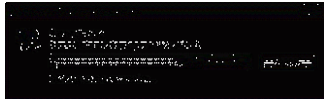


REMOTE ACCESS FROM A MICROSOFT WINDOWS DEVICE v002 02/10/14

1. Using your Internet browser go to the School Website **<http://www.sgs.uk.net>**
2. Then click on the "Remote Access" Login button.
3. Now Select Open or Run (depending on your browser message) do not select save.
4. This should bring up a login prompt.
5. Enter your normal School Network User Name & Password as usual except prefix your User Name with "sg\
For example **sg\12345**
6. Select – "OK".
7. You will then see the following Message: connecting to terminal.internal.steyning...



8. If you are using Microsoft Windows XP you will need to select your Username from the screen & Re-Enter your password.
9. After the logon process has completed you will see your "Remote Access" Desktop as shown below.

