



Tech Article

Remote Access

How to logon from home using CC4 Anywhere

Landau Forte Academy Amington *and*
Landau Forte Academy Tamworth Sixth Form

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Introduction

This document will guide you through how to use CC4 Anywhere to logon from home. This will enable you to access your documents, email and to use a selection of the software installed on the Academy network.

Internet Browser Support

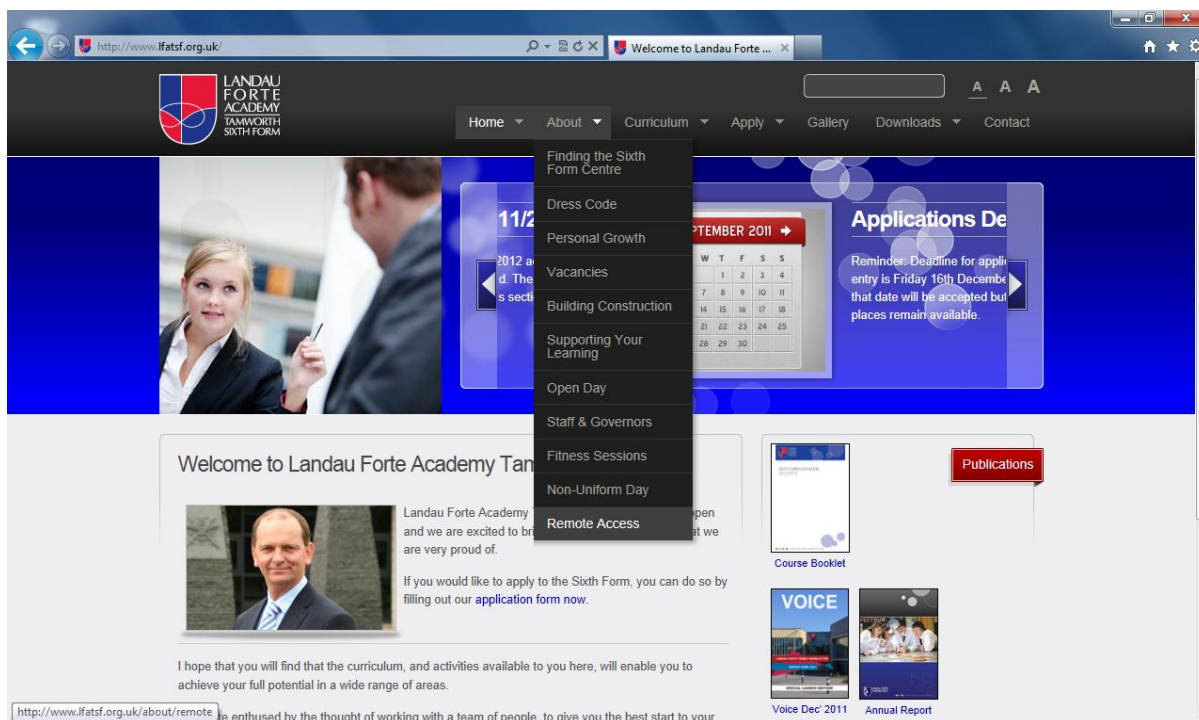
The information presented in this guide has been created using Internet Explorer 9. Other browsers are supported but have not been documented here. The installation method should be very similar to that documented below. Please follow the guide below and try to find the equivalent option in your browser. If you have any issues, please contact IT Support.

First Time Instructions

There are a few steps to follow the first time that you come to use CC4 Anywhere. After these have been done once, they do not need to be done again.

If you have already completed steps **Installing the CC4 Anywhere Browser Plugin** and **Adding the Web Page to your Trusted Sites** please skip to the step **How to Logon to CC4 Anywhere**

Installing the CC4 Anywhere Browser Plugin



1. Go to the Academy website and click on the **About** tab and then select **Remote Access**. Alternatively, go to the address listed for your Academy below.

