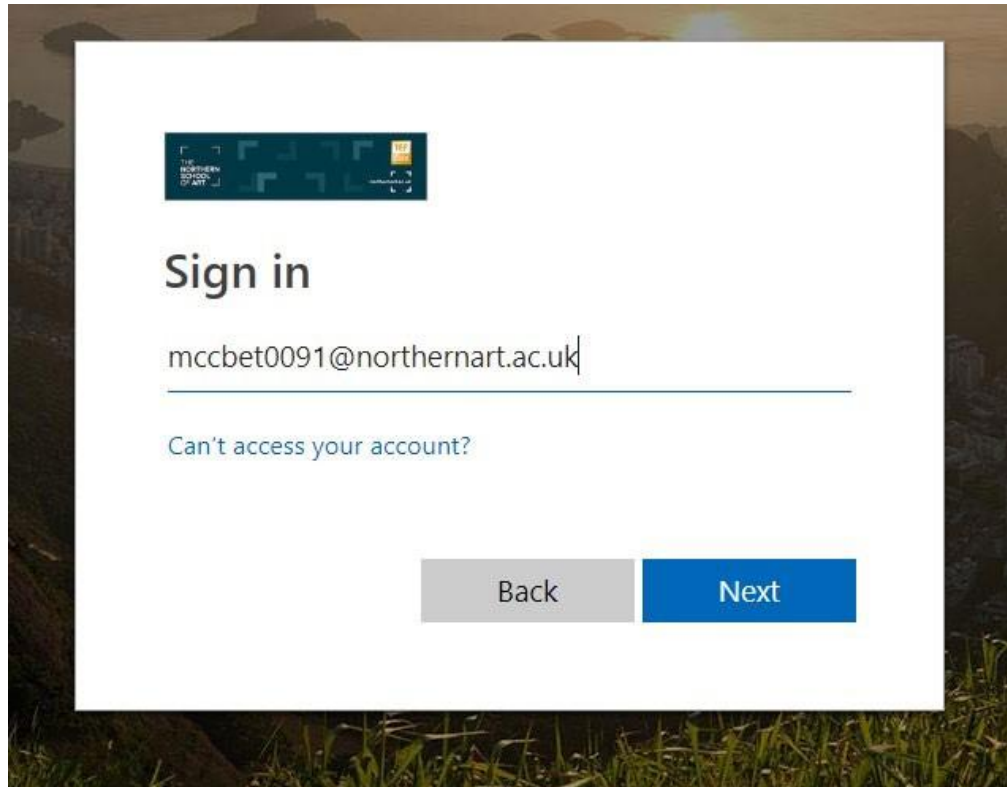
When a user leaves they will lose access to their One Drive.

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

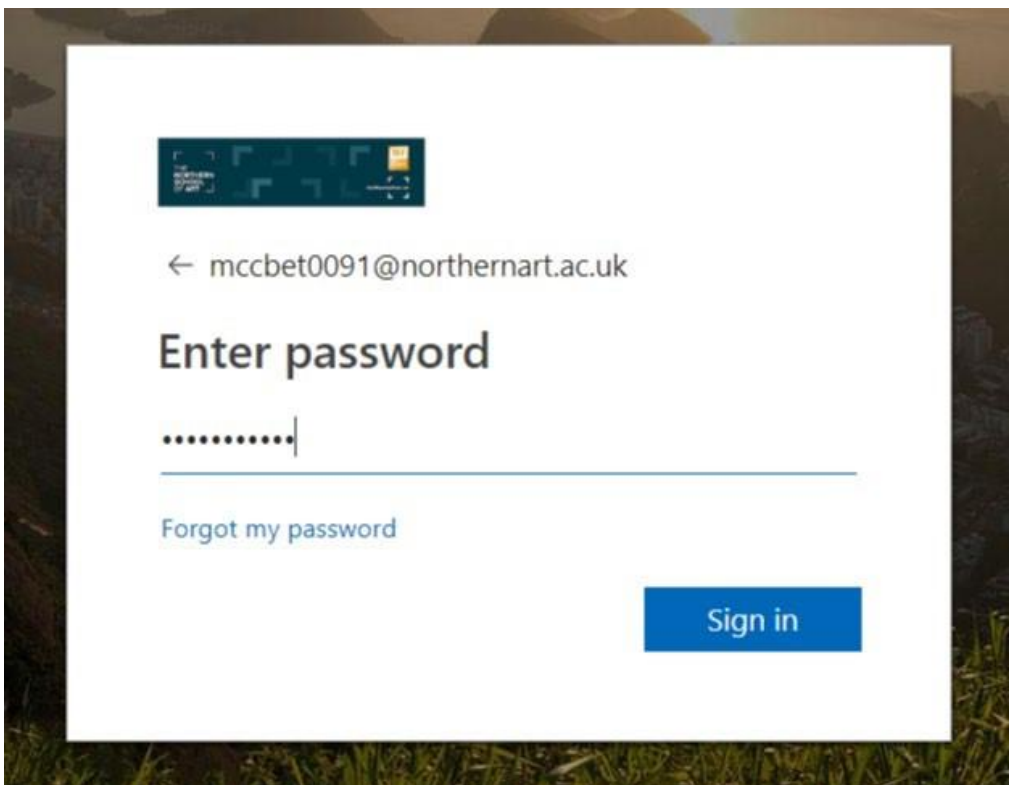


2. Enter your username following the example in the screenshot below, then hit next.



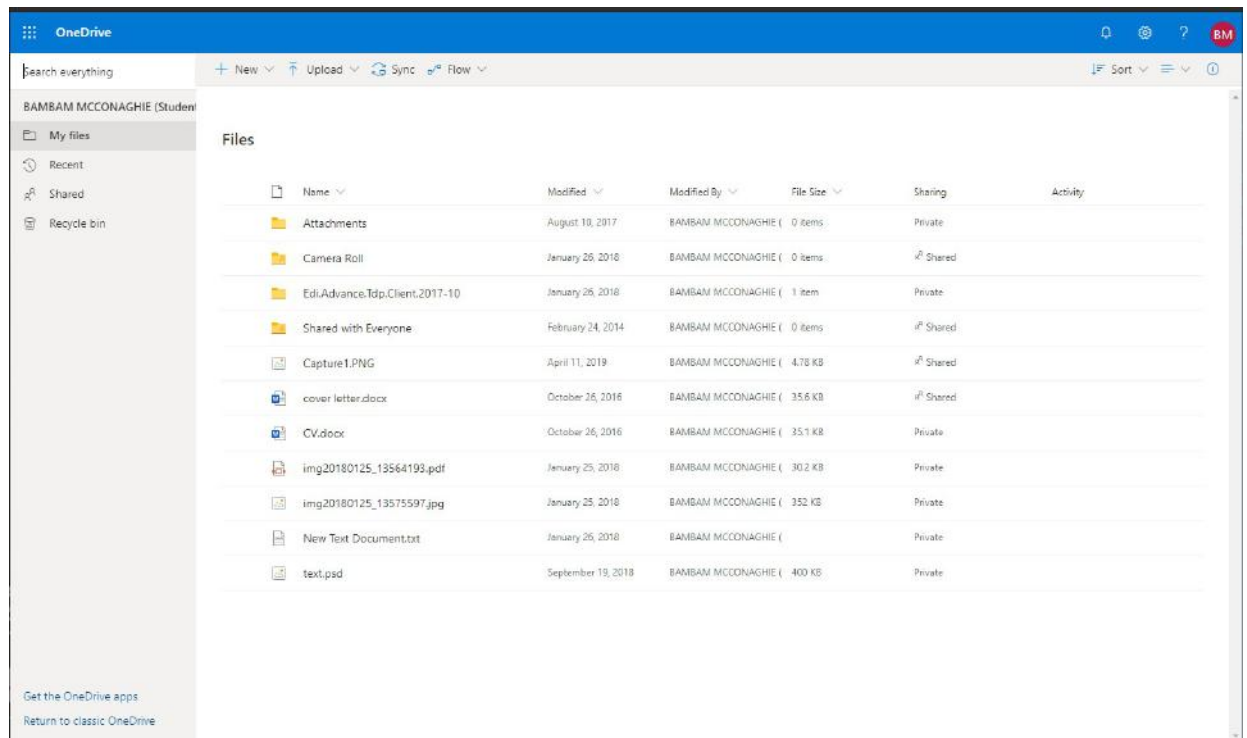
The screenshot shows a 'Sign in' page for The Northern School of Art. At the top left is the school's logo. The main heading is 'Sign in'. Below it is a text input field containing the email address 'mccbet0091@northernart.ac.uk'. Underneath the field is a link that says 'Can't access your account?'.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

3. Enter your password and click Sign In.



The screenshot shows the 'Enter password' page. At the top left is the school's logo. Below it is the email address 'mccbet0091@northernart.ac.uk' preceded by a back arrow. The main heading is 'Enter password'. Below it is a password input field with masked characters '.....'. Underneath the field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

