

FPS Barracuda VPN Access

Prior to connecting to VPN it is recommended that any non-district machine has the latest version of Java, which can be located at www.java.com, as well as all OS patches. For MAC you will need to download the client software. This is located here:

<http://fairfieldschools.org/default.htm>

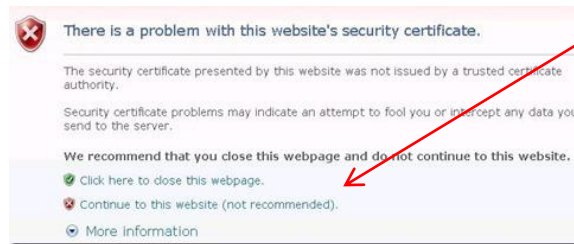
Scroll down and under HOT TOPICS & Downloads

Select BARRACUDA MAC Client

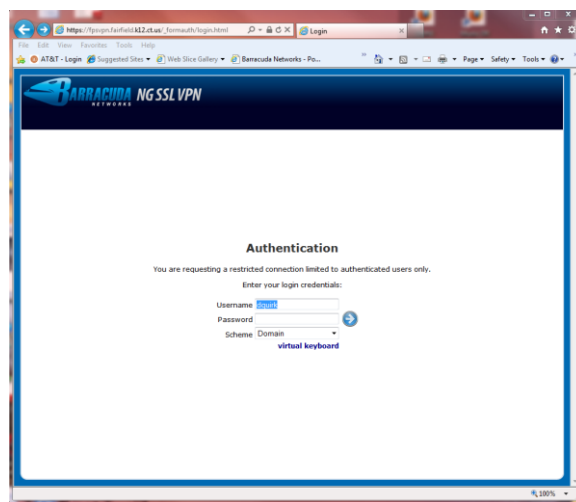
To access the FPS Barracuda VPN, please use the following link, ensuring you use the HTTPS rather than HTTP:

<https://fpsvpn.fairfield.k12.ct.us>

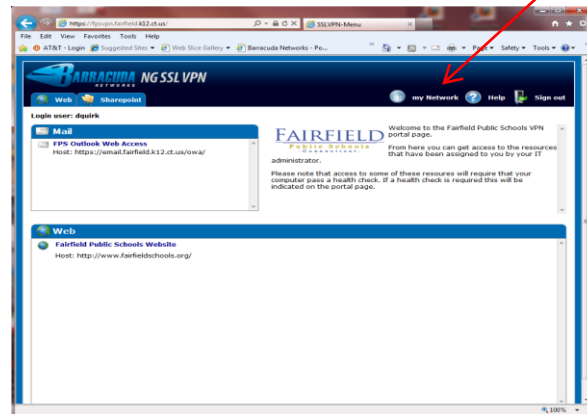
You may receive a warning about website security, please select continue to website.



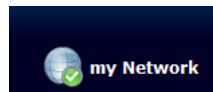
This will bring you to the following site; enter your username and password. Leave the scheme as "Domain"



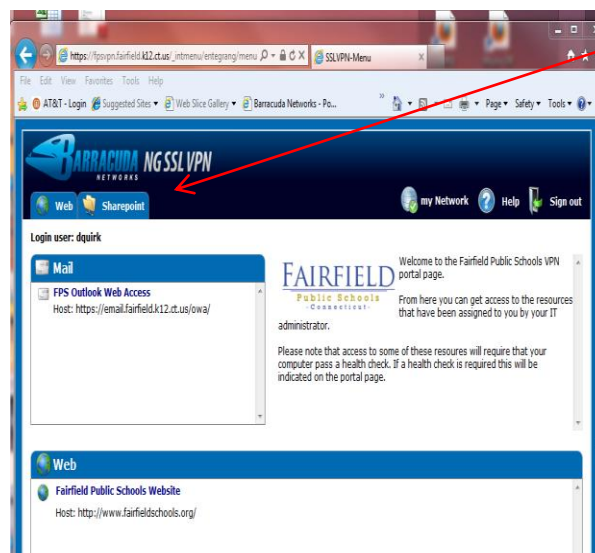
This will connect you with the VPN portal where you can gain access to OWA or directly to the WWW.FAIRFIELDSCHOOLS.ORG website by clicking on the links. You can also connect to drive locations such as H: and U: that will allow you to transfer files to and from the machine you are on. To do this, click on the word “my Network” icon in the upper right hand corner of the site.



