

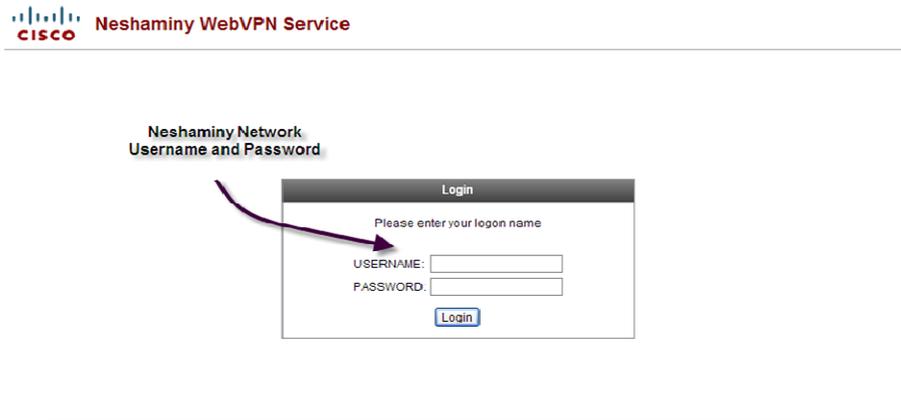
INSTRUCTIONS FOR ACCESSING YOUR PERSONAL DRIVE FROM HOME USING THE NESHAMINY WEBVPN1 SERVICE

With this new feature, Neshaminy network users can now access their work 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.

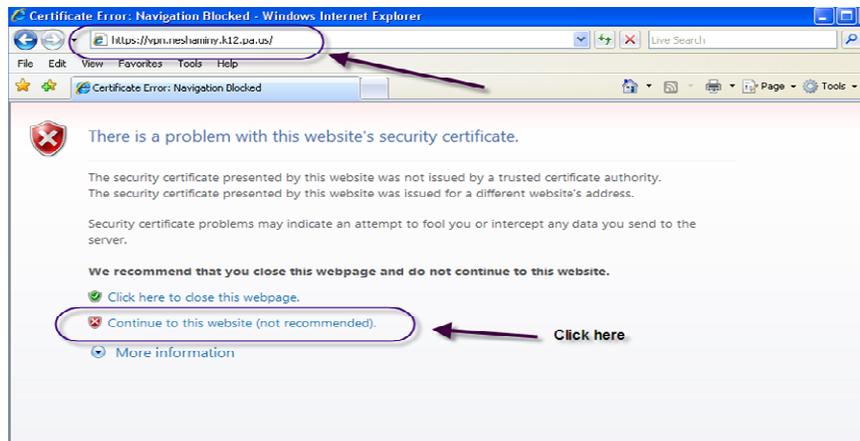
First, from any Internet connected computer **outside** of the Neshaminy network, point your browser to URL: <https://vpn.neshaminy.k12.pa.us>

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

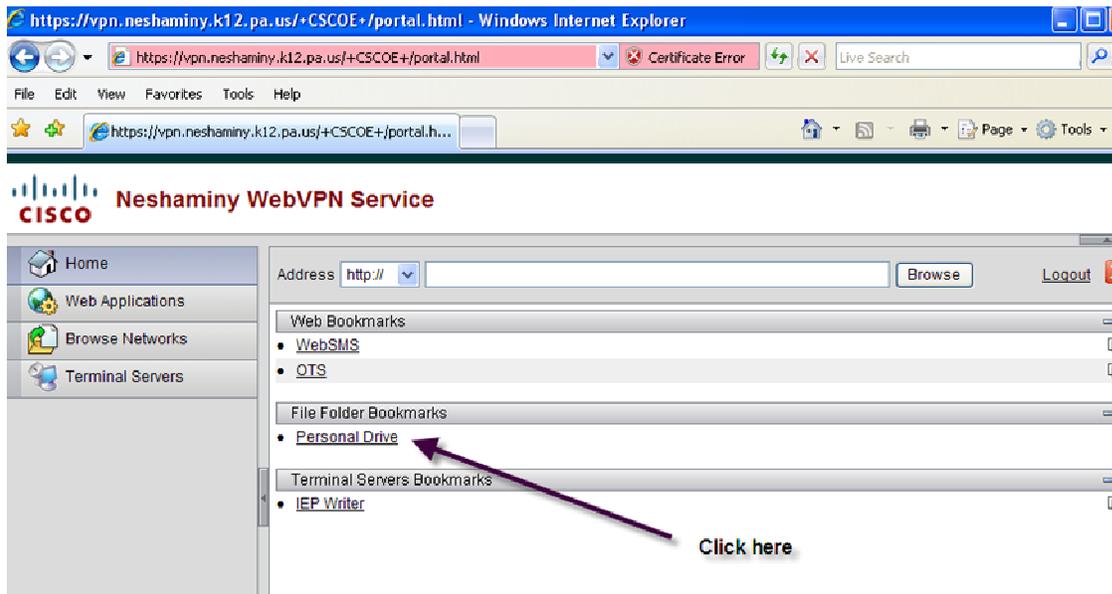
Login with your Neshaminy network username and password:



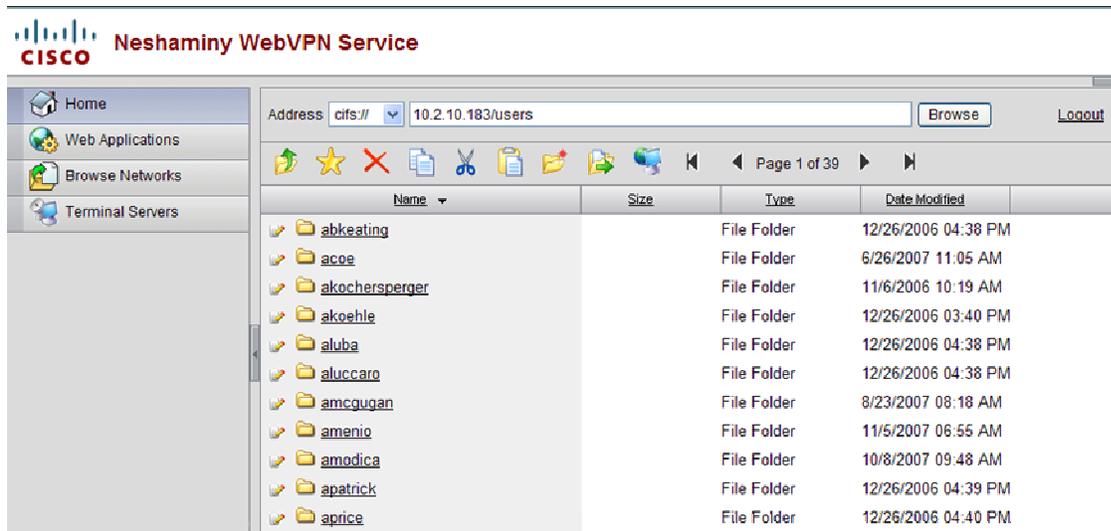
The first time logging into the Neshaminy WebVPN service, you will be asked to confirm the website's security certificate. In Internet Explorer, click "continue to this website not recommended." Other Internet browser versions will ask something similar.



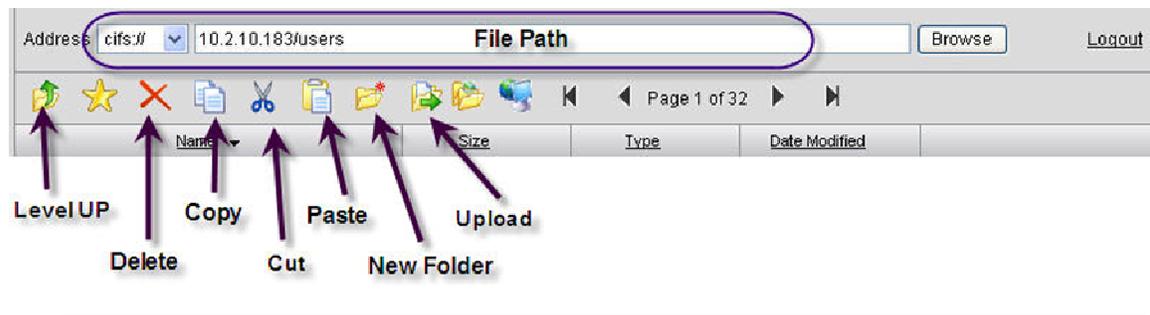
The next screen will look like the screen shot below. Click on the “Personal Drive” link.



Clicking the personal drive link will present you with a list of users. Scroll down and click on your personal drive. Worry not; even though you see all the users, you cannot access the files without a password. (Teachers will see teacher u/n and students will see student ID numbers). Once inside your personal drive, you can click on ‘My Documents’ to see all of your work files stored in the My Documents folder at work.



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 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 work using the Neshaminy WebVPN Service. If you have any questions please contact the IT department.