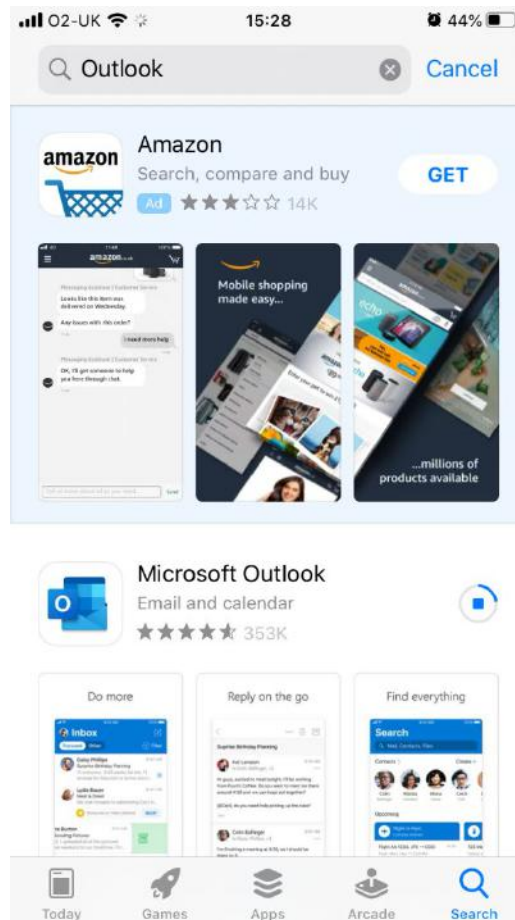
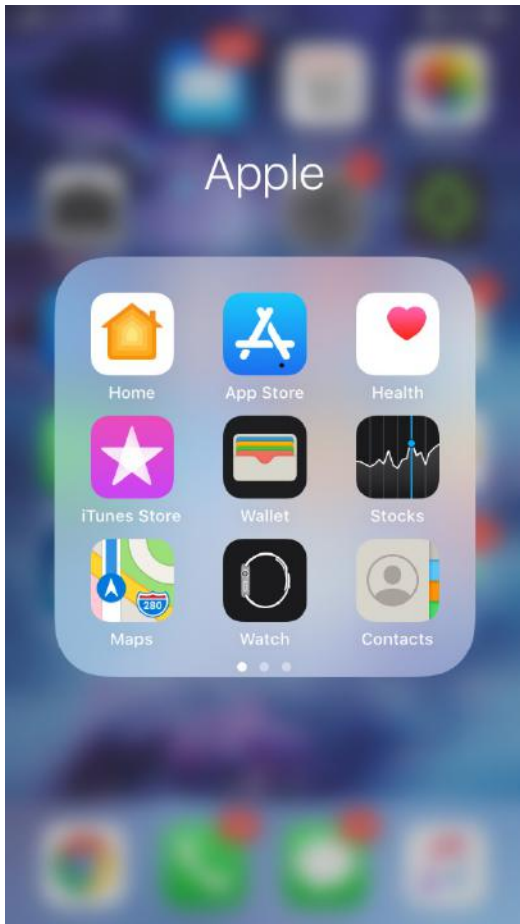
- You will then be presented with the following screen which is your interface to access, your one drive files. Office files can be worked on, straight from here using the Online versions of the office Apps. Or they can be downloaded to your local device and worked on offline. Non-office files such as 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.



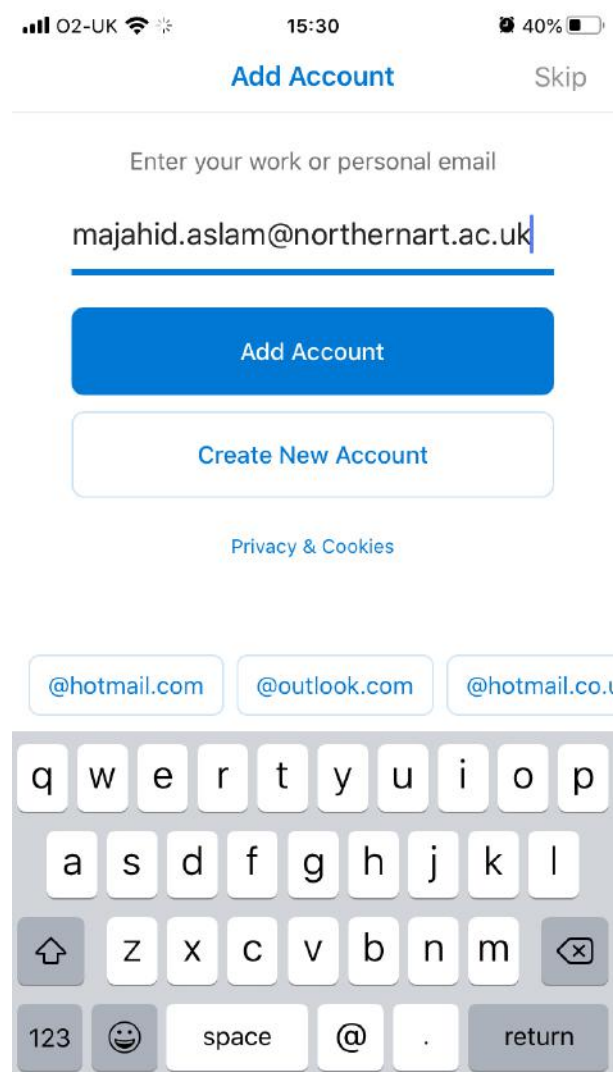
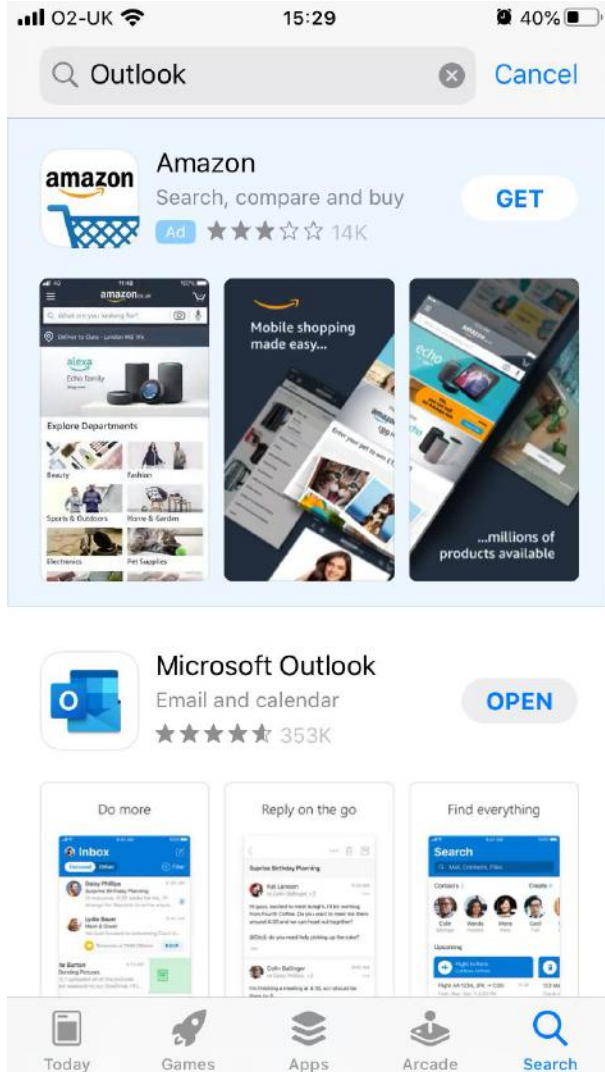
If anyone has any issues, or wants us to take you through the process or use of OneDrive for business please get in touch with your IT Dept.

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"

15:31 40%

< Not Office 365 ?

art.ac.uk

name and password.


Username: Ex

Sign In

Done

15:34 40%

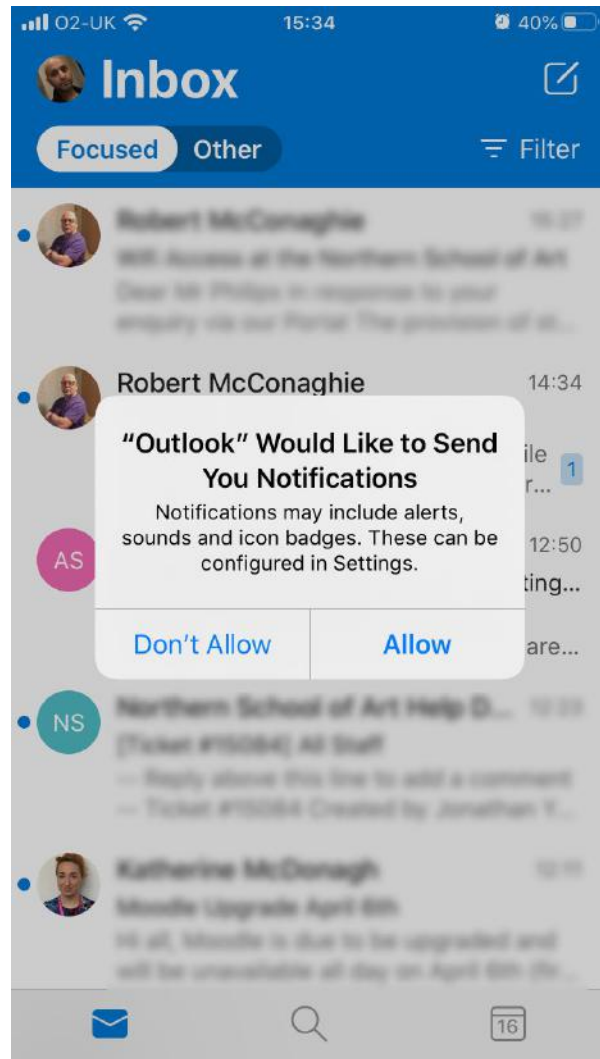
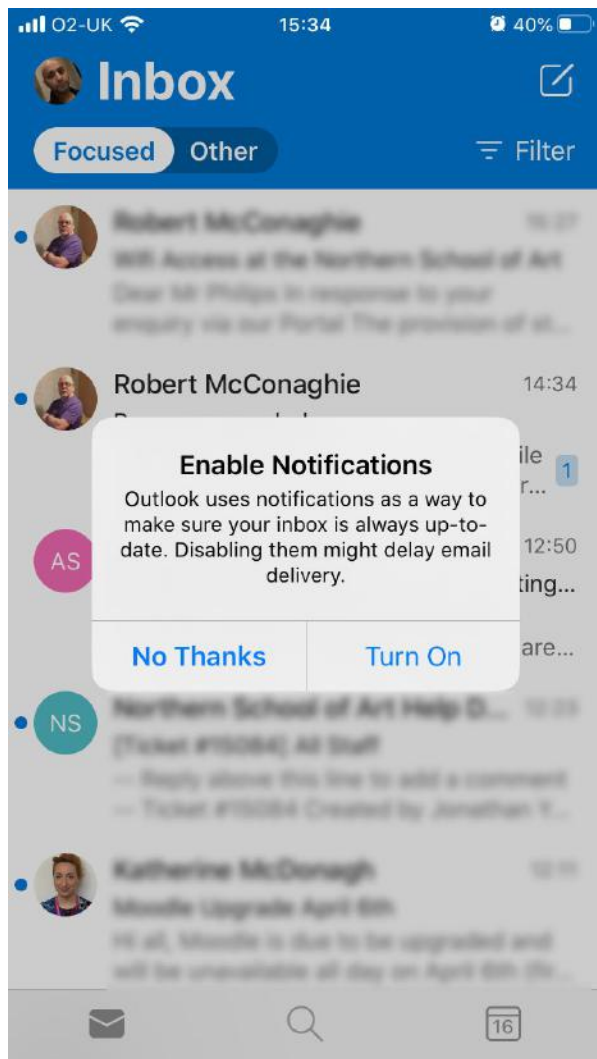
Add Another Account