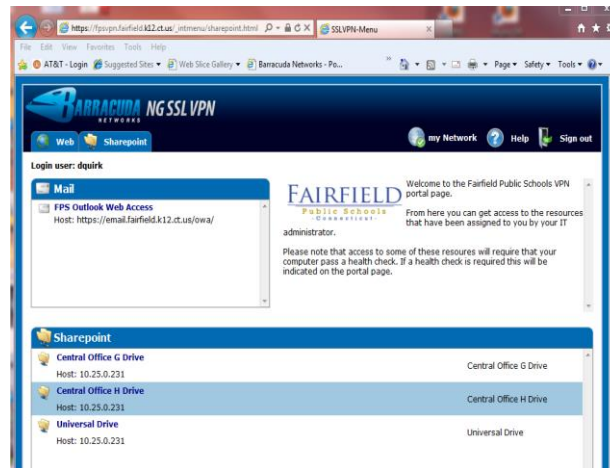
This will install the VPN software locally; you may see a window flash by during this process. Once this process is complete you, will see a green checkmark appear on the icon next to my Network.



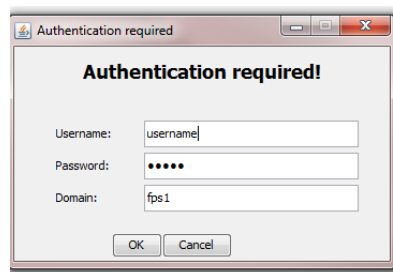
To access your folder list, select the “SharePoint” tab in the upper left hand corner of the browser.



The window will adjust and the lower half of the display will present you with the file structure you have available to you based on your home school or department location.

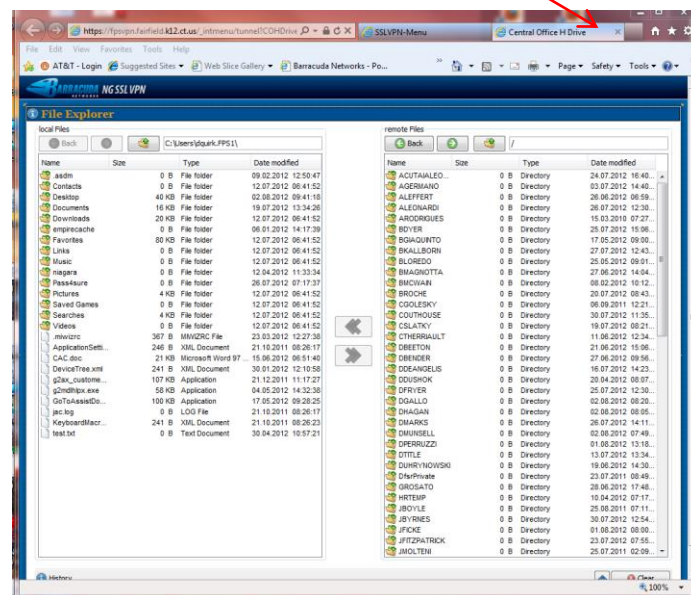


Click on the location you wish to access. A window will appear that will require you to log in. Enter your username, and password. Domain should be fps1.



The file explorer window will appear. The left hand column will represent the file structure of your local machine. The right hand side will represent the file structure of the location you have connected to. If you have connected to the H: drive location, you will need to select your folder to access files within. Select a file in either location to transfer files between. You cannot actually open files from this window, only transfer, which means copy a file to or from either location. Once you have transferred a file to your local machine you would then be able to open and edit it, as long as you have the appropriate software on your machine. Once you have completed your edits, you would need to transfer the file back to you remote files for the file to be available back at work.

You will also notice that this opens up as a separate tab within the browser. To exit the file explorer, and return to the main window simply click on the X in the tab.



To close the connection in its entirety, close all browser windows