

# How to access Lawnswood Data Externally

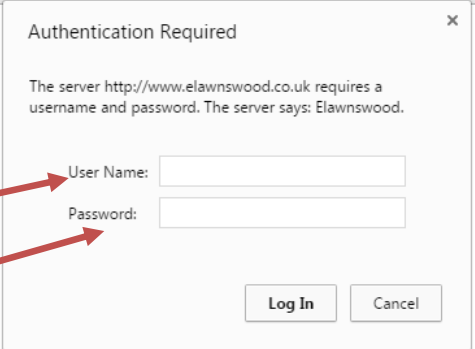
Go to [www.lawnswoodschool.co.uk/staff](http://www.lawnswoodschool.co.uk/staff)

There is no link on the school website for security reasons

You will be then asked for a username & password:

Username: **key**

Password: **stage3**



Authentication Required

The server http://www.elawnswood.co.uk requires a username and password. The server says: Elawnswood.


User Name:

Password:

Log In Cancel

You will then see the page below.

Then click on the ICON you require - see next pages for details



**LAWNSWOOD SCHOOL STAFF**

Currently only access to SIMS and Intranet (admin & curric) are available.

Welcome Staff  
Please click on the relevant icons below to access the resources you require. Please note that SIMS Remote access is limited to only certain staff, due to the costs involved.

Admin Network | Email | Curric Network

SIMS Remote SIMs Access | File Access (greyed out)

File Access (greyed out) | Intranet including Email

Intranet

digicert Trusted SECURE

Here you will see any advanced warnings/notices. For example if NRe needs exclusive access to SIMS, etc it will be noted in advance here, wherever possible.

If any of the boxes are "greyed out", then this means that the service is currently unavailable.

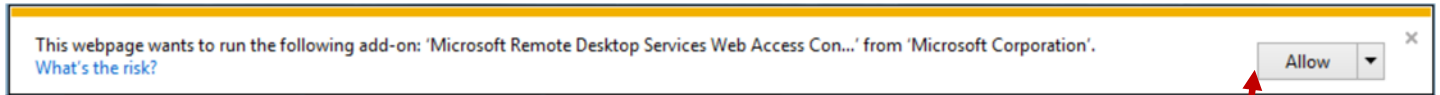
Only a limited number of staff have access to remote SIMs access

# How to use SIMs Externally

On the main page, click



If using a mac please see the additional mac instructions at the back of these instructions before following these steps.



You must allow Remote Desktop Add in for the service to function, it will pop up once you click on one of the options

Username:   
(firstname.surname)

Password:

Security  
Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.

Sign in

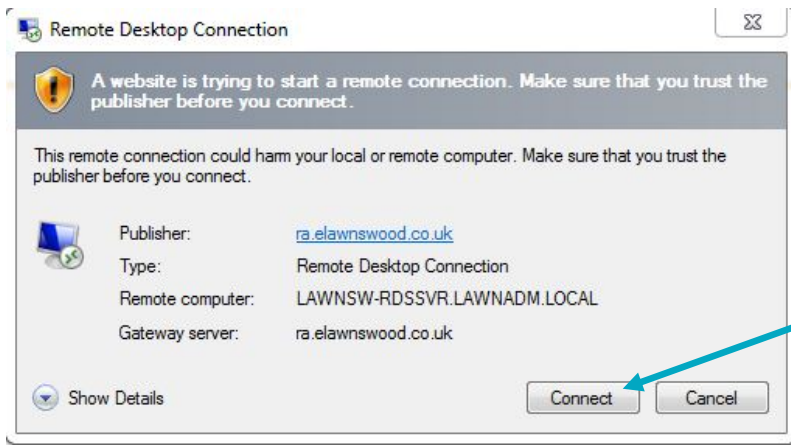
Log In, with your normal ADMIN details, then press sign in