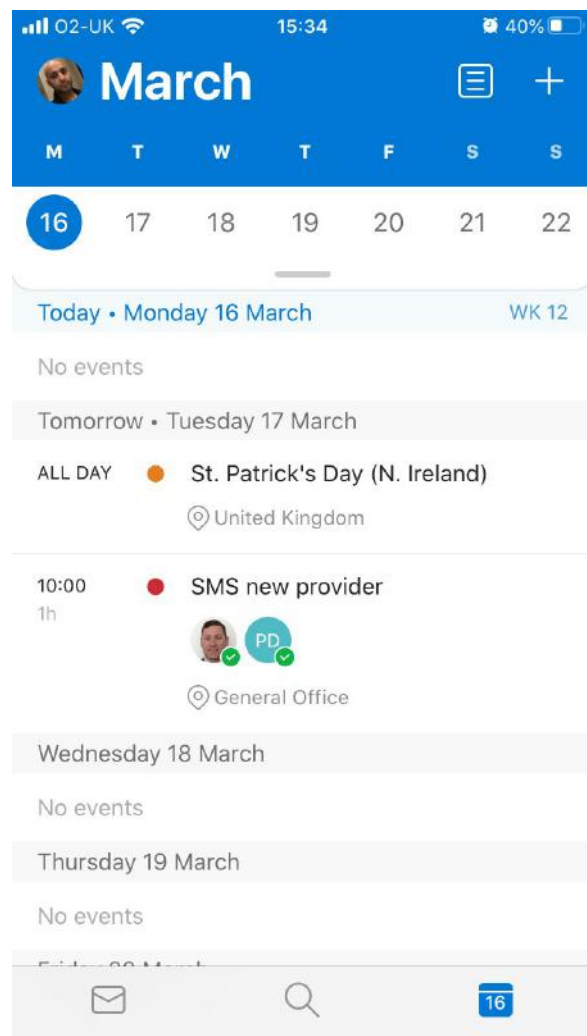
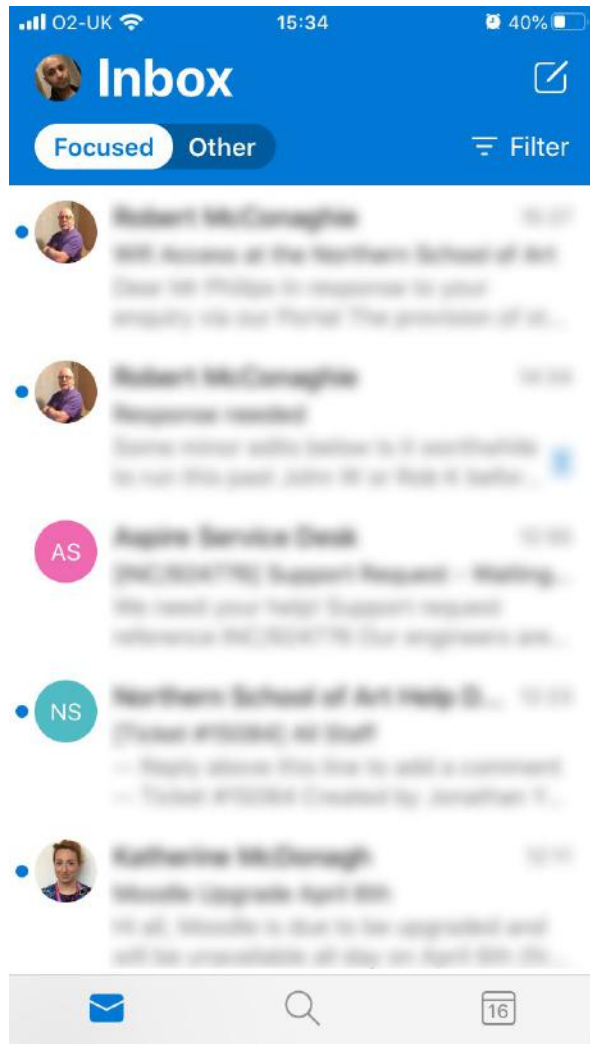
Would you like to add another account?

Maybe Later Let's Do It!

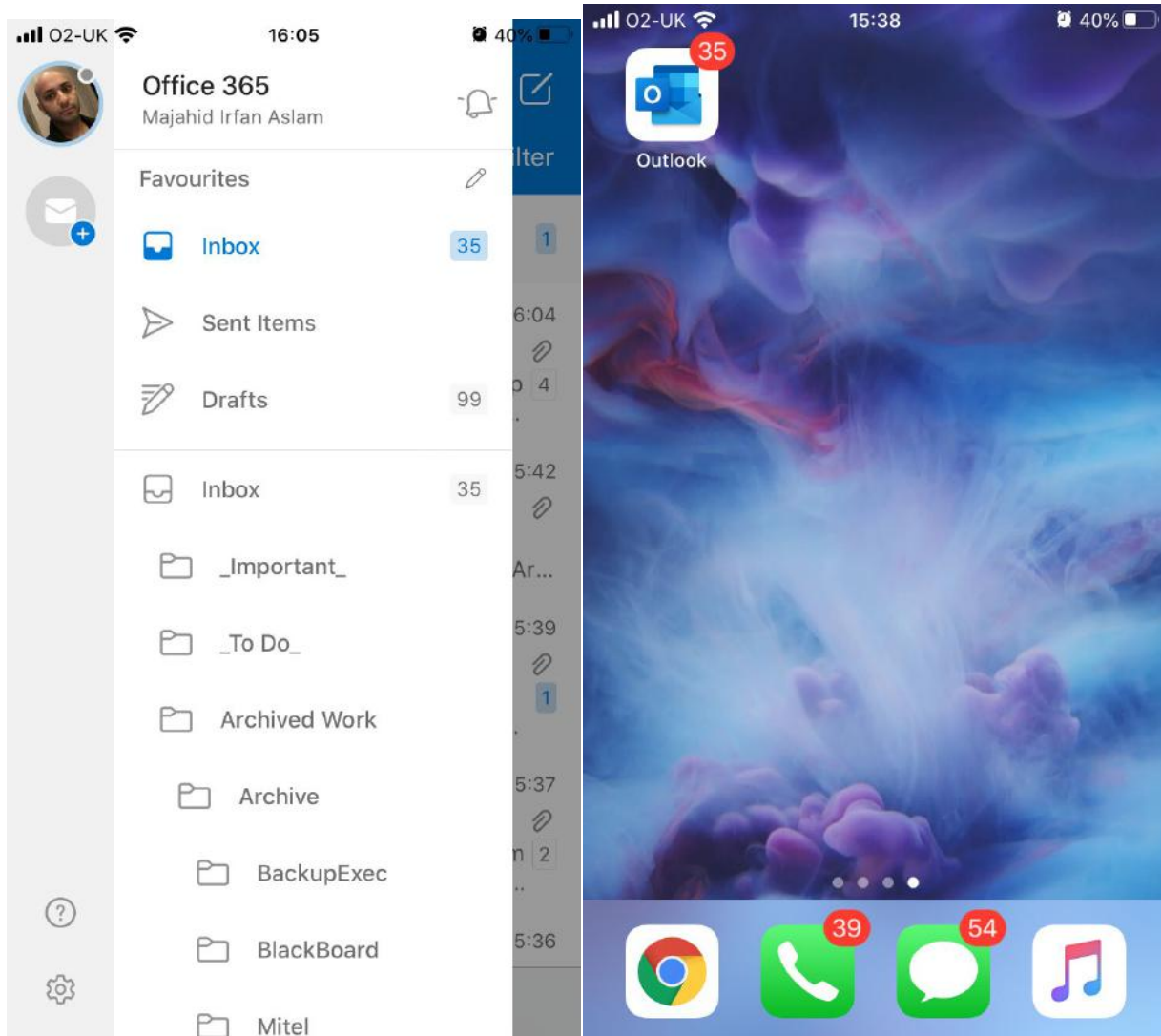
- Then click “Turn On” on the Enable Notifications prompt.
- Then click “Allow” on the Send You Notifications prompt.



