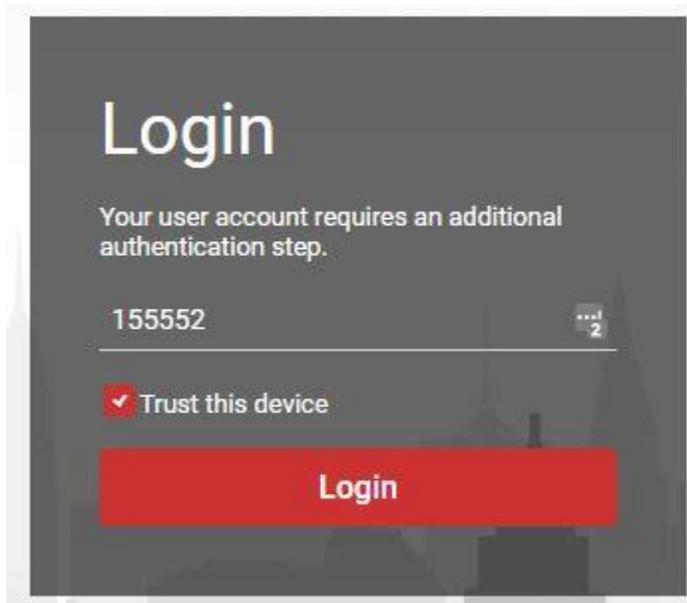


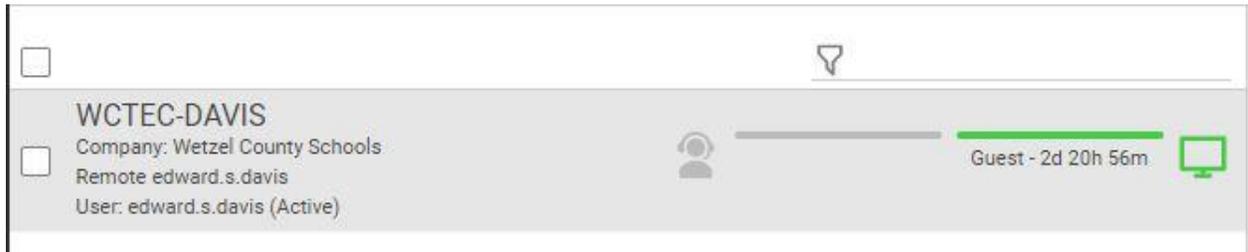
# ScreenConnect How-To

ScreenConnect allows you to login to your school workstation from outside of our network. Here's how to use the service.

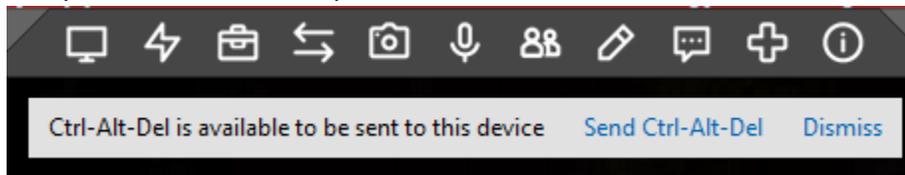
1. Go to <https://wcs.screenconnect.com>
2. Click, "Login," in the upper right hand corner.
3. User Name – The beginning of your email address (computer login)
4. Password – Your password is the same if you've been using the service prior. If not, your password will also be the beginning of your email address or 1. If prompted to change your password, please do so. If you still have issues, please email the Tech Team.
5. You should receive an email to your K12 account with a six-digit one time password. This password needs to be entered on the next screen. \*NOTE – Your six digit password will be different.\*
6. Place a checkmark into the, "Trust this device," box.



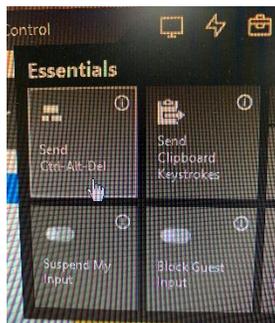
7. You should now see your computer in a list. If the bar and monitor icon on the right is green, it's online and ready to be accessed.



8. Double click on your computer
9. You may receive a prompt to install ScreenConnect software. You'll either click Install or go into your Downloads folder on your personal computer and run the ScreenConnect file. You'll only have to do this step one time.
10. After installing the software, you may need to double click on your work computer once more. You should now see a window pop up with your computer screen.
11. Click on, "Send Ctrl-Alt-Del," if you need to login. You'll then be able to type in your computer username and password.



12. To log off, click on the Lightning Bolt at the top of your ScreenConnect window, Send Ctrl-Alt-Del and then Lock.



## IMPORTANT!

In order for you to be able to always remote into your computer, you must not shut it down. If you do need to restart your computer, which we do recommend periodically, ensure that you log back into it and then perform the Ctrl-Alt-Del > Lock feature.