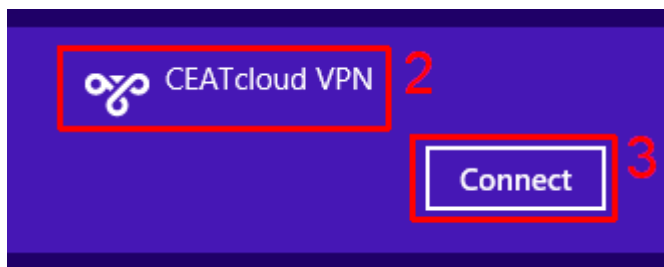# CEATcloud Remote Access VPN Guide

Introduction

The Remote Access VPN service is available on your Staff laptop. By connecting to the Remote Access VPN a secure connection from your laptop to the Academy network is created. Once connected you will be able to access the majority of services that you can normally access when you are at work. The speed of the Remote Access VPN service is dependent on the speed of your internet connection. In general the speed of the VPN connection will be slower in comparison to when you are in work connected to the network.

How to Connect to the VPN

To connect to the VPN when you're at home please see the screenshots and steps below:

Firstly make sure you are logged into your laptop and connected to your home internet connection.

1. Click on the wireless icon in the bottom right hand corner of the screen.
2. Click on the CEATcloud VPN option that will appear on the dark blue window on the right hand side of the screen.
3. Click the Connect button.

You should now be connected to the Academy network. Once you are finished make sure you have closed anything running over the network such as SIMS or documents from any if the shared drives and then disconnect the connection by following the above steps but instead click Disconnect for the final step.

If any error messages pop up when connecting or using the VPN service, please take a screenshot and email it to helpdesk@ceatcloud.org.uk