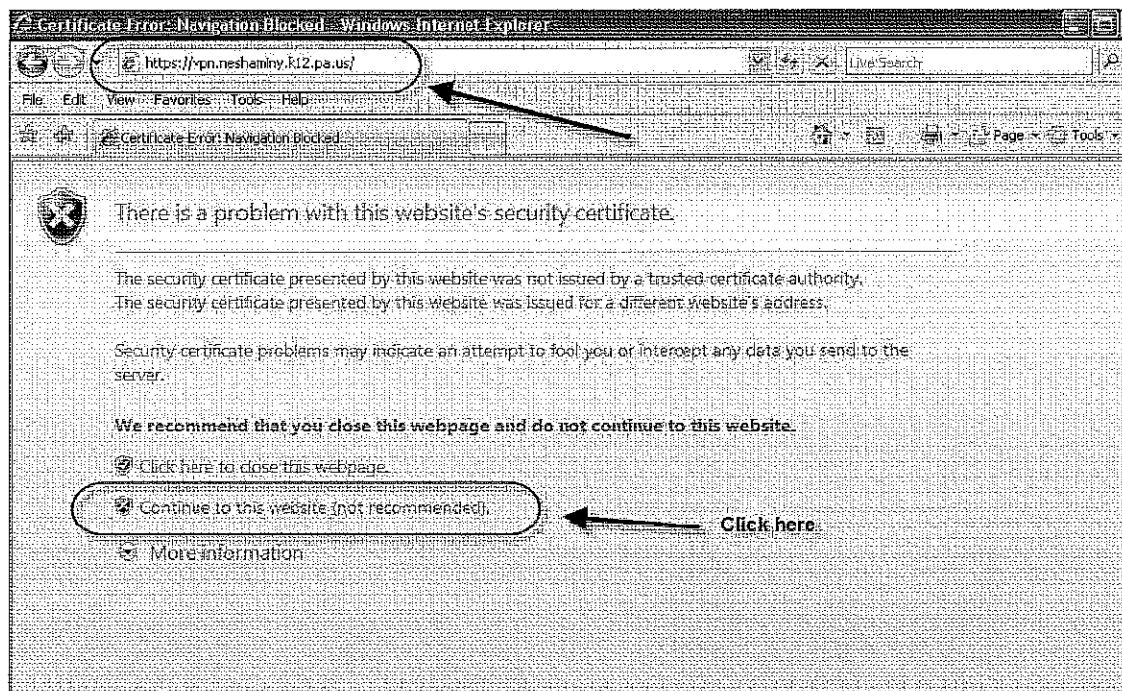


INSTRUCTIONS FOR ACCESSING YOUR PERSONAL DRIVE FROM HOME USING THE NESHAMINY WEBVPN¹ SERVICE

With this new feature, Neshaminy staff and students can now access their data (Z Drive) from home. You can also copy data from your home computer to your Z drive. The following screen shots are taken using Internet Explorer. Other Internet Browsers will work, but your screen will look slightly different from the figures below.

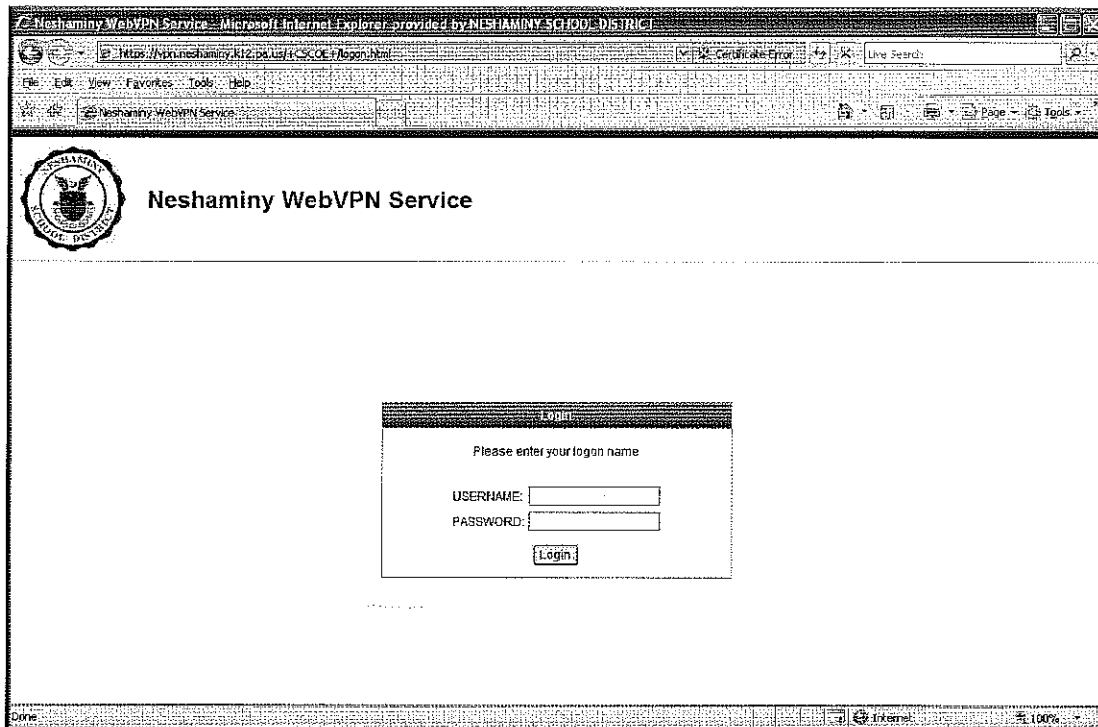
First, from any Internet connected computer **outside** of the Neshaminy network, point your browser to URL: <https://vpn.neshaminy.k12.pa.us>

