


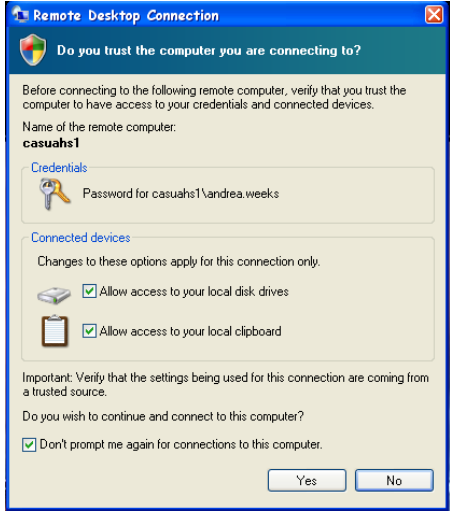
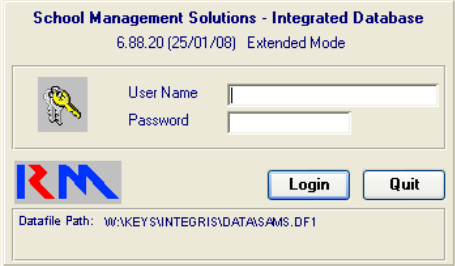



Accessing SAMS through Terminal Services

April 2009

Important Note: Terminal Services is configured on device licences and DET recommends that teachers use their own laptops if they are accessing SAMS using Terminal Service both at school and from home (using remote VPN).

<p>Double-click on the Remote Desktop Connection icon on your desktop</p>	
<ul style="list-style-type: none"> Enter the server name and click Connect <p>Note: Your server name is the first 5 letters of your school immediately followed by:</p> <p>hs1 (if you are a high school) sch1 (for primary schools) cec1 (for CEC's) as1 (for area schools) hlc1 (for homeland centres) soa1 (for a school of the air)</p> <p>The only one with 6 letters is Rockhampton Downs rockhasch1</p>	 <p>Server name Examples: palmehs1, drivesch1, baruncec1, batchas1, yirrkhlc1, aliceso1.</p>
<ul style="list-style-type: none"> Sign on with your username and password that you normally use to log on to the ntschools network Click OK 	

<ul style="list-style-type: none">• If you get this screen, make sure you have all boxes ticked • Click Yes	 <p>The screenshot shows a 'Remote Desktop Connection' dialog box with the title 'Do you trust the computer you are connecting to?'. It contains instructions to verify trust, the remote computer name 'casuahs1', a password field, and two checked options under 'Connected devices': 'Allow access to your local disk drives' and 'Allow access to your local clipboard'. At the bottom, there are 'Yes' and 'No' buttons.</p>
<ul style="list-style-type: none">• If you DO NOT get this screen, please call the SAMS team: 8999 3531 • If you get this screen, sign on to SAMS as usual	 <p>The screenshot shows a login window for 'School Management Solutions - Integrated Database' version 6.88.20 (25/01/08) in Extended Mode. It features a key icon, 'User Name' and 'Password' input fields, a logo with the letters 'RM', and 'Login' and 'Quit' buttons. The datafile path is shown as 'W:\KEYS\INTEGRIS\DATA\SAMS.DF1'.</p>
<p>Click OK when the following window appears</p>	 <p>The screenshot shows an 'Error' dialog box with an information icon and the message 'No Version of MS Word found on this system'. There is an 'OK' button at the bottom.</p>
<p>Make sure when you have finished with Terminal Services you log out of SAMS. Logging out of SAMS will log you out of Terminal Services.</p>	