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

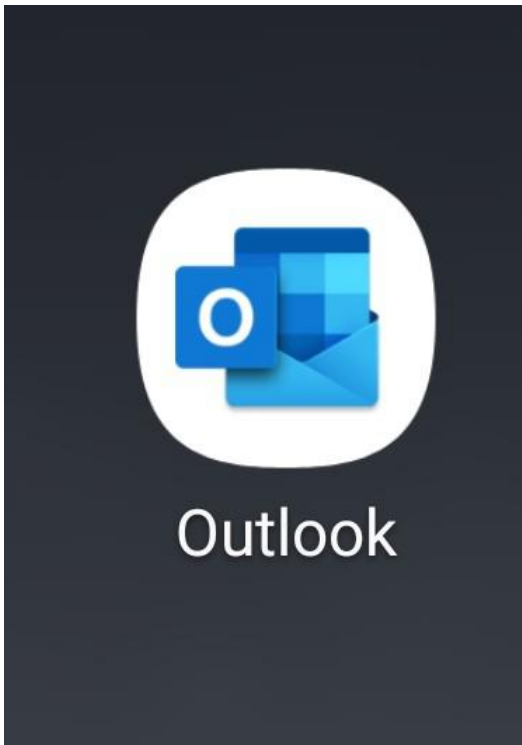


- To access other Inbox folders click on your face icon.
- To access Outlook again, just click on the Outlook icon from your home screen.

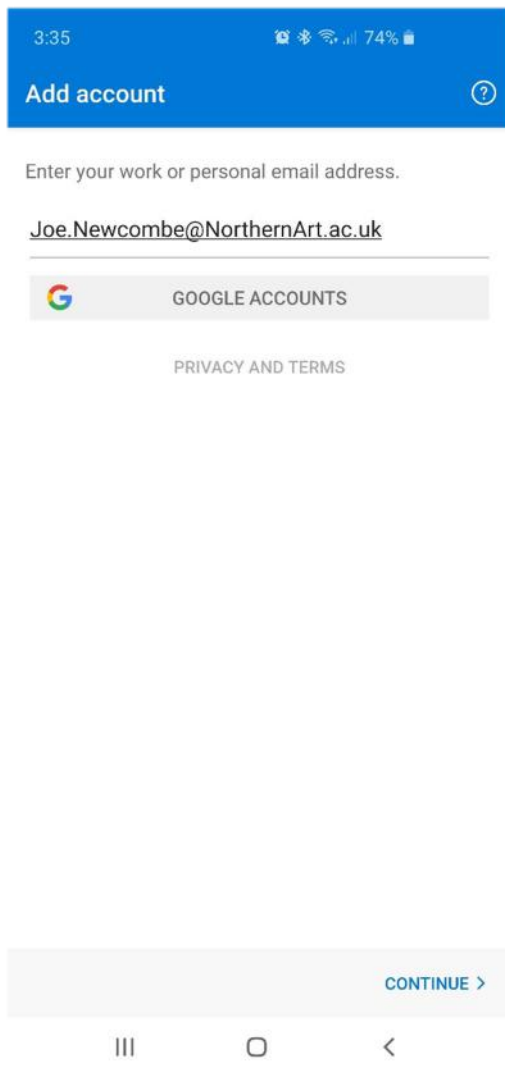


Accessing email on Android

- 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



- 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

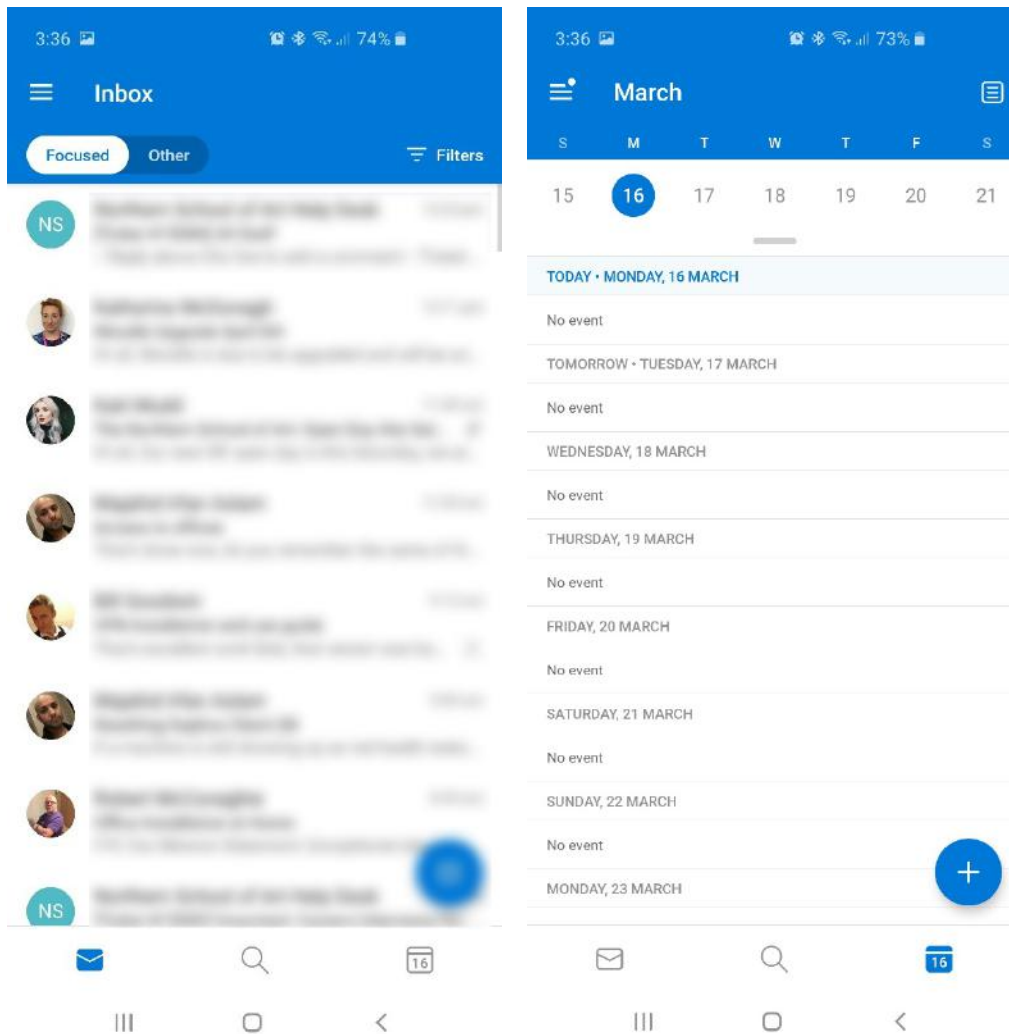
Type your user name and password.

User name: Example: Domain

Password:

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

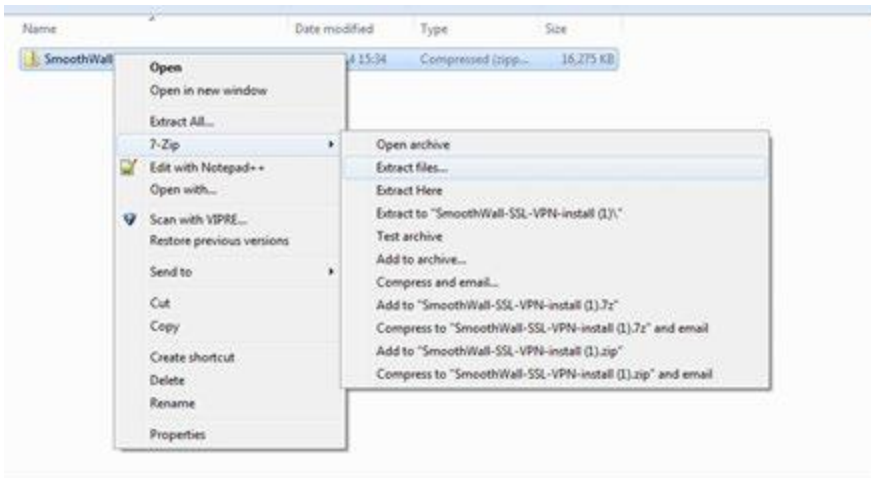
- *8 (9 for outside line) Then number (*8 9 01642 222222)
- ## 8 To Remove the Divert Once Back in The Office