Pay careful attention to the prefix: **https://**

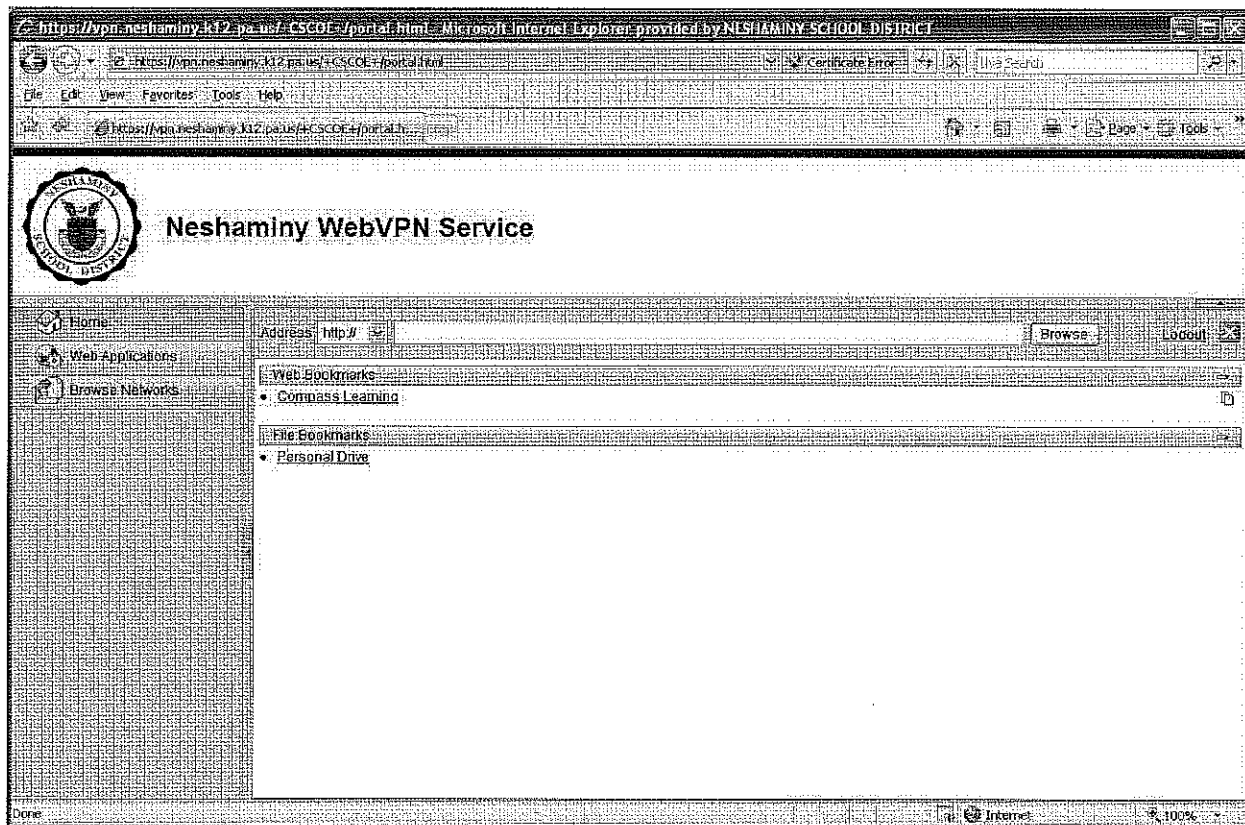


The first time logging into the Neshaminy WebVPN service, you will be asked to confirm the website's security certificate. In Internet Explorer 7, click "continue to this website not recommended." Other Internet Browser versions will ask something similar.

