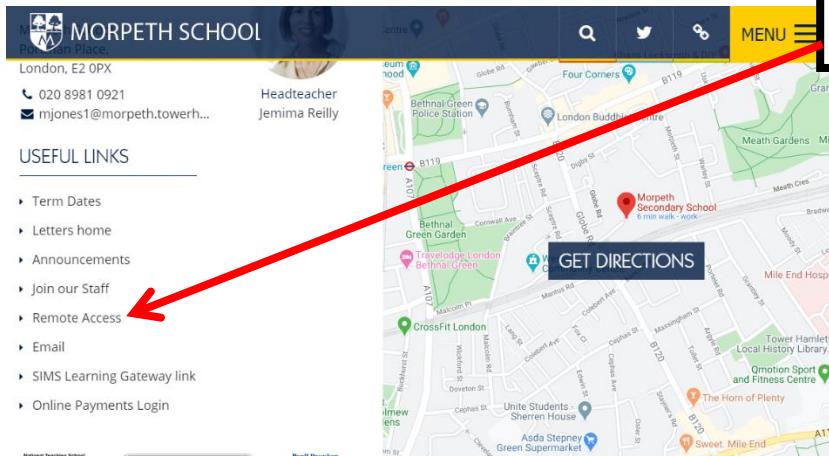


Accessing Your files from outside Morpeth

1. Log onto the Morpeth website <http://www.morpethschool.org.uk/> and scroll down to the bottom of the Home page



2. Select Remote Access

The screenshot shows the 'RD Web Access' sign-in page. It has fields for 'Domain\user name:' and 'Password:', both with red arrows pointing to them. Below the fields is a 'Security' section with a warning message. At the bottom is a 'Sign in' button with a red arrow pointing to it.

3. Type in **BSFADTH\ your username**
(e.g. BSFADTH\jsmith.211)

4. Type in **your password** (that you use to access the school network)

5. Click on **Sign in**