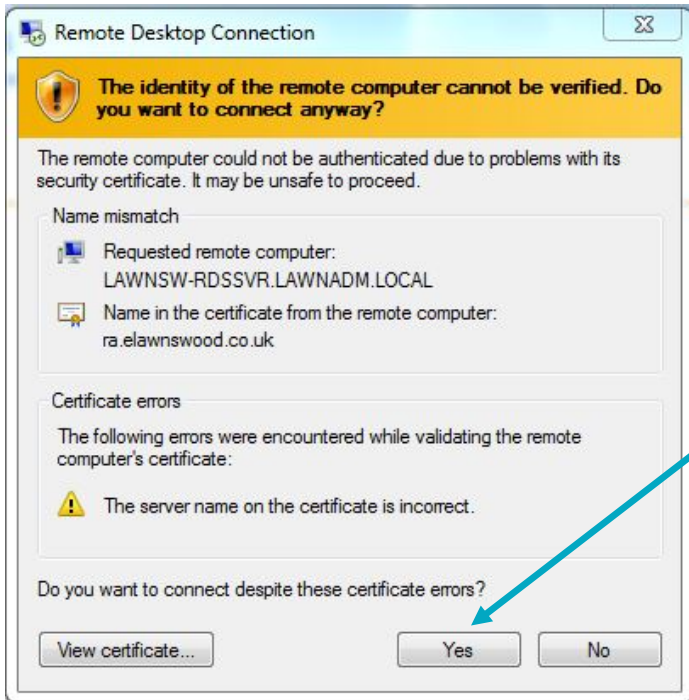
## RemoteApp and Desktops



Control a complete school PC, access to the network (T: Drive etc) plus SIMs and any other programs on a standard admin school machine.

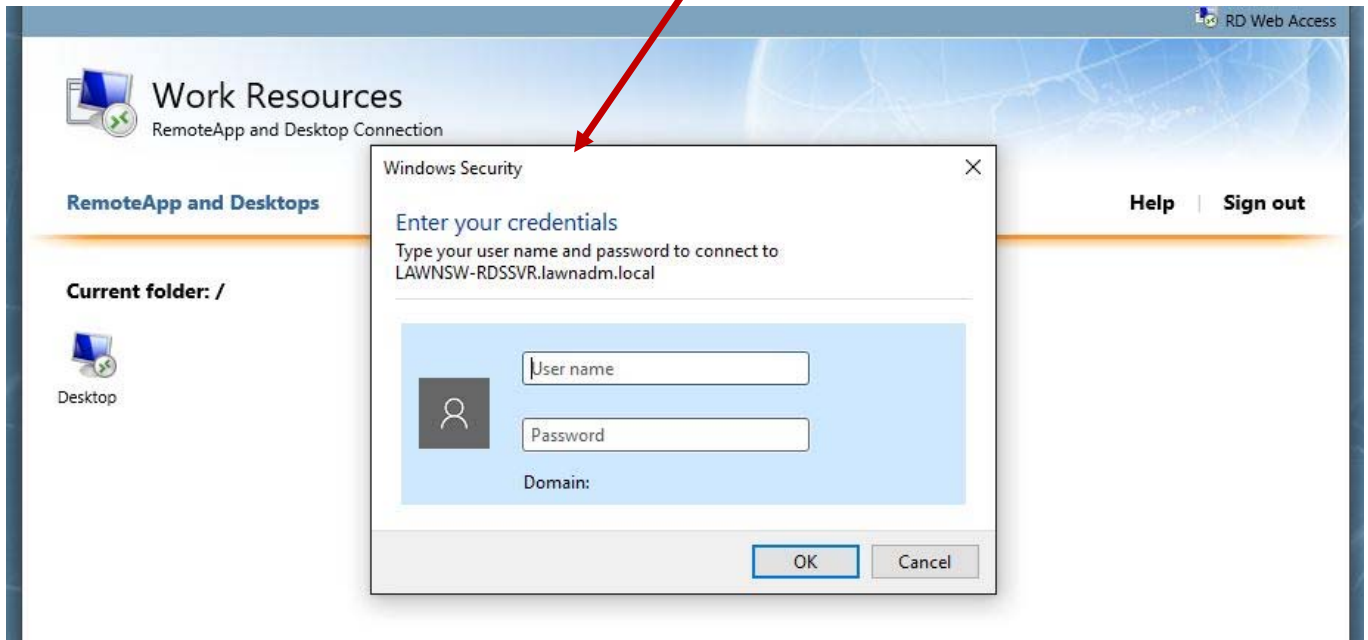


Choose Connect



When you see this window, choose "Yes"