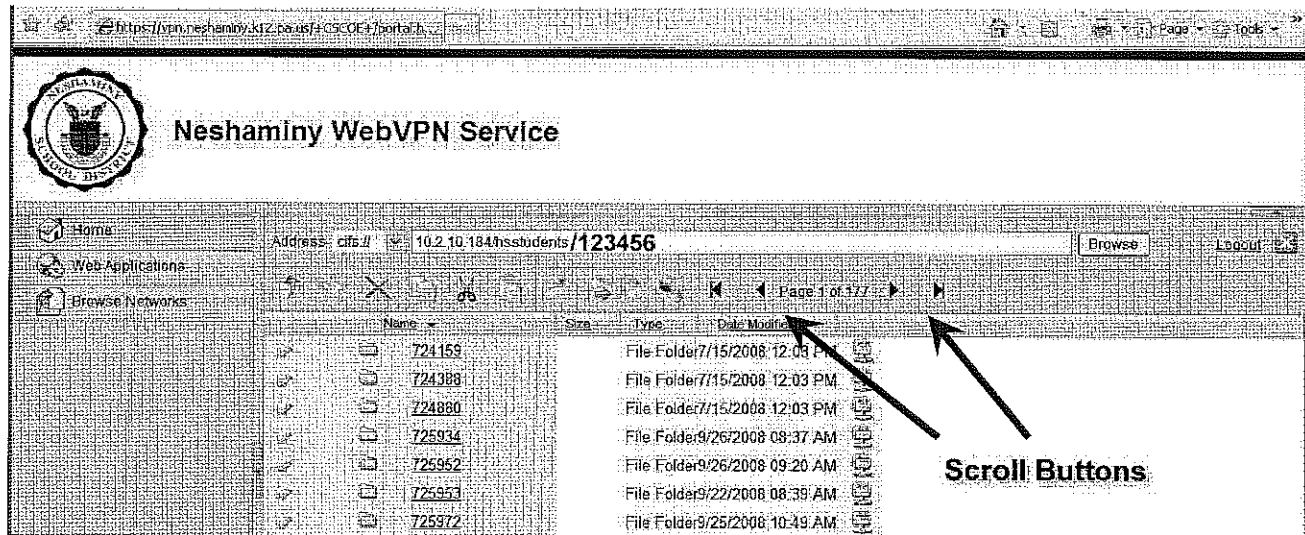
¹ VPN, Virtual Private Network



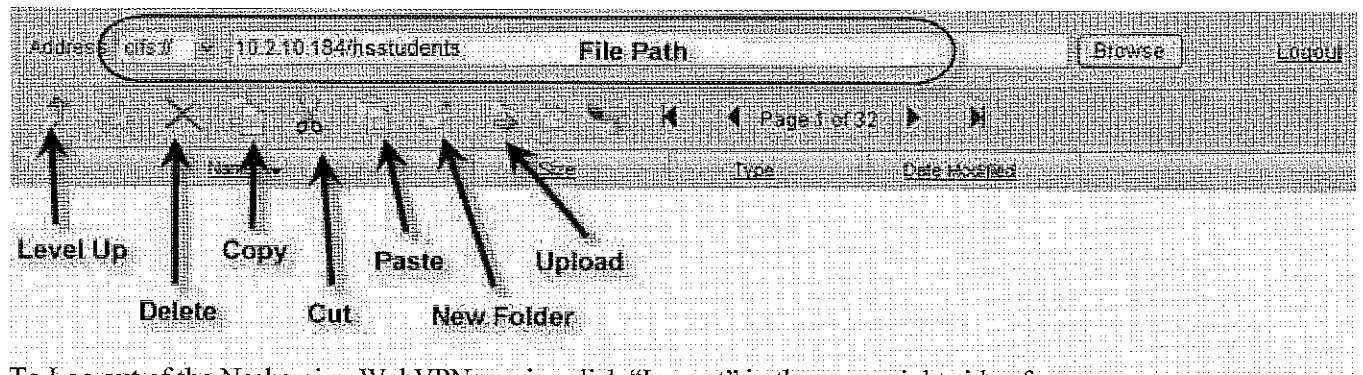
The next screen will look like the screen shot below. Click on the “Personal Drive” link.



Clicking the personal drive link will ask you to authenticate again and then present you with a list of users. Use the scroll buttons and to locate your personal drive. Worry not; even though you see all the users, you cannot access the files without a password. A quick way to navigate to your folder is to add a forward slash followed by your student ID or username to the end of the path in the address bar. (See Below) Once you click your personal drive, you will see all of your files stored in your personal drive at school.



The figure below is a closer examination of the top of the user listing. The path will indicate your current location. The buttons allow you to navigate among folders, copy data up to your Z drive, create new folders, delete, and rename files.



To Log out of the Neshaminy WebVPN service click "Logout" in the upper right side of your screen. Hopefully you will enjoy the ability to share files from home and school using the new Neshaminy WebVPN Service.