

## Remote access connection – using VPN

This User Guide outlines how to connect your laptop to the Brighton Grammar network when working offsite.

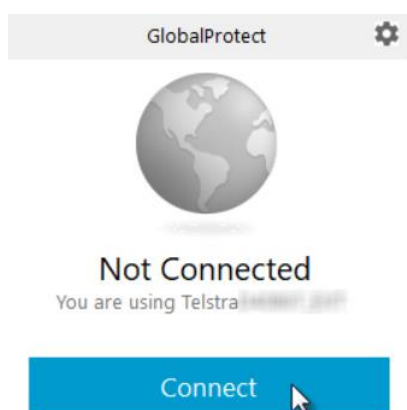
It details the steps for connecting to the VPN (Virtual Private Network) to establish a secure connection between your laptop and the School network to access our internal applications (email, Synergetic and access files from network drives etc). The software for VPN is called **Global Protect** and is installed on all BGS Staff laptops.

### SECTION 1: Connecting to BGS when offsite:

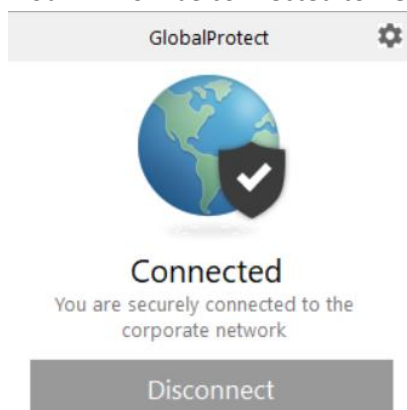
**Prerequisite: you must have an internet connection to use VPN.**

*(You can confirm your internet connection is active by opening a web page such as Google first.)*

1. Launch the **Global Protect** shortcut icon from your BGS laptop
2. In the dialog box that presents, simply click the blue **CONNECT** button:



3. You will now be connected to BGS and confirmation is shown via the *Connected* dialog:



4. You can now use your computer to access any BGS systems and files required.
5. Click on Global Protect when finished, and select **DISCONNECT** before you shut down your laptop.

 **TIP: Remember to SAVE all work before switching between the School & home access (as always).**



## SECTION 2: Troubleshooting Tips

**TIMEOUTS:** When working outside the School network on VPN, any internet dropout or disconnections (including laptop sleep mode; restarting your laptop; or connecting to different wifi/hotspots during your VPN session) may require you to disconnect from the VPN and click **Connect** to re-establish your secure link. It may not remain active for extended idle periods.

**APP ROAMING:** Microsoft Office applications, especially Outlook and Word are known to not always automatically reconnect if you leave them open and logged in when moving between different secure networks such as moving from work to home. You may need to close/re-open them to refresh.

**NETWORK FILTERING:** Whenever you are working connected to the BGS network, whether at School or home, all your traffic passes through our School network and internet filtering & monitoring will be applied as per our Staff ICT Acceptable Use policy.

**DISCONNECT VPN:** When you have finished your work, remember to **Disconnect** to ensure the system releases your account, and you can log back in at BGS on the School internal network.