Remote Network Access Instructions

(To access your i: drive from outside the district or from the PUBLIC WiFi network.)

Below are the instructions for whichever type of client you are using. Windows, this page, Apple/Mac - Page 3, iPad – Page 4, or Chromebook – Page 5. Follow the instructions in whichever section your client device is.

Windows (7, 8, or 10)

You will need to open the Remote Desktop Connection application. This program comes included with all versions of Windows. You can locate it within your Start menu, or, in Windows 10, put your cursor in the Cortana section just to the right of the Start button, and type "Remote" and you should see a "Remote Desktop Connection" come up as an option. In any case, open the Remote Desktop Connection application.

In the "Computer" field, enter any of the five options below. If you ever have issues connecting to any of these, just try a different option.

term1.mcfarland.k12.wi.us
term2.mcfarland.k12.wi.us
term3.mcfarland.k12.wi.us
term4.mcfarland.k12.wi.us
term5.mcfarland.k12.wi.us

When you hit enter, it will prompt you for a username and password. What you **MUST** enter in the username field for it to work, before your username, is an "**MSD**". You will see the Domain field then say "MSD" once you have typed that in.   As in the picture below, notice the areas circled in red.   After the MSD\, enter the remainder of your username. For example if you username was SmithJ, then that field would read "MSD\SmithJ".
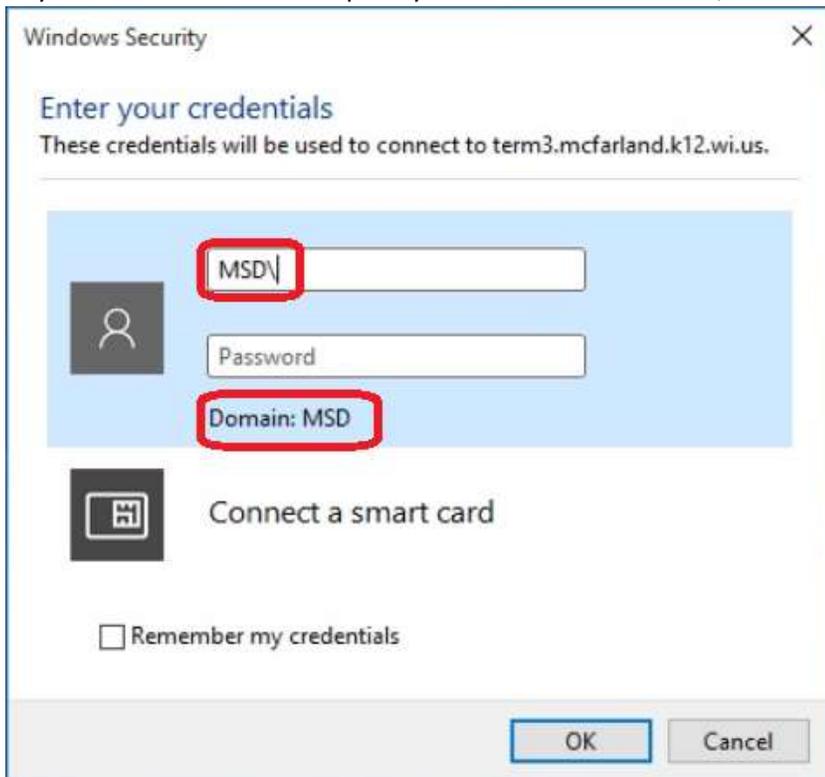
Once you have entered the username and password fields, hit enter or click OK.   If this is the first time you've logged into any of these servers, it may take a minute to build your user profile on that server.

You can minimize and maximize the remote desktop window. At the top of your screen you should see the "term1.mcfarland...." or "term2.mcfarland...." server name. If you don't, point your mouse at the top middle of your screen and the server name bar should come down. You will then see the minimize and maximize buttons at the right-hand side of that bar.

To access your i: drive, click on the yellow File Explorer shortcut near the bottom next to the Edge browser icon, as in the picture below.

Then, in the left-hand side of the window that comes up, about midway down near the bottom of your choices, click on This PC. As in picture below. Clicking on that will bring up the view that you are familiar with from Windows 7 which shows all of your network drives.   For more information about how to get your desktop to include this icon, please see our document on our webpage titled Windows 10 Desktop Customization.
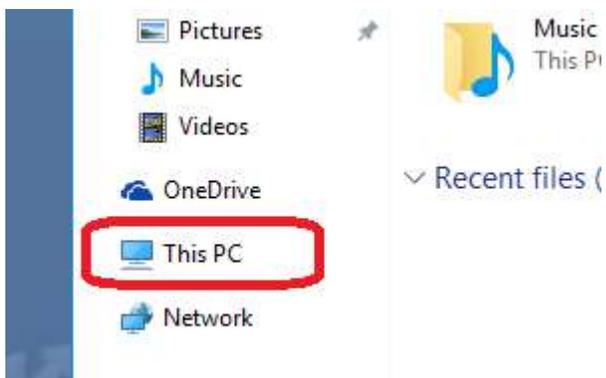
Any settings adjustments you make (such as new Desktop icons or Favorites), will only be present on that particular server. So, for best results, use the same server each time you log in if possible. (ie, if you first logged into "term4" and made some desktop icons, if you want those desktop icons to be there for you the next time, then log in to "term4" again.)

When you are finished using your connection to our server, please click on the Start button, then, click on your Name at the top of that window and choose "Sign Out". That will save your settings, log you out, and close your Remote Desktop Connection and free up the servers' resources for other users.