If you see this screen

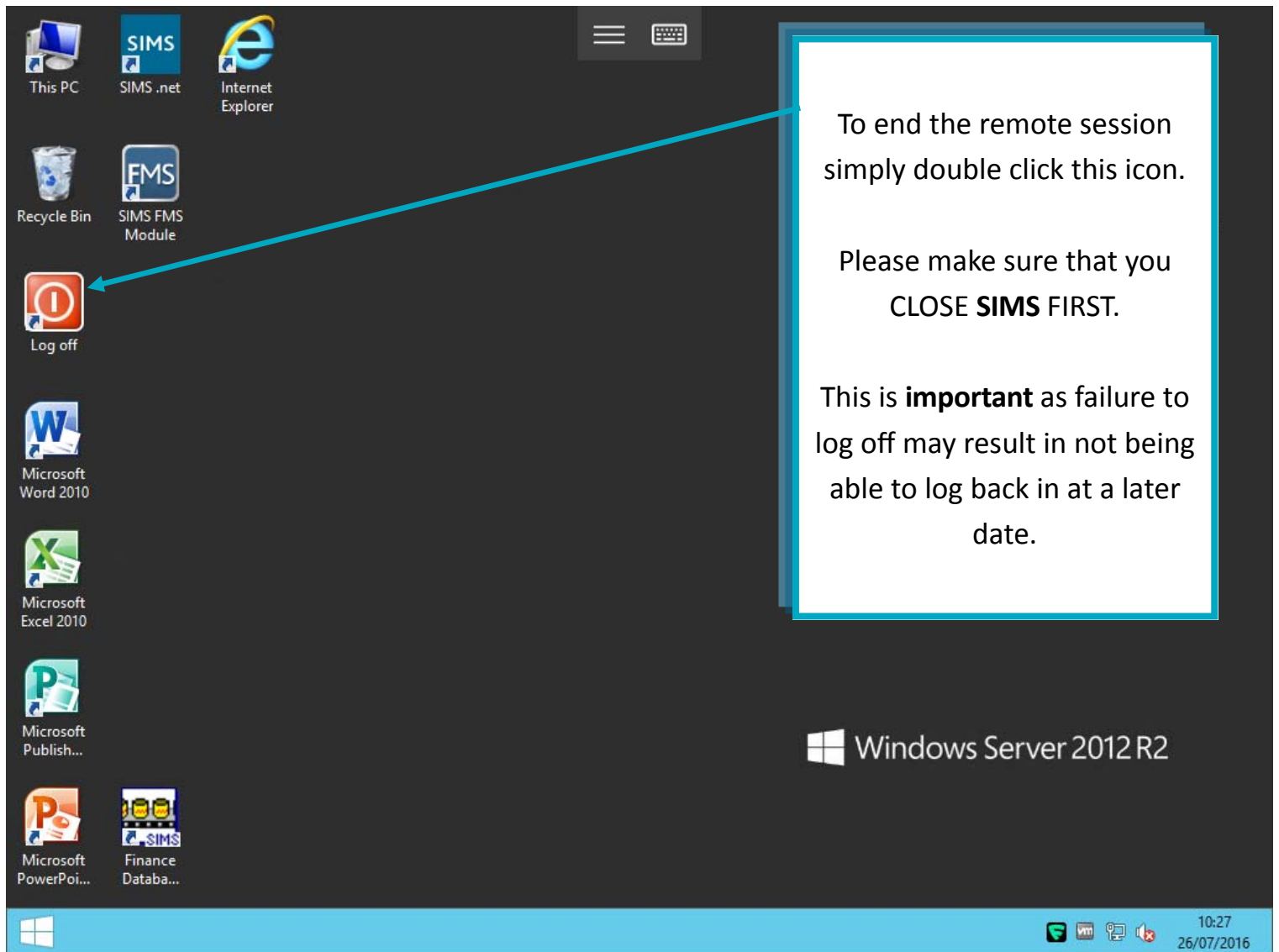


This screen means your version of windows is missing something.

**Enter `LAWNADM\your.username` and your password, then click ok.**

Running a Windows Update could help with this issue.

If not, then just use the `LAWNADM\prefit`



To end the remote session simply double click this icon.

