

# HWS Network Remote Access

## Login and client installation

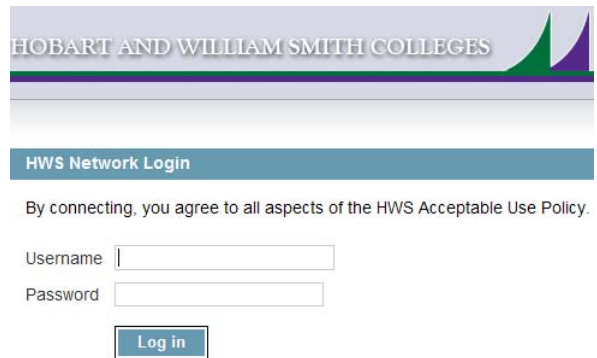
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The HWS Network Remote Access Service provides two primary options for connecting to HWS network and server resources from off-campus:

### Option 1: Web-based access (through a browser)

Web-based access is the simplest way to access HWS network resources from off campus, and is a great option if your primary needs are for occasional access to files on network drives. It provides access to your files on your M or N drive folders from any computer connected to the Internet. To get started, follow these steps:

1. Open a **Web browser** (Internet Explorer, Firefox, or Safari) and go to <http://access.hws.edu>
2. Enter your HWS **username** and **password** to enter the site

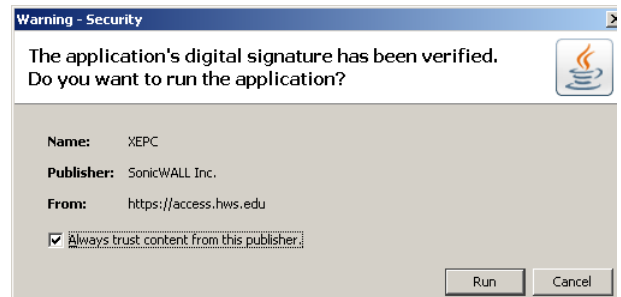


3. If prompted, click **allow**, **run**, or **trust** to allow the Java or ActiveX program to run

On a Macintosh, you should see:



On a Windows computer, you should see:



- You do not need to install the Aventaill Access Manager if prompted to, choose **Remind me later** to continue

#### Aventaill Access Manager

To enjoy broad access to resources on your network, you should install the Aventaill Access Manager. This one-time process will set up components used to access your network, and ensure that they are kept up-to-date on this computer. Alternatively, you can proceed with limited Web-only access and install the Aventaill Access Manager later.

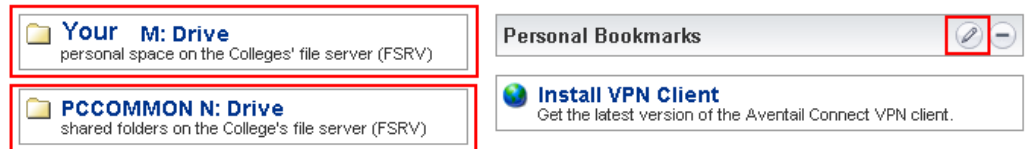


**Important:** Your personal firewall may ask you to grant permission to this program to access the internet. You must "unblock" or "permit" this request for the installation to succeed.

Note: You will be reminded to install the Aventaill Access Manager at your next login to access.hws.edu. To install it, see step 4 in Option 2 below.