Landau Forte Academy Amington

www.lfata.org.uk/about/remote

Landau Forte Academy Tamworth Sixth Form

www.lfatsf.org.uk/about/remote

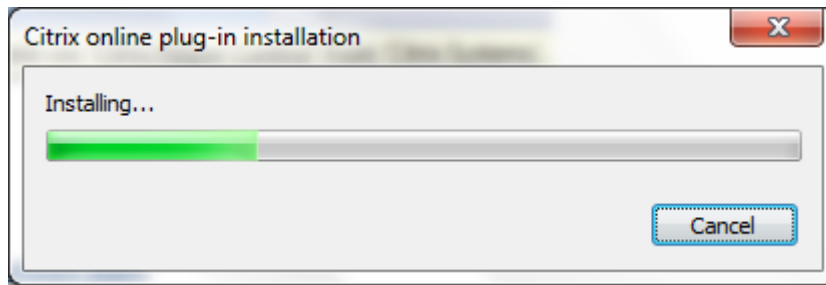
CC4 Anywhere

CC4 Anywhere allows staff and students to connect to the Academy network as if they were sitting at an Academy computer. Much of the software and networked drives they use on a regular basis are available so they can work from their home computer seamlessly. Details on how to use CC4 Anywhere are provided in the instructional video, which will be available soon.

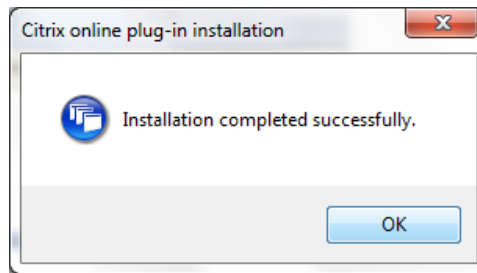
To use CC4 Anywhere you will first need to install the following browser plugin:

- [Download: CC4 Anywhere Browser Plugin](#)

2. Towards the bottom of the Remote Access page is a link to download the **CC4 Anywhere Browser Plugin**. Click on this link and save the file to your computer. Once it has saved, run the file from wherever you have saved it.



3. A pop up window will appear, tracking the progress of the installation, please wait until this has finished.



4. When the software has finished installing, another pop up window will appear to confirm this. Click on the **OK** button to confirm.

Now that the Browser Plugin is installed, it does not need to be completed next time you use CC4 Anywhere.

Adding the Web Page to your Trusted sites

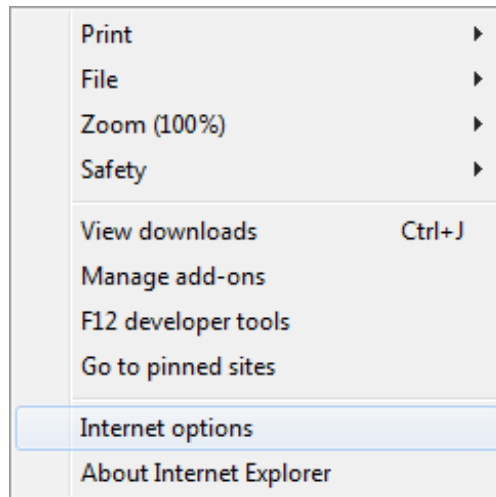
1. Enter the CC4 Anywhere web address for your Academy in the address bar in Internet Explorer and press **Enter**. The addresses are listed below.