If you are having problems with any of this, please send an email to "TechSupport@mcfsd.org" and describe as best you can which part of the process you are having trouble with.

Apple / Mac / MacBook

You must have at least version 10.7 (OS X Lion) for this to work. (or 10.8 "Mountain Lion" or 10.9 "Mavericks").

Go into the App Store. Search for an app titled "2X Client" or "RDP client". **(DO NOT USE THE MICROSOFT REMOTE DESKTOP APP WITH THE SATELLITE ICON, THAT ONE DOESN'T WORK FOR OUR SYSTEM.)** You should see an option come up titled "2X Client". It is a free App. Install that app.   Once installed, open it.   Once it's open, go to File – New Connection.   Choose "Standard RDP". For Primary Connection field, enter in one of the 5 options for server name that are described above under the Windows instructions or the Apple instructions. Enter it exactly like one of the lines below.

term1.mcfarland.k12.wi.us
term2.mcfarland.k12.wi.us
term3.mcfarland.k12.wi.us
term4.mcfarland.k12.wi.us
term5.mcfarland.k12.wi.us

Then below that, in the Alias field, just enter in the same thing as Primary Connection.

In the Logon section, in the username field you'll put in the Windows username for the network and then enter in your password. For the Domain field, it is "MSD" without the quotes.

Next, before clicking OK, you'll want to check the Authentication section.   Near the top, where you see "Connection, Display, Local Resources, etc…"   look near the right for the keys icon called "Authentication". Click on that. Where it says "If authentication fails:" make sure it is on "Connect".   This part is critical. If that's not set right it may fail to connect.

At that point, go back to the "Connection" section and make sure the data you entered is still there. Then click OK. That server should then show up in the left-hand side. Double-click it.   It should lead to our acceptable use policy. Click OK on that.

Any settings adjustments you make (such as new Desktop icons or Favorites), will only be present on that particular server. So, for best results, use the same server each time you log in if possible. (ie, if you first logged into "term4" and made some desktop icons, if you want those desktop icons to be there for you the next time, then log in to "term4" again.)

When you are finished using your connection to our server, PLEASE use the Start Menu - Log Off option. That will save your settings, log you out, and close your Remote Desktop Connection and free up the servers' resources for other users.

If you are having problems with any of this, please send an email to "TechSupport@mcfsd.org" and describe as best you can which part of the process you are having trouble with.

iPad instructions (or on iPod, iPhone, any iOS device)

Go into the App Store. Search for an app titled "2X Client" or "RDP client". You should see an option come up titled "2X Client". It is a free App. Install that app.   Once installed, open it.   You will want to configure a new "RDP" connection (Not 2X connection). For the RDP server information, enter in one of the 5 options for server name that are described above under the Windows instructions or the Apple instructions.

If there is a "Domain" option below the "Password" option, put "MSD" in the Domain section, and your username will be entered normally.   If there is not a "Domain" field, then your username will need an "MSD\" at the start of your username. For instance, username "doej" would have to put in "MSD\doej". And make sure it's the BACK-slash (\), not Forward-slash (/). Password is your usual network password regardless of the domain field or MSD\ in the username.   It may still work without the MSD\ (we've seen different results with different versions of the app. You might just have to try it a few different ways to get it to work. Alternately, you can leave the Username, Password, and Domain fields blank and just connect and then enter them in after the "OK" screen within the session.

Any settings adjustments you make (such as new Desktop icons or Favorites), will only be present on that particular server. So, for best results, use the same server each time you log in if possible. (ie, if you first logged into "term4" and made some desktop icons, if you want those desktop icons to be there for you the next time, then log in to "term4" again.)

When you are finished using your connection to our server, PLEASE use the Start Menu - Log Off option. That will save your settings, log you out, and close your Remote Desktop Connection and free up the servers' resources for other users.

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Chromebook instructions (or any Android smartphone or tablet)

Go into the Google Play Store. Search for an app titled "2X Client" or "RDP client". You should see an option come up titled "2X Client". It is a free App. Install that app. Once installed, open it. You will want to configure a new "RDP" connection (Not 2X connection). For the RDP server information, enter in one of the 5 options for server name that are described above under the Windows instructions or the Apple instructions.

If there is a "Domain" option below the "Password" option, put "MSD" in the Domain section, and your username will be entered normally. If there is not a "Domain" field, then your username will need an "MSD\" at the start of your username. For instance, username "doej" would have to put in "MSD\doej". And make sure it's the BACK-slash (\), not Forward-slash (/). Password is your usual network password regardless of the domain field or MSD\ in the username. It may still work without the MSD\ (we've seen different results with different versions of the app. You might just have to try it a few different ways to get it to work. Alternately, you can leave the Username, Password, and Domain fields blank and just connect and then enter them in after the "OK" screen within the session.

Any settings adjustments you make (such as new Desktop icons or Favorites), will only be present on that particular server. So, for best results, use the same server each time you log in if possible. (ie, if you first logged into "term4" and made some desktop icons, if you want those desktop icons to be there for you the next time, then log in to "term4" again.)

When you are finished using your connection to our server, PLEASE use the Start Menu - Log Off option. That will save your settings, log you out, and close your Remote Desktop Connection and free up the servers' resources for other users.

If you are having problems with any of this, please send an email to "TechSupport@mcfsd.org" and describe as best you can which part of the process you are having trouble with.