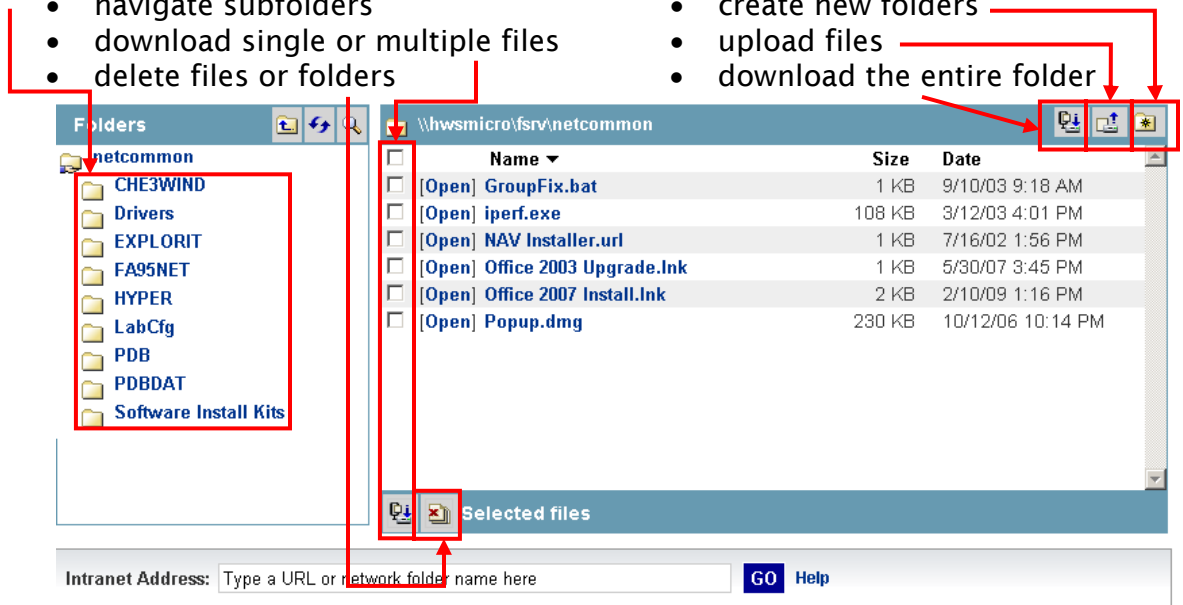
- Click on the M or N drive links to access files in those folders

#### Access HWS



- Once in a drive or folder, using the buttons on the screen, you can

- navigate subfolders
- download single or multiple files
- delete files or folders
- create new folders
- upload files
- download the entire folder

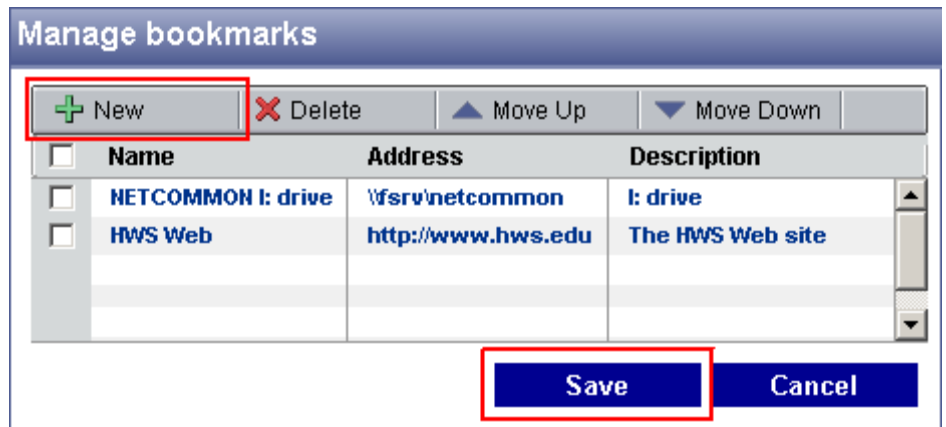


7. To add other folders or any bookmarks, click the pencil icon to add your Personal Bookmarks

### Access HWS



8. Once in the **Manage Bookmarks** window, enter the address of any network folder (such as the I drive at \\fsrv\netcommon) or any Web page



<input type="checkbox"/>	Name	Address	Description
<input type="checkbox"/>	NETCOMMON I: drive	\\fsrv\netcommon	I: drive
<input type="checkbox"/>	HWS Web	http://www.hws.edu	The HWS Web site

