

HPSN2 School Information

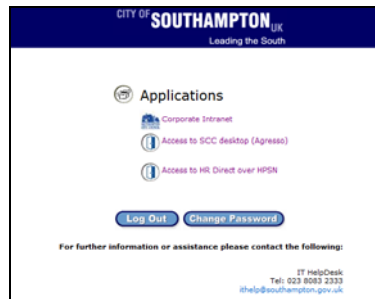
Connecting to SCC Services, e.g. Agresso, Intranet

Introduction

HPSN2 is the network used by the majority of Southampton schools to connect to the Internet. As this is external from the Southampton City Council corporate network you need to follow these instructions to connect to the SCC network to access for example the Intranet, Agresso, Schools Budgeting System (CSL Finance) or the M1 Catering form.

Logging in to the SCC Systems: “Get Access”

- Open your Internet browser.
- Login to **Get Access** at <https://scc.hpsn2.southampton.gov.uk>.
- Enter your **SCC User Name** and **Password**. If you do not have a login or require a password reset, please contact the ICT Strategy Helpdesk.
- Once authenticated the page will refresh with an **Applications** menu. If your screen does not appear as displayed below please contact the ICT Strategy Helpdesk.

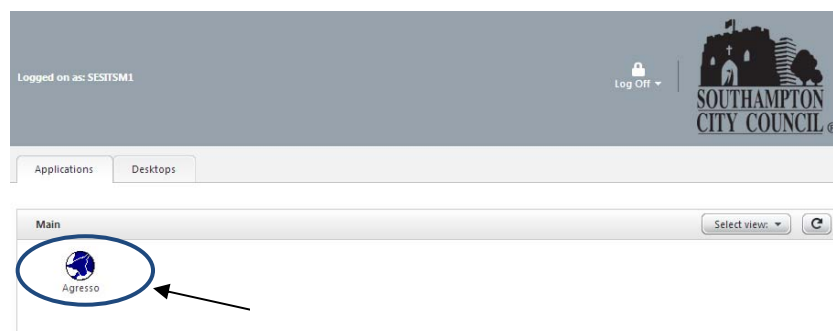


SCC Corporate Intranet

Follow the above instructions for logging into Get Access and select **Corporate Intranet**; browse, search or use a saved favourite (link) to locate the required information.

Agresso

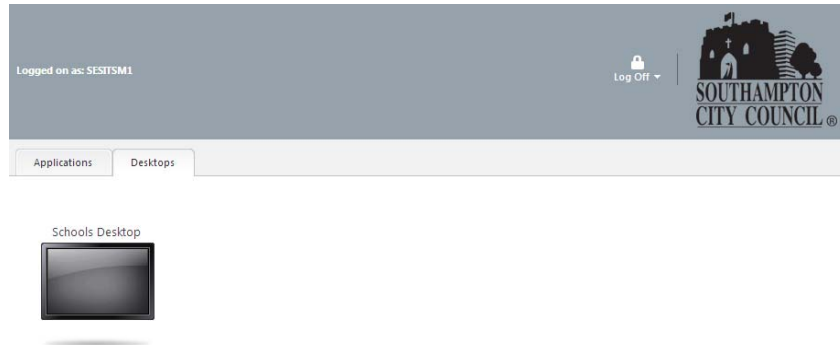
Agresso can be launched as an application or accessed through the SCC School Desktop (see instructions below). Follow the above instructions for logging into Get Access and select **SCC School Desktop (Agresso)**. The screen is refreshed; the selected tab will be **Applications** from which you can launch Agresso directly by clicking the Agresso icon as indicated in the illustration.



SCC School Desktop

This is a remote desktop connection using a Java Client (see section below) which provides direct access to the SCC corporate network, e.g. accessing the Schools Budgeting System or M1 catering form where the webpages are not displaying using the connection options above. You will be able to save files temporarily to a home drive (50mb max) which you could then email to yourself to access from your local desktop.

- Follow the above instructions for logging into Get Access and select **Access to SCC Desktop (Agresso)**.
- Select the second tab **Desktops** and click the icon of a computer monitor to load the **Schools Desktop**.



The initial **Connection Centre** window will appear in the top left hand corner of the screen.



This is followed by the digital certificate pop-up; select **Run** to accept the certificate; please note that you will not see this pop-up again. The **Connection Centre** window in the top left hand side of the screen will now change illustrating the connection progress until a SCC security warning appears which you should accept by clicking **OK**.

The process is complete when the screen has refreshed to display your **School Desktop**; this is a remote desktop and is not connected to your school network.

To transfer files between the SCC network and your school network, e.g. downloaded documents from the intranet, they can be temporarily saved to your home drive and transferred using web based email. Printing is possible by adding the Agresso Printer to the Printers and devices (see instructions below). **Please note:** your home drive (H: drive on school desktop) is intended for temporary storage only and as such is set to a maximum size of 50mb.