Landau Forte Academy Amington

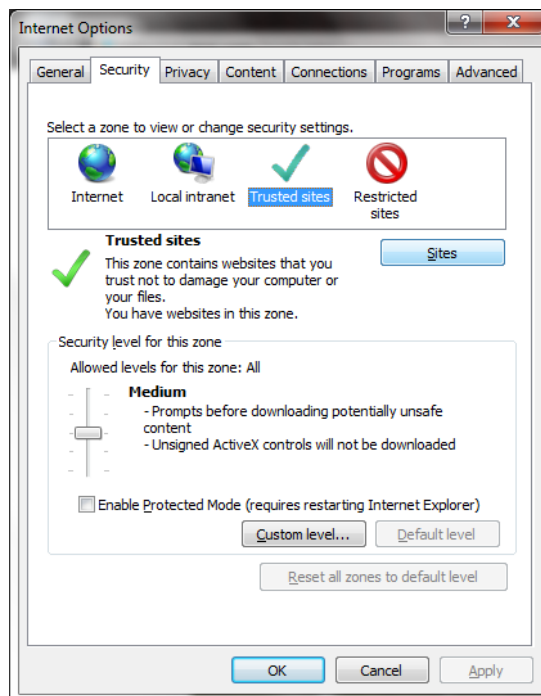
<https://mydesktop.lfata.org.uk>

Landau Forte Academy Tamworth Sixth Form

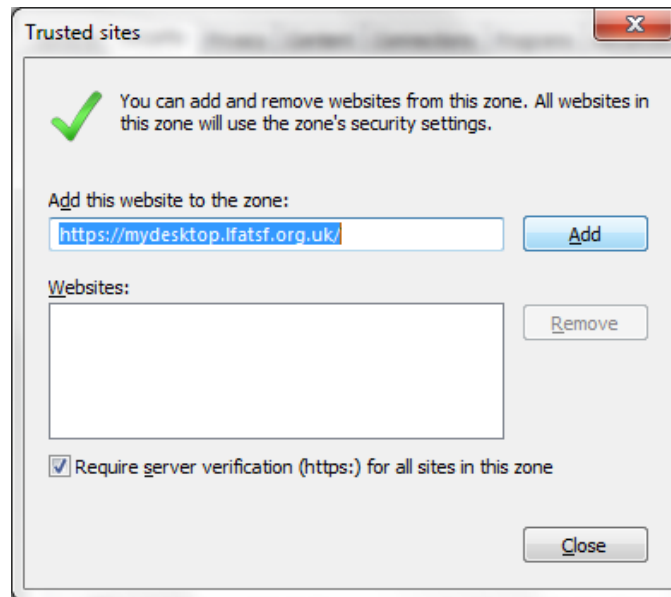
<https://mydesktop.lfatsf.org.uk>



2. In **Internet Explorer**, go to **Internet Options**. To do this, either go to **Tools** and select **Internet Options** or click on the grey 'gear' icon in the top right corner of Internet Explorer.



3. Click on the **Security** tab and single click on the **Trusted sites** logo. Then click on the **Sites** button

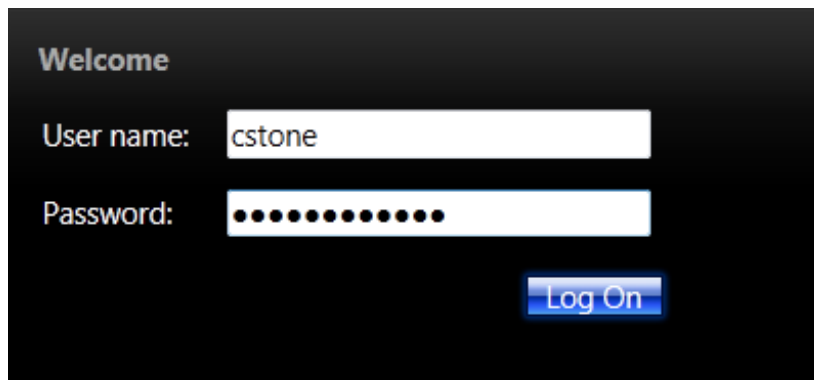


4. A pop up window will appear. The CC4 Anywhere web address for your Academy should already be in the top box as it is the website that you are currently on. Click on the **Add** button to add this to your Trusted Sites.
5. Click on the **Close** button and then click on **OK** to complete this process.

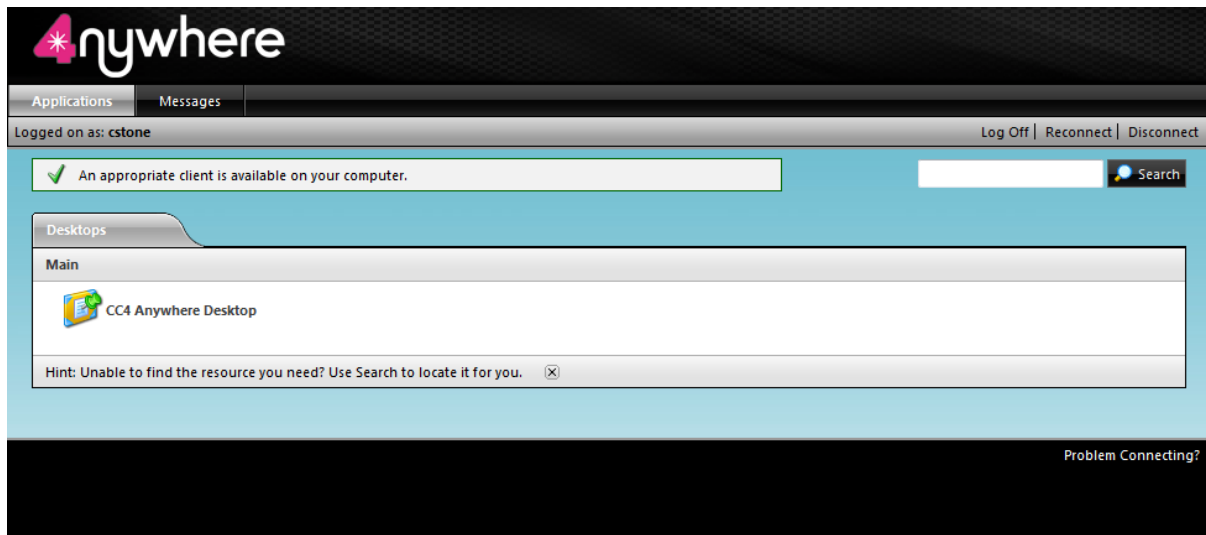
Now that it has been added to your Trusted Sites, this stage does not need to be completed next time you use CC4 Anywhere.

