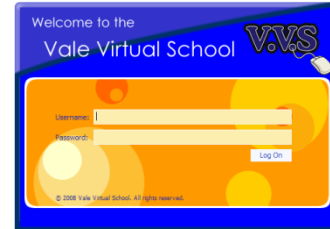




How to access school software from Home using the VLE

1. Logon to the school VLE at www.vvs.org.uk. Enter your normal school username and password.
2. Click on the computer screen to go to the Applications page.



3. Download and install the Client Software for your computer. Windows Clients are available to download on the Applications page. For Apple Mac Clients please follow the link to the manufacturer's page to download and install the software needed.
4. Install the software by following the on screen instructions. If asked only install the 'Web Client'.
5. Once the software is installed you may need to restart your computer. You may also see this icon near your computer clock when the software is installed and in use.
6. Now on the VLE Applications page under the heading 'Applications Delivered by Citrix' click on the key icon.



7. Follow the on screen instructions to save your username and password. Ensure your username is entered in the following format:
BELVOIR\myusername and make sure the 'Sign in automatically' box is ticked. Click 'OK'.

Provide Resources delivered by Citrix Account Information

Use this page to provide the information specified to access the enterprise application.

Logon Information
Type the account information for the enterprise application.

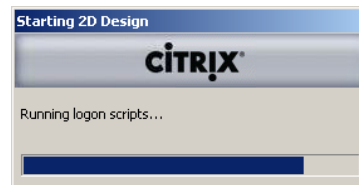
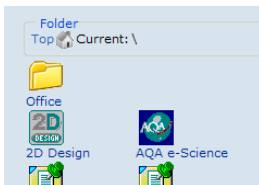
Domain\Username: BELVOIR\myusername

Password: *****

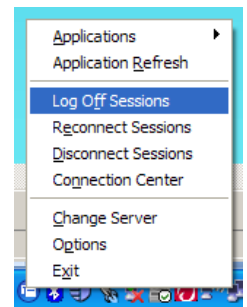
Sign in automatically.


OK Cancel

8. Back on the VLE Applications page click on the icon of the application you want to use. A 'Starting...' box will appear and then the application will appear on screen.



9. You can now use the software as if you were in school.
10. Remember to save your work and check where you are saving it (the H Drive saves onto the school network), close the application and **log out of the VLE** when you are finished.



11. If the application freezes while using it, you can right click on the  icon near the clock and choose 'Log off sessions' but beware, you will lose any work you have not saved.