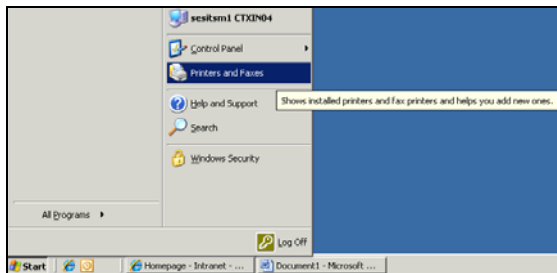
Saving Files within the SCC Schools Desktop

You will have a home drive (H:) where you can save documents. Gmail and Office 365 can be accessed through the browser, if you need to email a document to yourself. You have the ability to print from the SCC Desktop to your Agresso Printer within the School. **Please note:** your home drive (H: drive on school desktop) is intended for temporary storage only and as such is set to a maximum size of 50mb.

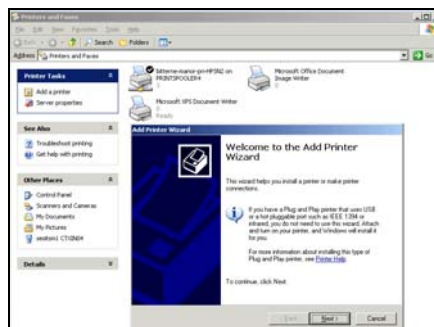
HPSN2 Migration School Information Pack

Printing from the SCC Desktop (Agresso)

- Click **Start** | **Printers and Faxes**



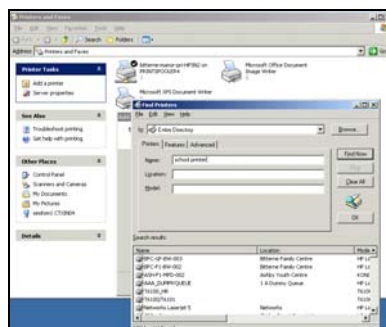
- A new window will open; select **Add a printer** and a wizard will open. Click **Next >** for the next three screens.



- You will have to add your new printer and delete the old one. **Please note:** as part of the migration your **Printer Name** will change to a new standard which will look similar to this example:

SCH-	BMN-	COL-	001
<i>Standard pre-fix</i>	<i>3 digit abbreviation of the school name</i>	<i>Printer type, e.g. COL for colour, MFD for multifunction, BW for mono</i>	<i>3 digit number</i>

- Type in “SCH-” and the first letter of the school name; and click **Find Now**.
- Existing printers will be available in this directory.



- If your school printer is not visible then contact the ICT Strategy Helpdesk with the name and IP address of the Agresso printer. If at any point in the future you change the printer and need a new one added to the directory and access granted over HPSN2 then log a call with the ICT Strategy Helpdesk.
- Double-click the printer to add it to your Citrix School Desktop; confirm if this is to be your default printer or not.

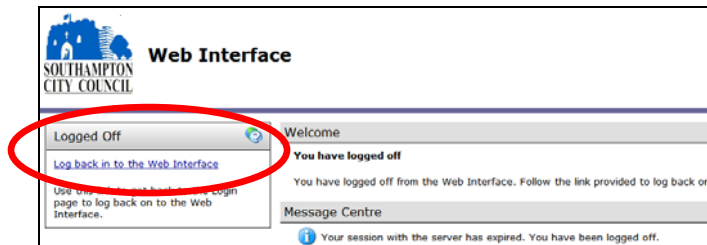
If at any time in the future you need to change the printer assigned to Agresso, please contact the ICT Strategy Helpdesk with the printer name, make and model. It is highly recommended that the new printer is re-assigned the IP address of the original Agresso printer.

Switching between the SCC Schools Desktop and the PC's Local Desktop

It is possible to switch between the School Desktop (remote desktop) and your own PC (local desktop) by pressing the **Shift** and **F2** keys together.

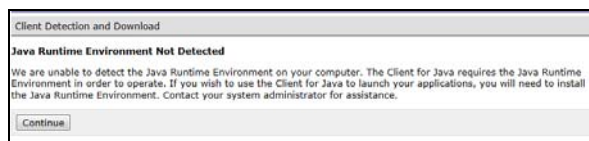
Timeout

The Web Interface screen will timeout after approximately 20 minutes – where you originally connected to the School Desktop. Select the **Log back in to the Web Interface** link to reconnect and log back into the system.



The Java Client

To run Agresso as an application or connect to the SCC Desktop (Agresso) the system requires the latest version of Java on each PC that is used to access these systems. If you need or are ever prompted to upgrade the java client visit <http://www.java.com> direct from your browser and follow the instructions to download and install it. If you don't know how to determine which version of Java you have installed please contact your school's IT Support Team/Officer.



ICT Strategy Helpdesk

Tel: 023 8083 4555

Email: csl.ict@southampton.gov.uk

Web: <http://www.youngsouthampton.org/headteachers/ict/hpsn2/>

Online information is published on the school's extranet and a login is required - contact the helpdesk if you do not have these details.