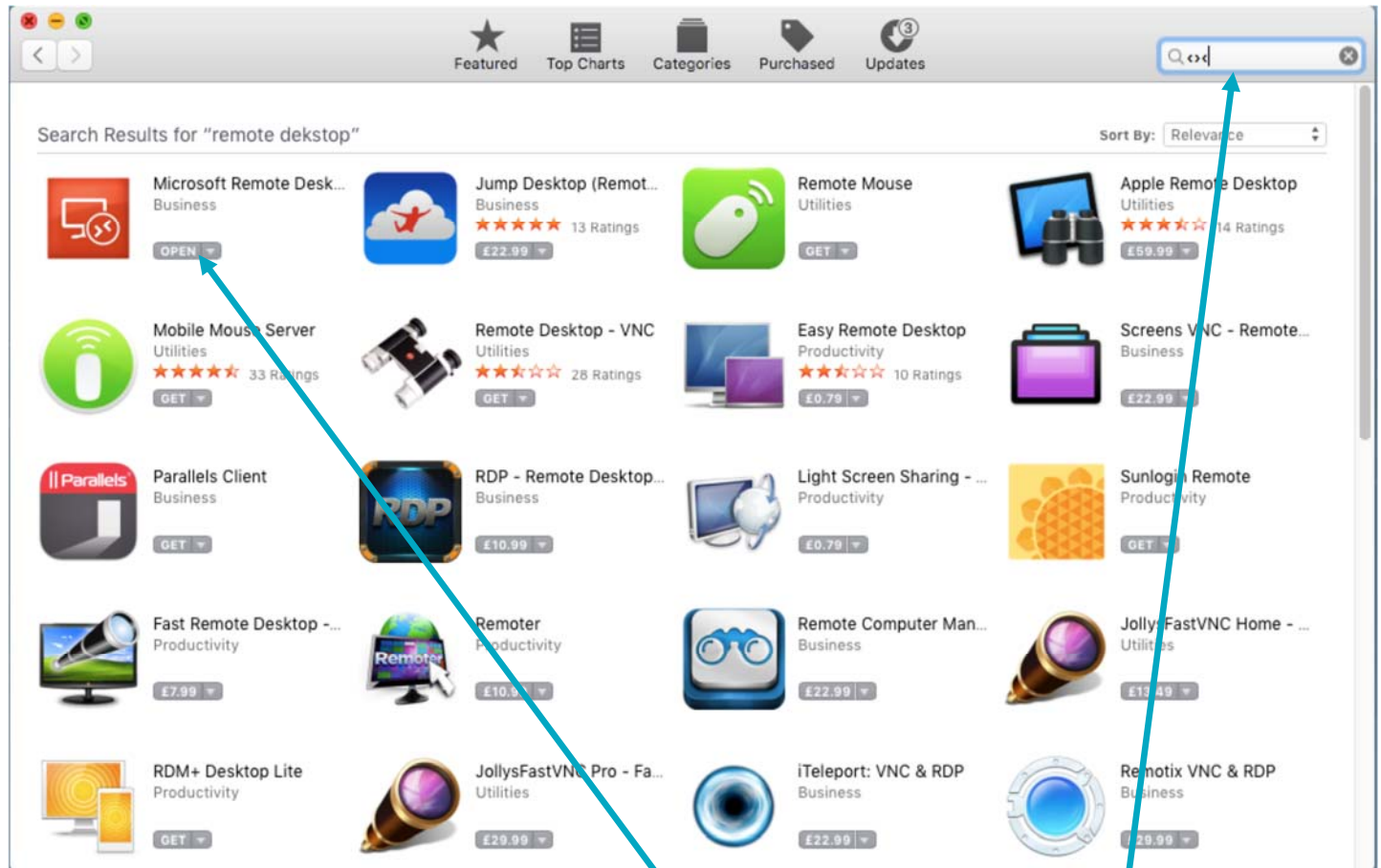
Please make sure that you **CLOSE SIMS FIRST.**

This is **important** as failure to log off may result in not being able to log back in at a later date.

Windows Server 2012 R2

10:27  
26/07/2016

# How to use SIMs Externally - For Mac Only

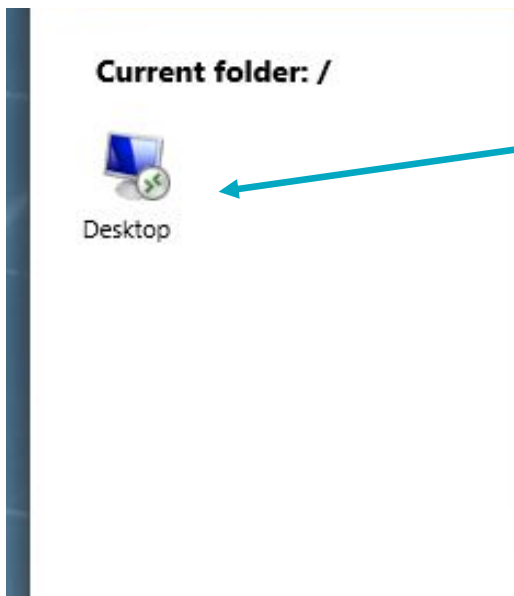


Search the app store for  
remote desktop

Install Microsoft Remote  
Desktop

# How to use SIMs Externally - For Mac Only

Follow the previous instructions on how to connect, however when you click the DESKTOP icon (see below) the next step is slightly different.



Choose desktop the same as on windows

This will cause a file to download to your downloads folder



Run the file

