Portal Access Instructions for Windows Devices

Clicking on the Windows Logo image will open up the Remote Access logon page

Sign in using your network login credentials.

Your user name needs to be preceded with BRINELEAS\

Dependant on the browser your using this may already be present.

The Remote Desktop will now be displayed for you to select.

Clicking on the Remote Desktop link will download the following file:
cpub-Remote_Desktop-Remote_Desktop-CmsRdsh

Dependant the browser you're using will determine how your run the file
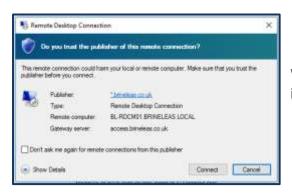
In Chrome click on the arrow to the right of the file name and select open

In Internet Explorer select open

When the Remote Desktop Connection windows is displayed click on Connect

If you're using Chrome you will be asked to re-enter your password. You may be required to do this several times before the desktop is loaded

If you're using Internet Explorer you will not need to do this step

Your desktop will now be loaded and you will have access the network resources including software, your home drive and the shared areas.