**VPN Access Instructions**

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| **Instructions**  *Note: If you have downloaded Citrix in the past year, skip to* ***step 6****.* | **Screenshot** |
| 1) Go to <http://dpcdsb.org>  2) Scroll down, click on “Staff Login”  (TIP: The screen that pops up has links to report cards, Office365, Webmail, etc.) |  |
| 3) Scroll down to where it says “Privately Owned Device” and click on “Click here”. |  |
| 4) Click on “Download for Windows” in the new screen that appears. FYI: This is a safe download and will work for smartphones, tablets, PC’s and Macs.  5) Once downloaded, install the program and follow all prompts. |  |
| 6) Once installed, Citrix (the program needed to access the Board network) will be located in your task bar in Windows. |  |
| 7) Right click on the Citrix icon in your task bar (referred to in step 6), then click on “Open”.  8) A new window will appear. Click on “Log On” at the top right-hand corner.  9) Enter your credentials as you would when using a Board computer, i.e.: employee ID and password.  10) Here you will have access to Markbook, Examview Test Generator, even a mirror of your Board Desktop, among other things. |  |