How to Logon to CC4 Anywhere

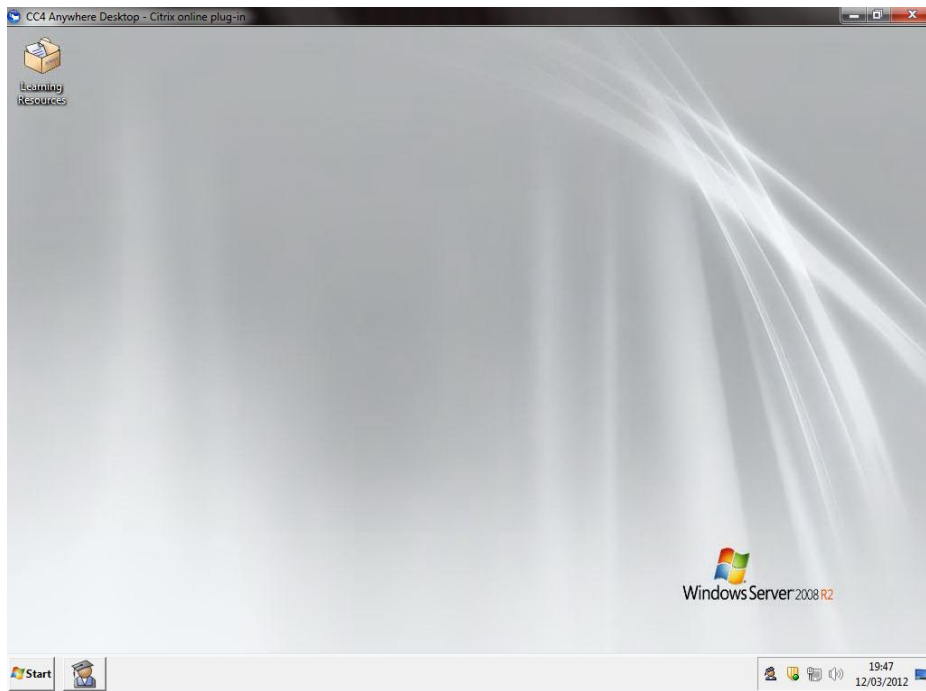
These instructions are how to Logon to CC4 Anywhere once you have completed the initial setup. This section is what you should follow each and every time that you come to use the facility in the future.



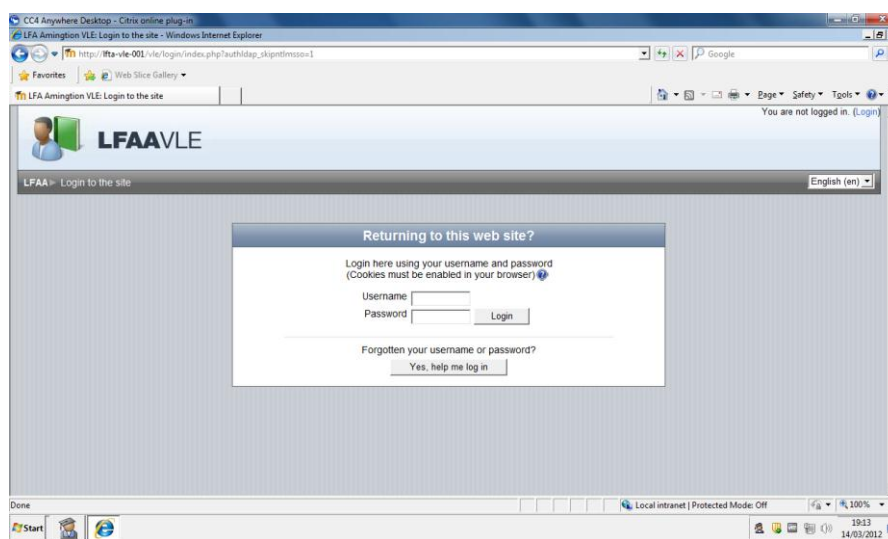
1. Go to the remote access address for your Academy and enter your **Username** and **Password**. Click on the **Log On** button to continue.