To Access your Work Voicemail from Home

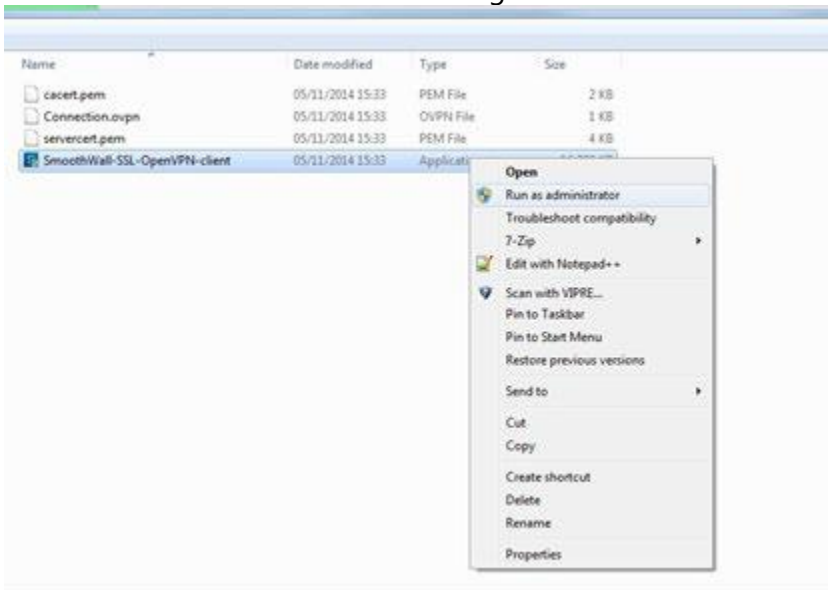
- Ring Your Full Work Number from Anywhere
- Once Voicemail Kicks in Press ** (Extension Number)
- Access Voicemail the Usual Way

SSL VPN Client Installation

- Save the attached file to your desktop folder.
- Rename the file, replace .dat with .zip
- Extract the installation files to the local hard disk



Go into the new extracted folder and go to run the installer

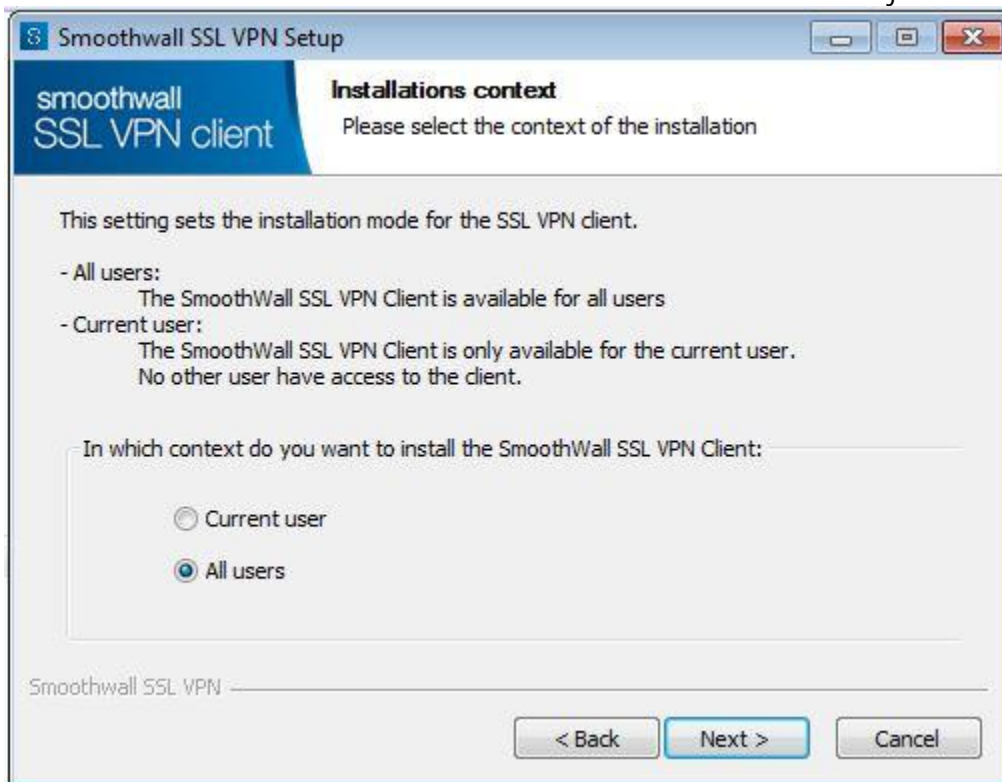


Select desired language



Click "Next"

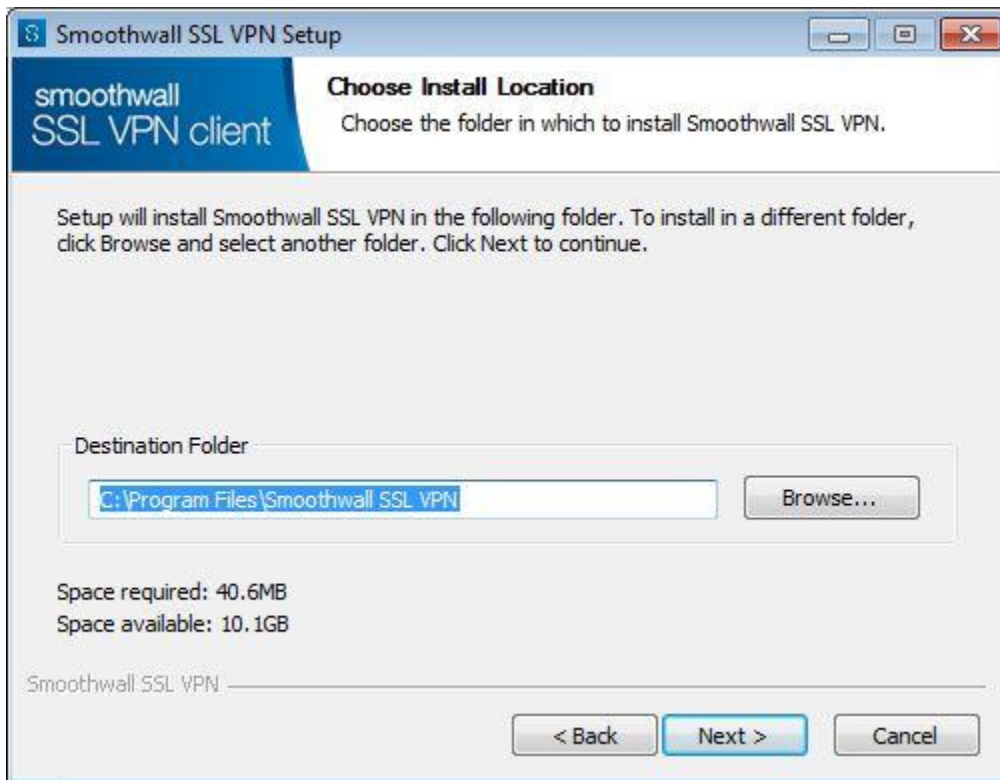
Select if the SSL VPN client can be used for all users of the device or just for the current user



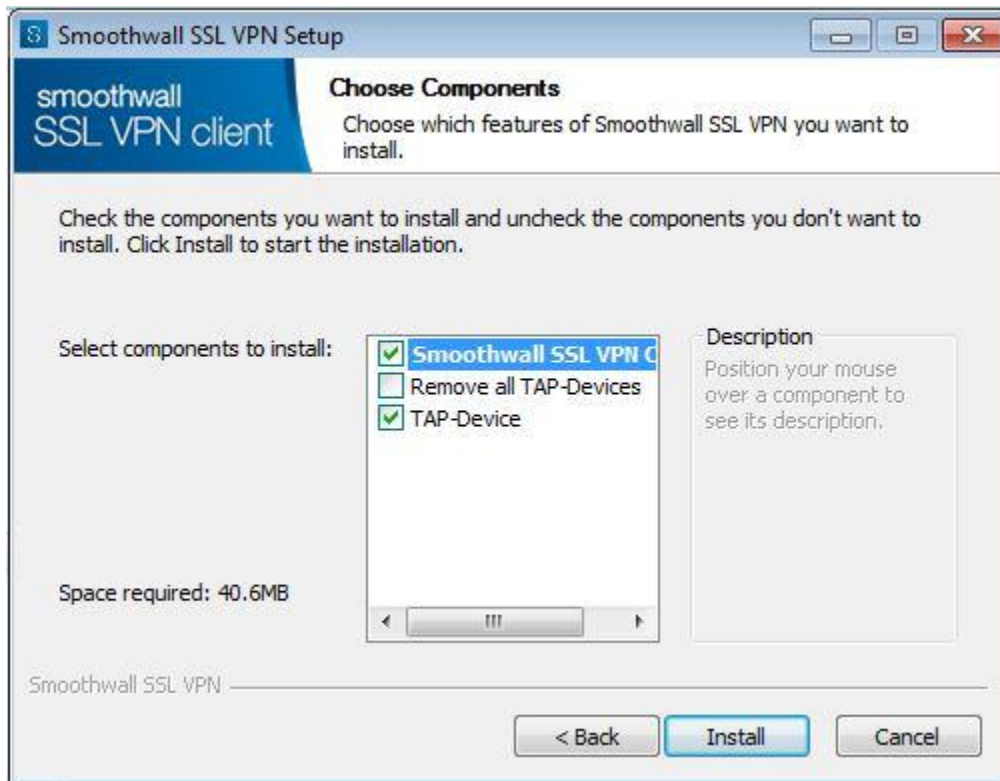
Here, define whether or not the users credentials can be saved. Selecting no will mean that user authentication will be prompted every time the user connects to the VPN



