

REMOTE ACCESS SETUP GUIDE

Prior to attending an Arch virtual training course, the set up on the following pages should be completed and tested.

Once you have completed all the steps in the checklist at the end of this guide, please email cbrownstone@arch.co.uk to confirm completion.

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1 Arch VPN setup

- Start Menu -> Settings -> Network & Internet -> VPN
- Select -> Add a VPN connection
- VPN connection: Windows (built-in)
- Connection Name: Arch Remote VPN
- Server name or address: web.arch.co.uk
- VPN Type: Secure Socket Tunneling Protocol - SSTP
- Type of sign-in info: User name and password
- Enter the User name and password below
- Save
- Passwords will be assigned to students in a separate email one week prior to the start of the course when vpn testing can commence

VPN Users:

Student	User ID	Password
	student1	
	student2	
	student3	
	student4	
	student5	
	student6	

2 Installing SAP GUI 750

- Copy SAPGUI 750 to the Desktop.
- Open folder and double-click SetupAll.exe
- Follow Directions.
- Only Check SAP GUI for Windows
- Continue installation.
- A SAPGUI icon will be added to the desktop.
- The SAPGUI installation is now complete.

3 Connecting to the EX2 Training system

Setup the connection below to access the Arch EX2 client on which training will take place.

Description	App Server	System Number	System ID
EX2	cust01.w4.local	02	EX2

If you are unable to connect using the Application Server CUST01, please connect using IP Address: 192.168.80.23

4 Notepad++

Notepad++ should be downloaded and installed from <https://notepad-plus-plus.org/>

Select download from the menu and choose the current version. Notepad++ Installer 32-bit x86. the default version.

Ensure the Plugins and Plugins Admin option is selected.

Select Run to allow Notepad++ to auto-install the Plugins. Once installed, open Notepad++ and confirm the Plugins Menu option is displayed and when selected, the Plugin admins option displays a list of plugins that can be installed.

Plugin used on the course are:

Compare

XML Tools

The software is free to download and install and users are prompted to upgrade with each new release.

5 Adobe Connect

Live virtual classes use Adobe Connect to facilitate on-line interaction between the instructor and students:

The minimum requirements to attend a Virtual Class are:

- Ability to install software and plug-ins (Administrator or Power User rights)
- Telephone headset or speakerphone (Headset and microphone)
- High-speed Internet connection (LAN, DSL, cable)
- JavaScript, cookies and ActiveX controls enabled. You may need to install ActiveX

Test you are able to join the training successfully today.

Screen and Audio Sharing

Test if you can join the meeting and activate your audio today by following the URL below:

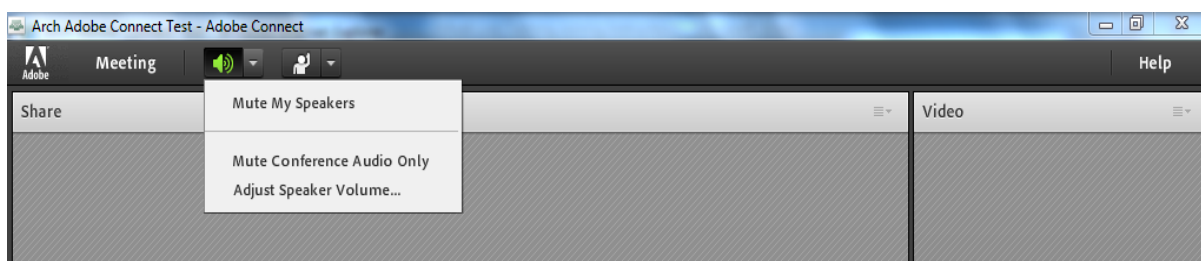
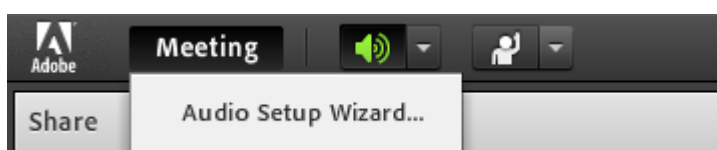
https://mmse-v5-emea.adobeconnect.com/common/help/en/support/meeting_test.htm

Virtual training room access:

Launch the URL: <http://mmse-v5-emea.adobeconnect.com/archvirtualtraining/>

Enter your name at the Guest prompt, and Enter Room

- Download any software updates as required by following the instructions on the screen.
- If you have downloaded software updates, close the window and return to the meeting address above.
- Ensure that you are able to open the Adobe Connect screen as shown below.
- Select Meeting and run the Audio Setup Wizard, testing the drop down options



Your test is now complete! You may exit the application by closing the window.

6 Setup Checklist

- | | |
|---|--------------------------|
| Connection to Arch VPN created | ☐ |
| Connection to Arch VPN with multiple student simultaneous login tested | ☐ |
| SAPGUI installed and tested | ☐ |
| EX2 client access tested (without logging on to system) | ☐ |
| Notepad++ downloaded and installed | ☐ |
| Adobe Connect tested using training course URL | ☐ |
| Confirmation email to trainer that test have been completed successfully. | ☐ |