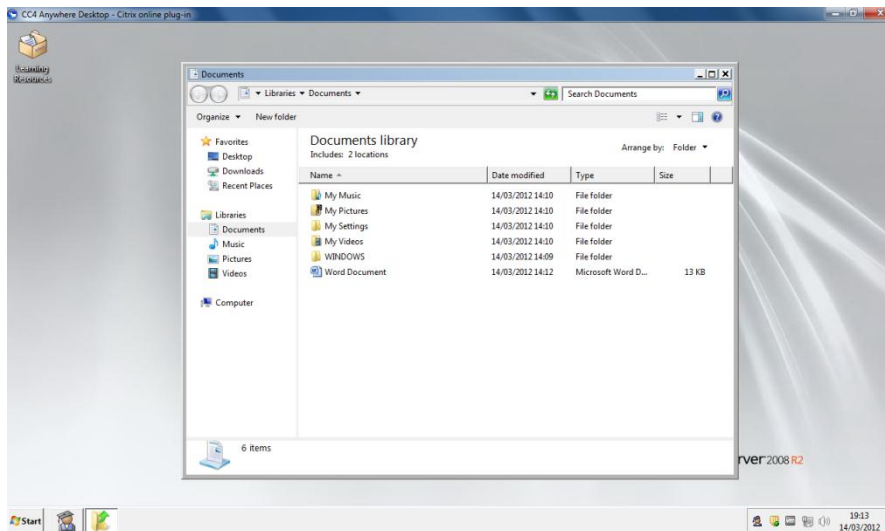
2. Once you are logged in to the webpage, click on the **CC4 Anywhere Desktop** link to launch CC4 Anywhere. A pop up window will appear, please wait whilst this loads.



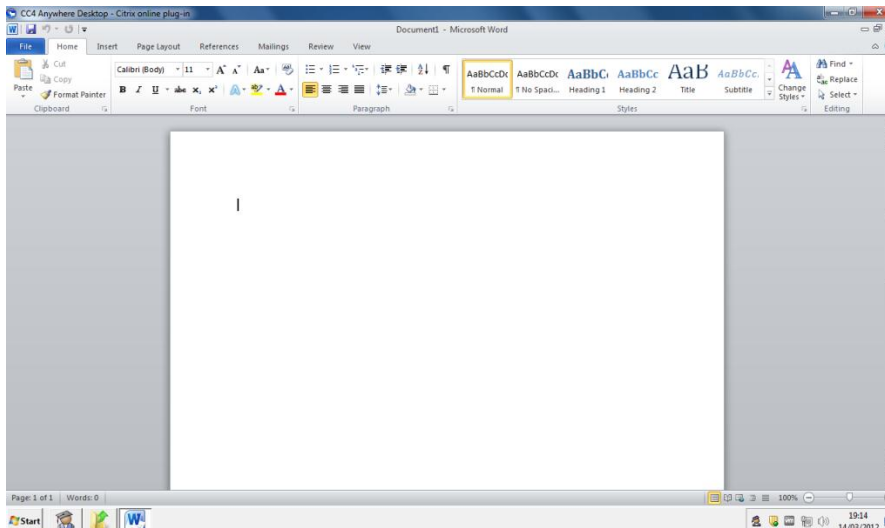
3. Once the pop up window has loaded, it will have a similar appearance to when you logon to one of the computers at the Academy.



4. From here you can access various resources that are available to you on the Academy network. This includes the **VLE**. You can access this in the same way that you would if you were logged on to a computer at the Academy.



5. You can also access your Academy documents. To access these go to **Start** and click on **Documents**. You can also access shared drives that you would normally have access to by clicking on **Start** and clicking on **Computer**.



6. You can also use a selection of the software available on the Academy network. Simply go to **Start** and choose **All Programs** and then select the program that you wish to use. This means that you can edit and create documents on the Academy network whilst you are at home.