



Accessing files from home.



Recently the Dept. of Information Technology implemented a new process for staff and students to access files on the CFSD network using a VPN (Virtual Private Network).

Where to find it:

There are two ways to access the VPN. (You must be outside the CFSD network.)

1. Open a web browser and type: <http://vpn.chipfalls.k12.wi.us/staff> (case sensitive)
2. From the [CFSD website](#), click the **Staff** menu, click the **Staff VPN Access** link.

Access:

Users will log in and have access to the same drives, folders and files as they would when normally logged into the network.

1. Enter your network username.
2. Enter your network password.
3. If you return to the login screen, you may have entered the login info incorrectly, or there are no licenses available. 50 users can be logged in at one time.

Working with your files.

You can open files, download them to your home computer or upload new files.

1. Click the link for the drive you wish to access.
2. Use the buttons on the toolbar within the window to manage files.