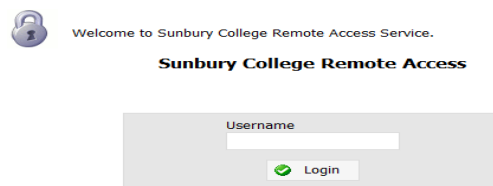


# Sunbury College Remote Access

## STEPS

- Point your browser to the College website at <http://www.sunburysc.vic.edu.au>
- Once the site has loaded, choose the **‘Staff’** link on the left side of the page.
- Click on the **‘Remote Access’** link to access your homefolder, timetable or footy tipping.
- You may be greeted by a security certificate alert. Click **‘Yes’** to continue.
- The login window will appear. Enter your network login details and click **‘Login’**.



- You will be greeted with the page shown below. From here you can choose which option you wish to use.

Name	Resource Type	Additional	Actions
Footy Tipping	Web Forwards	Tunneled Site	
Staff Homefolders	Network Places	SMB	
Timetable	Web Forwards	Tunneled Site	
Year 10 Homefolders	Network Places	SMB	
Year 11 Homefolders	Network Places	SMB	
Year 12 Homefolders	Network Places	SMB	
Year 7 Homefolders	Network Places	SMB	
Year 8 Homefolders	Network Places	SMB	
Year 9 Homefolders	Network Places	SMB	

## First Class (Timetable)

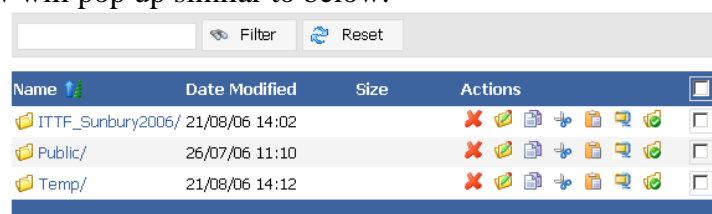
- To view your timetable click on the Timetable link and the application will launch.
- You may be greeted with security warnings. If the “Warning – Security” window pops up, tick the box ‘Always trust content from this publisher’ and click **‘Yes’ or ‘Run’**.
- Once the program has loaded, it will operate as if you were logged on at school. You will need to enter the First Class username and password to proceed.

## Footy Tipping

- To access Footy Tipping, click on the Footy Tipping link and the application will launch.

## Homefolder

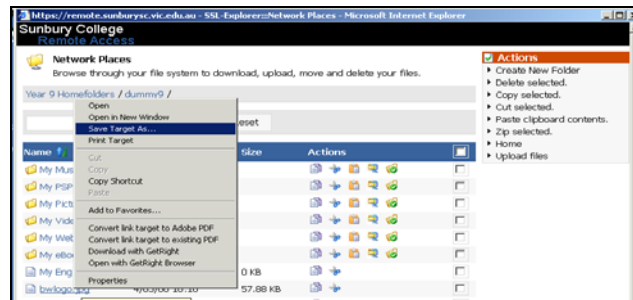
- A folder named **‘Staff homefolders’** should be displayed. Click on this folder to remotely access your homefolder.
- A new window will pop up similar to below.



- Open your homefolder by clicking on the folder displaying your username. Your homefolder contents will be displayed. You can now use your homefolder in a number of ways.

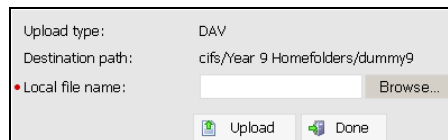
### Download a file

- To download a file from your homefolder, right click on the file and click **‘Save Target As’**. (*Firefox users click ‘Save link as’*)



### Upload a file

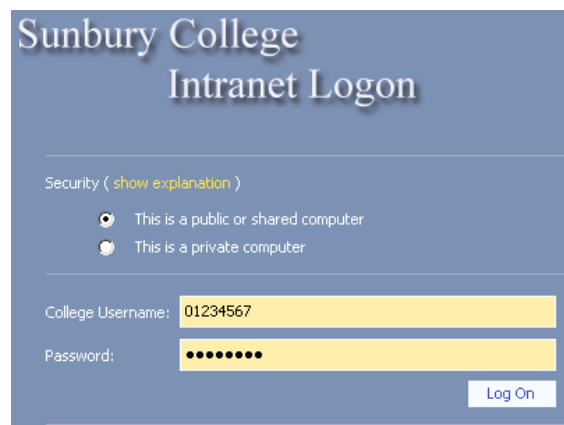
- To upload a file to your home folder, click on the **‘Upload files’** on the right hand side.
- Select the file you want to upload by clicking on the **‘Browse’** button. Navigate around your computer and select the file you wish to upload.



- Click the **‘Upload’** button to start uploading the file to your homefolder.

## ACCESSING THE INTRANET

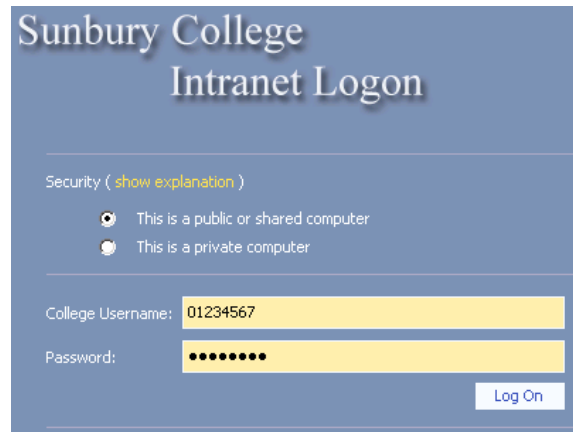
- Point your browser to the College website at <http://www.sunburysc.vic.edu.au>
- Once the site is loaded, choose the **‘Staff’** link on the left side of the page.
- Click on the **‘Intranet’** link.
- You will be greeted by a login window. In the user name box, type your College network user name (eg. 01234567). Enter your College network password. See the example below to assist you.



- The Intranet will then open and be ready to use. This may take some time depending on the speed of your Internet connection. You can now use the Intranet in the same way you would if you were logged on at school.

## ACCESSING THE BOOKING SYSTEM

- Point your browser to the College website at <http://www.sunburysc.vic.edu.au>
- Once the site has loaded, choose the **'Staff'** link on the left side of the page.
- Click on the **'Booking System'** link to access the booking system.
- You will be greeted by a login window. In the user name box, type your College network user name (eg. 01234567). Enter your College network password. See the example below to assist you.



Sunbury College  
Intranet Logon

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

College Username:

Password:

- The booking system will then open and be ready to use. This may take some time depending on the speed of your Internet connection. You can now use the booking system in the same way you would if you were logged on at school.