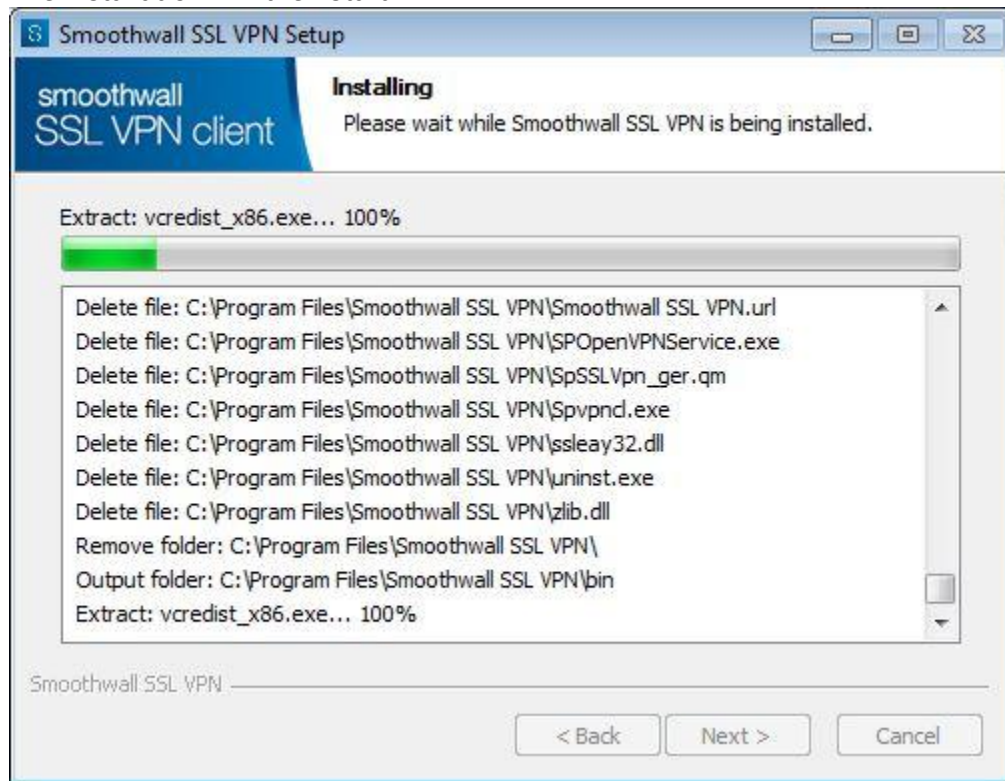
Choose the folder where to install the SSL VPN client. Ideally, this will be on the local hard disk, usually in "C:\Program Files\Smoothwall SSL VPN"



Select which components that you would like to install. In most scenarios, please leave as default as shown, with "Smoothwall SSL VPN Client" and "TAP-Device" selected. Finally click on "Install"



The installation will then start



If prompted, please update the TAP-device to ensure that the new connection will work



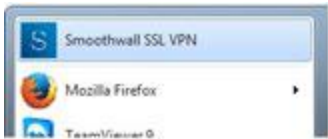
Click "Finish" to complete the install



When prompted, please restart your computer



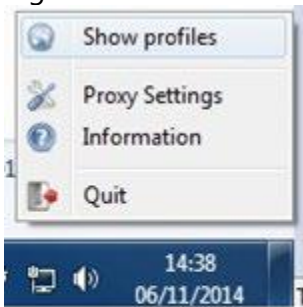
Once your computer has restarted, go to the Start menu to start the Smoothwall SSL VPN client

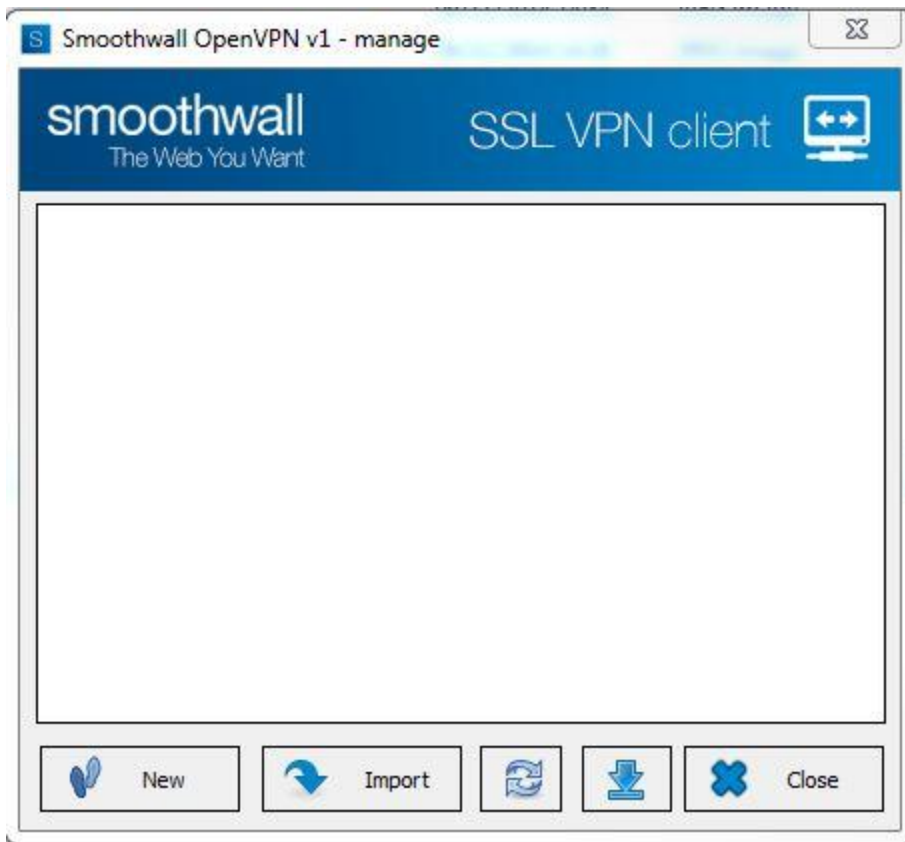


Wait approx. 1 min, then locate the SSL VPN client from the system tray



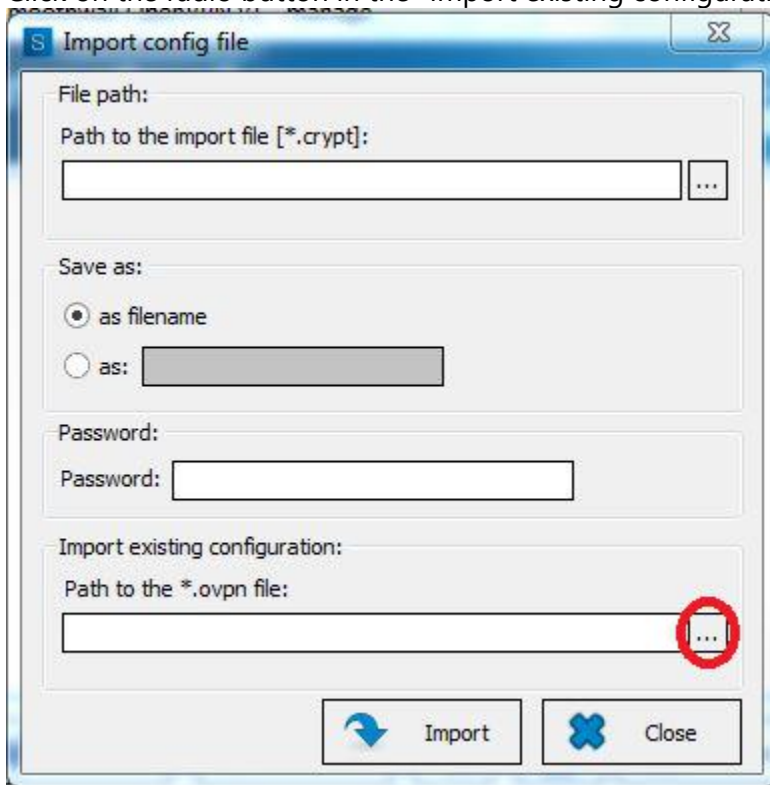
Right click on the icon and then left click onto "Show profiles"