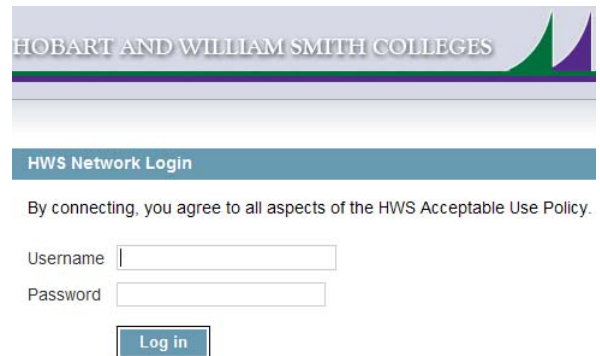
9. To close the connection, click **Log out** on the main Web page or close the browser (you will be prompted to confirm that you want to close it and terminate the session)



## Option 2: Direct Connect Access (download and install)

This is the best option if your primary need is to frequently function as if you were on campus or need routine remote access to files on your M or N Drive. To get started, follow these steps:

1. Open a **Web browser** (Internet Explorer, Firefox, or Safari) and go to <http://access.hws.edu>
2. Enter your HWS **username** and **password** to enter the site

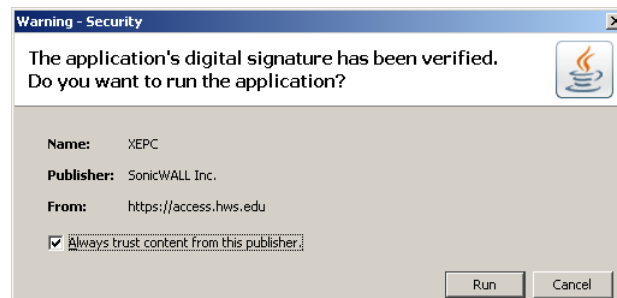


3. If prompted, click **allow, run, or trust** to allow the Java or ActiveX program to run

On a Macintosh, you should see:



On a Windows computer, you should see:



4. If prompted to install the Aventail Access Manager, which allows you to be notified of future updates to the software installed in step 5 below, choose **Install**, and run the file when prompted

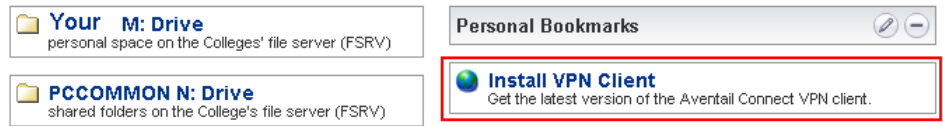
### Aventail Access Manager

To enjoy broad access to resources on your network, you should install the Aventail Access Manager. This one-time process will set up components used to access your network, and ensure that they are kept up-to-date on this computer. Alternatively, you can proceed with limited Web-only access and install the Aventail Access Manager later.

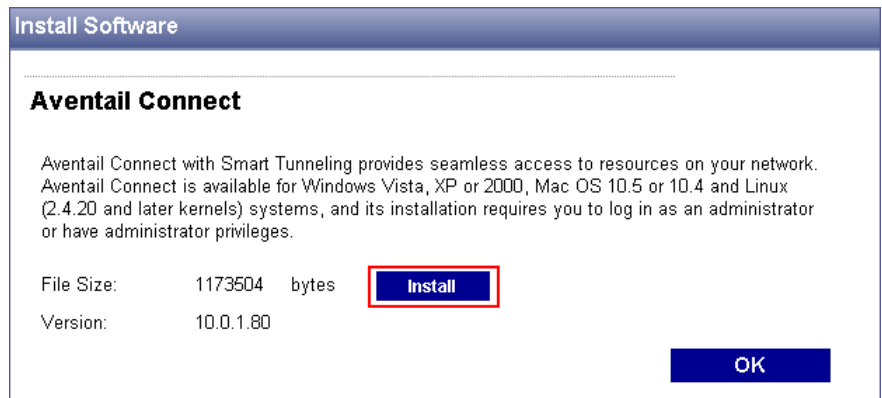


**Important:** Your personal firewall may ask you to grant permission to this program to access the internet. You must "unblock" or "permit" this request for the installation to succeed.

