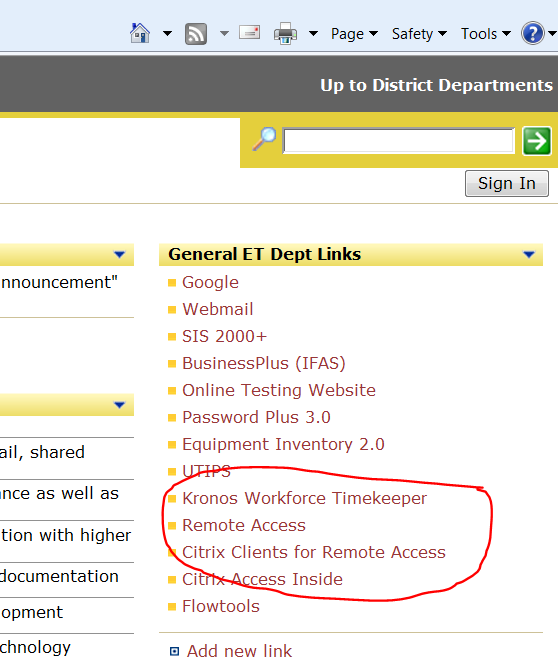
**Instructions for Accessing San Juan’s SharePoint Server for Installing the WSP File**

**(Please treat this as confidential)**

1. Open a web browser and go to <http://www.sanjuanschools.org/dept/it/default.aspx>
2. Click on the link called “Remote Access” here: The direct link for this is:

<https://app1.sanjuanschools.org/vpn/index.html>



1. The first time you do this, you will need to install the Citrix Client. The link below “Remote Access” can get you the Citrix client, if it does not install automatically. If you need any help installing the Citrix Client, please see this short video:

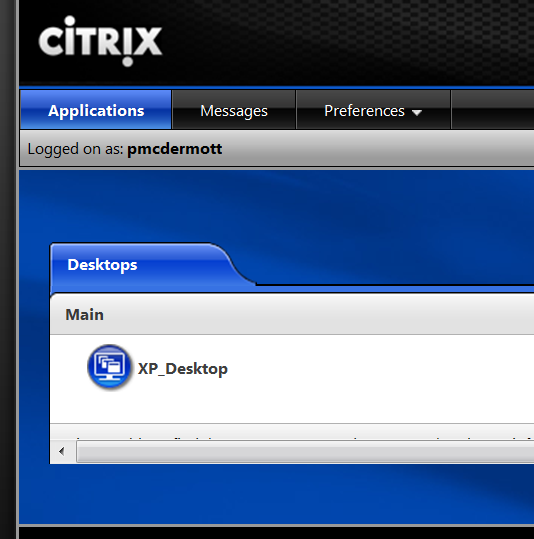
<http://mrdeckeronline.com/citrix/citrix-project.html>

1. Logon to the Citrix Access Gateway with the following credentials:

User name: pmcdermott

Password: @baj0678

1. Click on XP Desktop: (You may want to check the Preferences | Session Settings, to make sure that the opened XP desktop doesn’t occupy the full screen)



1. You will now be logged into a VM inside the San Juan network. From here go to All Programs | Accessories | Remote Desktop Connection and connect to “SJSD-WEB” and logon with the same user name and password as listed above in number 4.
2. On the desktop of the SJSD-WEB server, you will find SharePoint Central Admin, as well as links to the SharePoint and SQL Server Folders and other resources. You have full admin rights on this server.
3. If you have any security or network questions, please email the network administrator, Jared Brown: [jbrown@sanjuanschools.org](mailto:jbrown@sanjuanschools.org)

If you need something done on the server, please contact the programmer/SharePoint admin, Loren Bleak: [lbleak@sanjuanschools.org](mailto:lbleak@sanjuanschools.org)

For any communication with either of these two, please also CC me ([patrick.mcdermott@advaiya.com](mailto:patrick.mcdermott@advaiya.com)) and the San Juan IT Director, Josh Decker: [jdecker@sanjuanschools.org](mailto:jdecker@sanjuanschools.org)

1. If you need to get a file to the server, you can email it to my San Juan account [pmcdermott@sanjuanschools.org](mailto:pmcdermott@sanjuanschools.org) and then open up San Juan’s Outlook OWA on the server. (Shortcut on desktop too) That will take you to my Outlook account here: Feel free to use this anytime you need to get a file in or out of the San Juan network.

<https://webmail.sanjuanschools.org/owa/> (Login with the same credentials as listed in number 4).