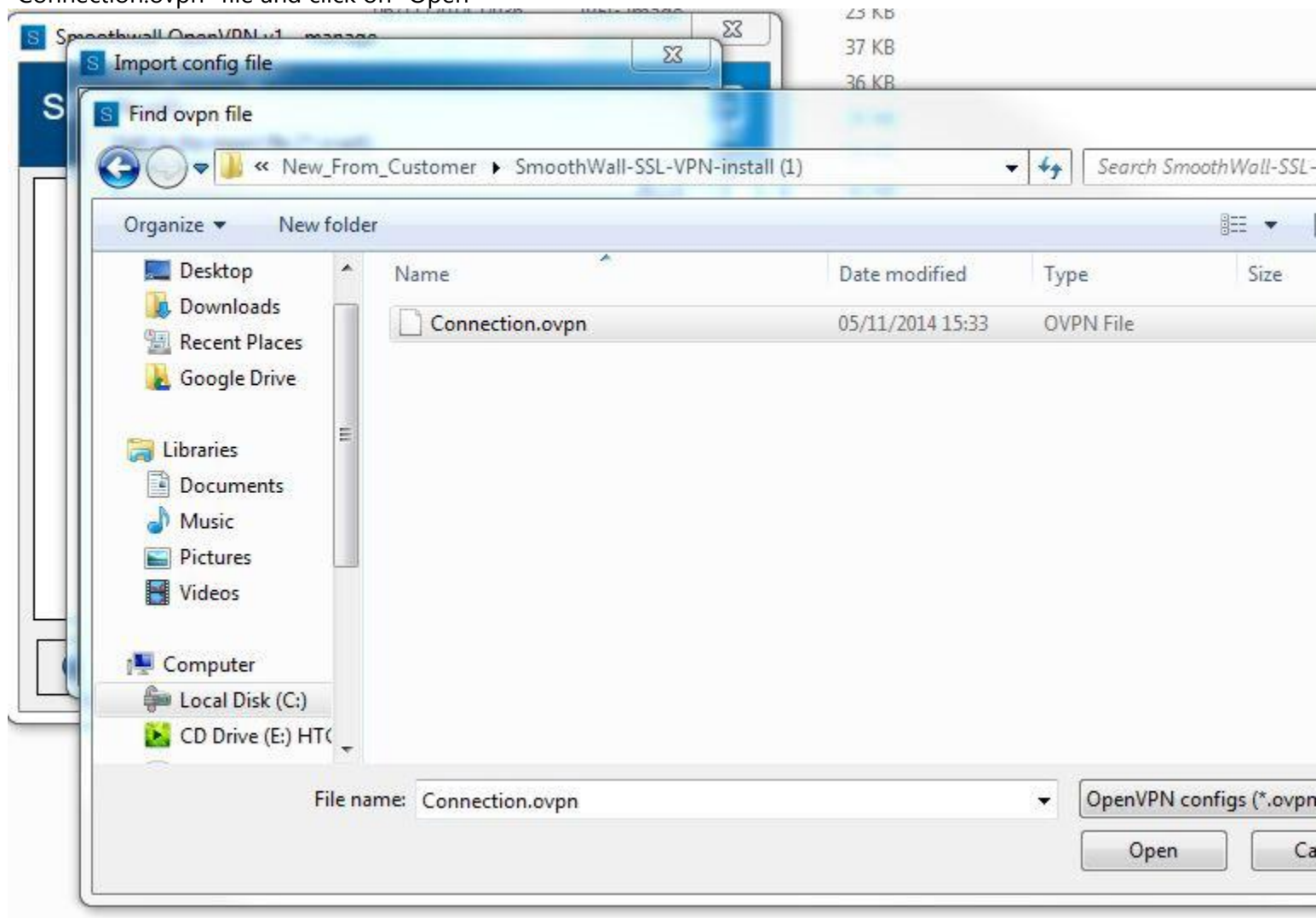
Click on the "Import" button

Click on the radio button in the "Import existing configuration" section

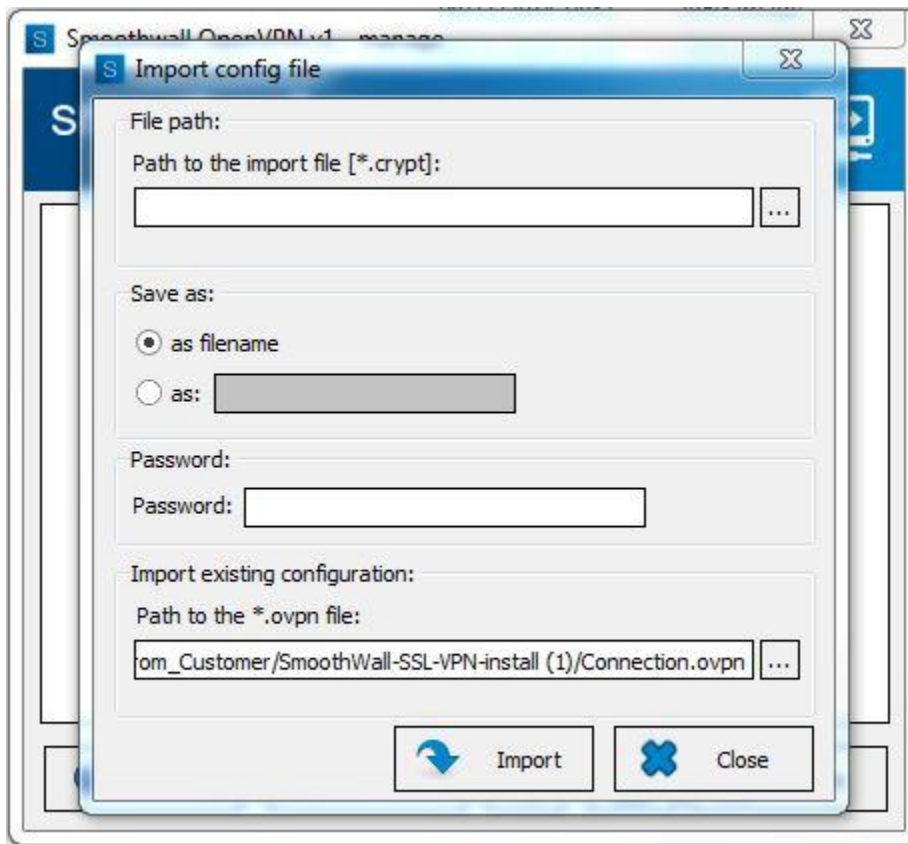


Page Break

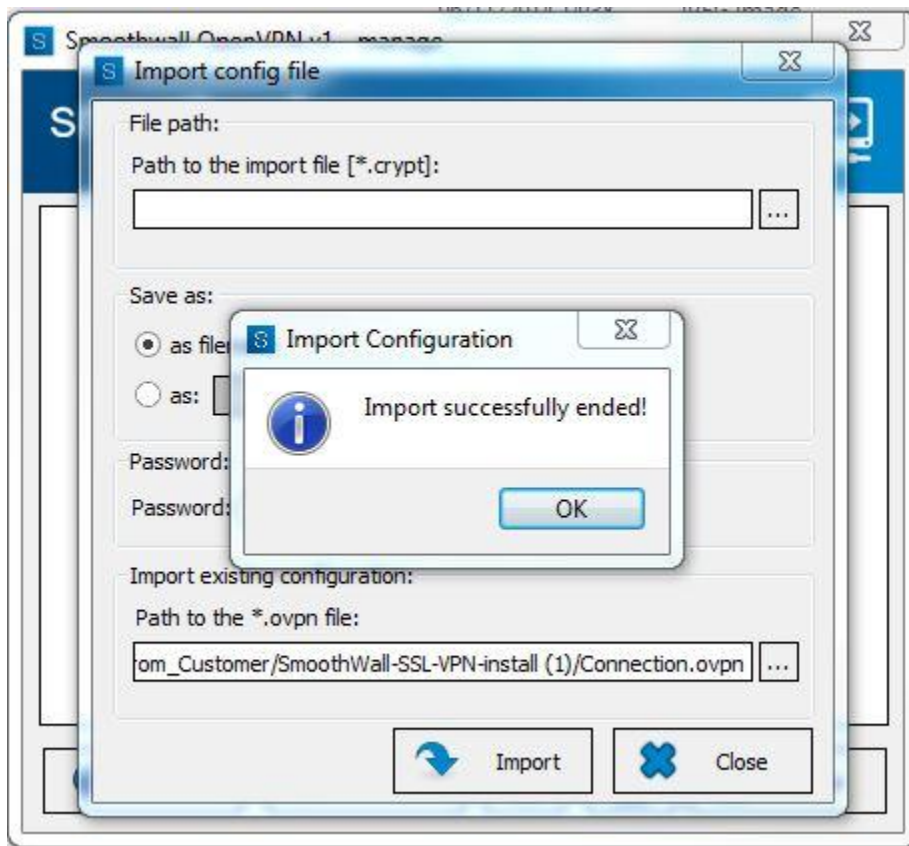
Navigate to the installation archive that you extracted earlier where it is then possible to select the "Connection.ovpn" file and click on "Open"



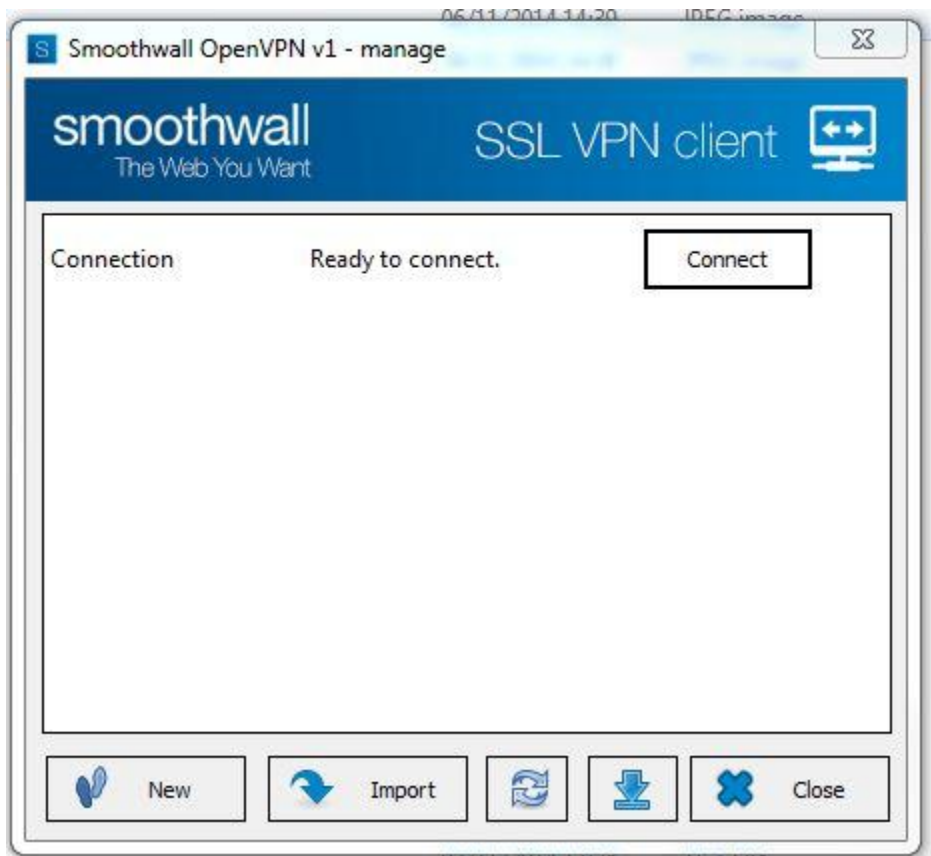
Once the Connection.ovpn file is selected, click on "Import"



The import should then report that it was successful



Click on "OK" where you will next be presented with the option to connect.