5. On the main page, click **Install VPN Client**  
**Access HWS**

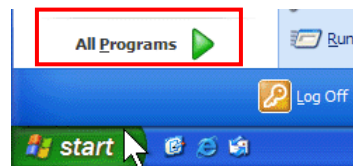


6. Click **Install** in the popup prompt

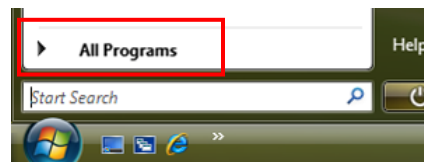


7. Once the installation completes, launch **Aventaill Connect/HWS Access** from your **Start Menu > All Programs** list (Windows) or **Applications** folder (Macintosh).

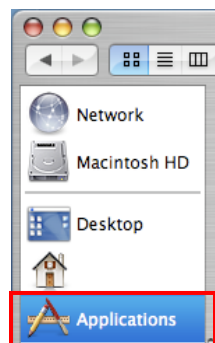
On Windows XP, you should see



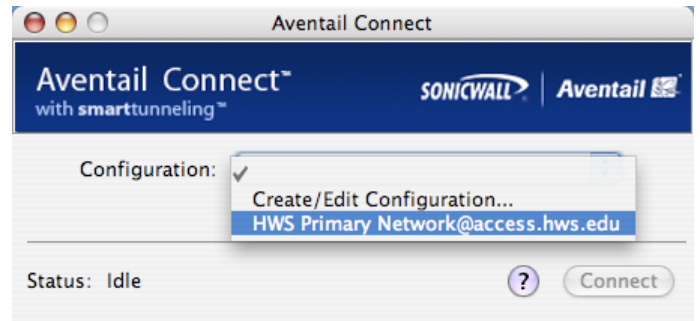
On Windows Vista, you should see



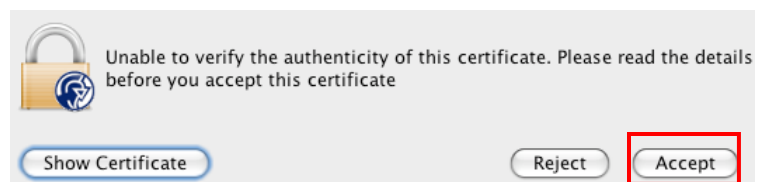
On Macintosh OS X, you should see



8. Log in to the prompt window with your **HWS username and password** and click **Connect**.



On Macintosh, choose the **HWS network configuration** from the drop-down menu first and **accept** the certificate prompt.

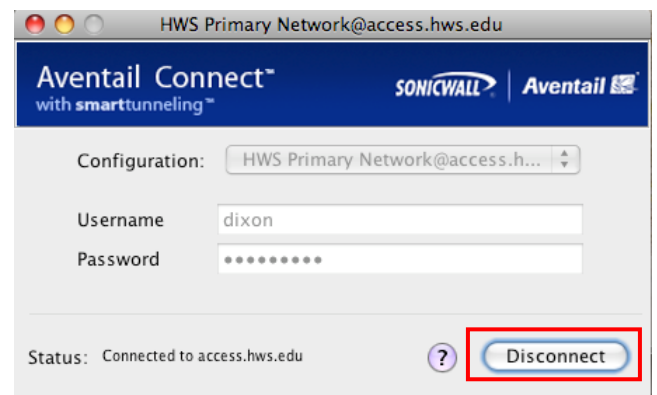


9. Once logged in, the connection will continue until the Aventail program is closed

On Windows, right-click the icon in the notification area (by your clock) and click Disconnect



On Macintosh click Disconnect or quit the Aventail program



Once the connection is established, you can access HWS network resources, including network drives, e-mail, and more, as if you were on campus. To launch the connection in the future, follow steps 6 and 7 above.

If you have any trouble with the above process, please contact the Help Desk in the Rosensweig Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or [helpdesk@hws.edu](mailto:helpdesk@hws.edu).