Once you've navigated to the above URL, you will be presented with the following screen. Enter your CC4 Username and Password in these boxes and click on Sign In.

		Help 7
	Our Name Passont	
	Security : Wernings By logging in to this web page, you confirm that this computer complete with your angeropetium's recently policy.	
	[Sept H]	
	To protect against unauthorided access, your CCA Access resistors will actionizationly time out after a period of reactivity. If your resiston ands, reflectly your interview and sign in again.	
CC4 Access		BM

After successfully signing into CC4 Access, you'll be presented with the following screen:



Clicking on CC4Access or one of the Microsoft Office application will download a file and depending on which browser you're using, you'll be prompted to open or save the file. Choose open if possible (if you've saved the file, then navigate to your downloads and double click on the file with .RDP at the end)

Once launched you may receive the following popup which you'll need to press Connect on.

nemoteApp					
Do you trust the publisher of this RemoteApp program?					
This Rem publisher	oteApp program could h before you connect to r	narm your local or remote computer. Make sure that you trust the un this program.			
	Publisher:	cc4access.hawbush.dudley.sch.uk			
-00	Туре:	RemoteApp program			
	Path:	MSWord			
	Name:	Word 2013			
	Remote computer:	HAW-CC4-RDS01.HAW.INTERNAL			
	Gateway server:	cc4access.hawbush.dudley.sch.uk			
Don't ask me for remote connections from this publisher again					
💽 Shov	w <u>D</u> etails	Connect Cancel			

You may also be prompted to enter your credentials again in a window similar to the following:

Windows S		\times					
Enter your credentials							
Type your username and password to connect to HAW-CC4- RDS01.haw.internal							
8	Username						
	Password						
Domain:							
	OK	Cancel					
		Cancer					

If this occurs, please enter **CAL\Username** (where the Username is the same one you use on CC4) and the associated password.