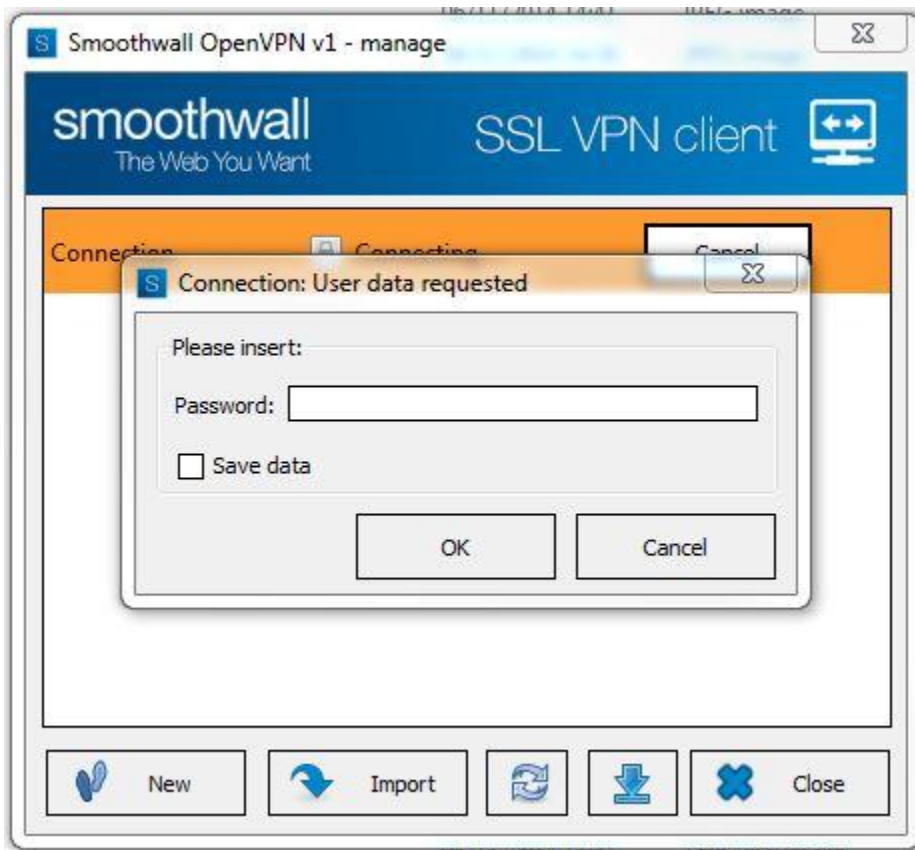


Click on "Connect" to initiate the connection

Add in your Domain login credentials in the format of user name only



Select to "Save data" to use the same user name for this profile.
Insert your Domain password when prompted. Optionally, select to "Save data" to use this password for every VPN session with this profile.





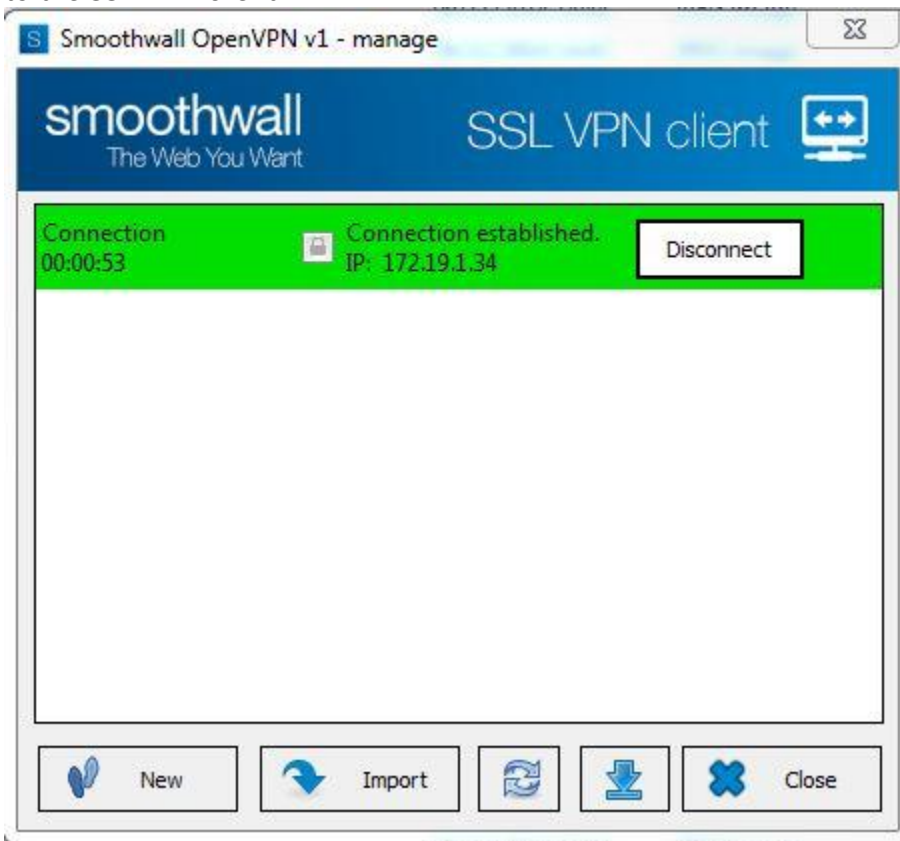
Click on "Connect" to initiate the connection



The connection status is then shown



The connection should succeed with the status of "Connection established" showing the IP address allocated to the SSL VPN client

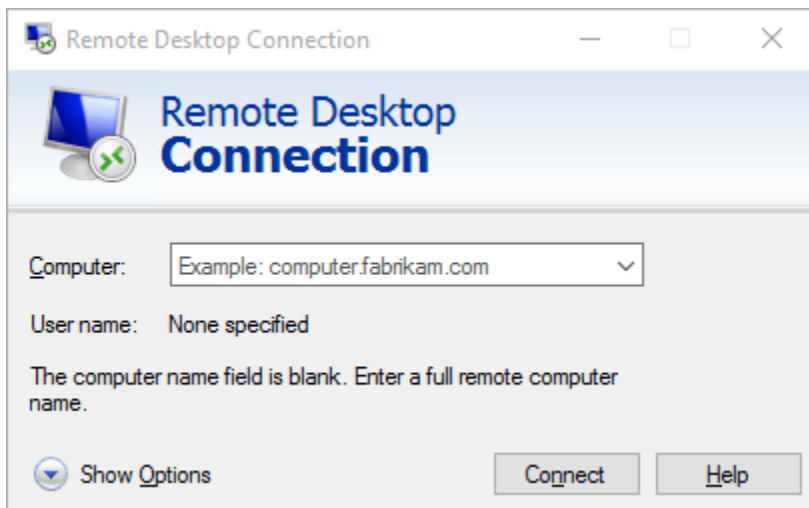


At this point your computer has a connection to the college network and can access information and systems. The simplest way of accessing these resources is to establish a remote desktop session to your work computer, this allows you to work remotely from home as if you were sat in your office. In order for this to work, you need to know the name of your work computer or its ip address and it needs to be switched on.

The computer name is normally based on the room and department. For example, the IT office at Green Lane is room 227, so a pc in this office would have a name similar to G227ITRECSAPC05.

You can find the name of your computer by right-clicking the windows start button and selecting 'system' which will display the system properties.

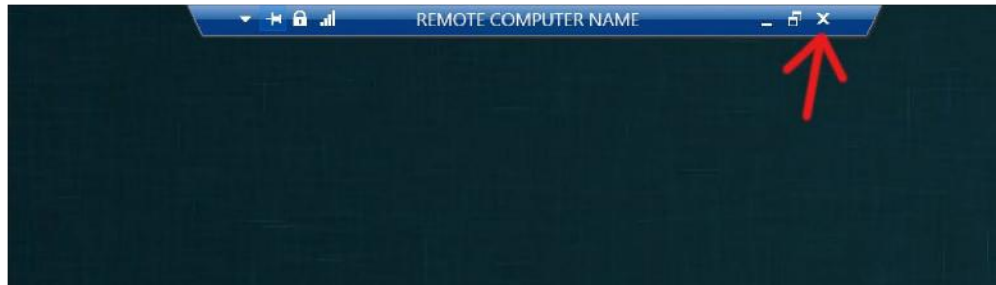
To access the remote desktop application on windows either use windows search for "remote desktop connection" or use the Windows Key + R on your keyboard and type the command 'mstsc' (without quotes)



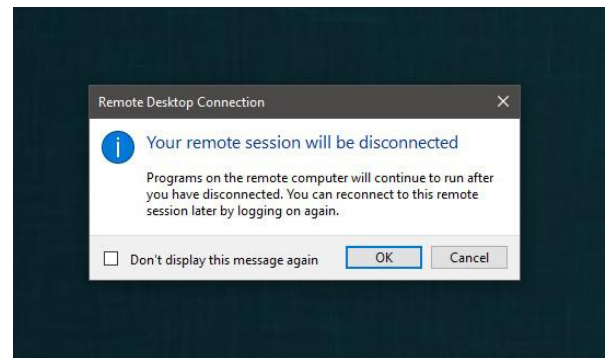
Enter the name of your computer and click connect, enter your college username and password.

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.

