Safety and Health Grant Program Database Remote Access Installation Guide



Version 1.01 October 29, 2011

#### Imagine Nation Software

8223 Yukon Hills Ct. Las Vegas, NV 89178 www.insoftware.net Contact: Michael D. Stancliff mstancliff@insoftware.net Telephone: 702.597.9137

# **Contents**

Download Installation Files	
Installation	
Starting the IBT Remote Access program	9
Exiting the Program	15
Closing the Grant Administration Application Closing the Remote Desktop program Closing the VPN Connection	

# **Download Installation Files**

Please go to the Teamsters Safety and Health Department website

<u>http://www.teamsterworkertrainingprogram.org</u> to download the latest Remote Access Installation files. The files will be found in the Program Files section after the Instructor Login page.

### Installation

Start the Setup\_IBT\_RemoteAccess.exe file. You will see the following page.



Click the Next button

Set	up - IBT_RemoteAccess
Lic	ense Agreement
	Please read the following important mormation before continuing.
	Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
	This application is intended for use only by the International Brotherhood of Teamsters (IBT) and its designated Training Centers. By accepting this agreement, you certify that you are an authorized affiliate of the IBT. This installation includes Version 2.1.7 of VPN Client software developed by Shrew Soft ( <u>http://www.shrew.net</u> ), which in turn includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit ( <u>http://www.openssl.org/</u> ), and Jean-loup Gailly and Mark Adler ( <u>http://www.zlib.net/</u> ).
	I accept the agreement     I do not accept the agreement
	<back next=""> Cancel</back>

Select the "I accept the agreement" option and select the Next button

Setup - IBT_RemoteAccess	
Select Destination Location Where should IBT_RemoteAccess be installed?	
Setup will install IBT_RemoteAccess into the following folder.	
C:\ImagineNationSoftware\IBT_RemoteAccess	Browse
At least 3.3 MB of free disk space is required.	
< Back Next >	Cancel

Do not change the default folder. Select the next button.

Setup - IBT_RemoteAccess	
Select Start Menu Folder Where should Setup place the program's shortcuts	<sup>27</sup>
Setup will create the program's shortcuts in To continue, click Next. If you would like to select a	the following Start Menu folder. different folder, click Browse.
Imagine Nation Software\IBT Remote Access	Browse
	< Back Next > Cancel

The Installation Program will create a Start Menu Folder. Select the Next button.



Select the Next button to start the installation of the VPN module of the application.



Select the I Agree button

Choose Components Choose which features of Shre install.	w Soft VPN Client you want to	SHREW SOFT
Check the components you wa install. Click Next to continue.	nt to install and uncheck the co	omponents you don't want to
Select components to install:	Remove Components     Program Files     Network Drivers     Network Services     Start Menu Shortcuts	Description Position your mouse over a component to see its description.
Space required: 8.2MB		
illsoft Install System v2.45		1

Select the Next button.

Shrew Soft VPN Client Setup				×
Choose Install Location Choose the folder in which to install	Shrew Soft VPN Client.		SHREW SO	IFT.
Setup will install Shrew Soft VPN Clie folder, click Browse and select anoth	ent in the following folder ner folder. Click Next to co	. To install in a ntinue.	different	
Destination Folder	N Client	Br	nwise.	1
Destination Folder C:\Program Files\ShrewSoft\VPI	N Client	Br	'owse	]
Destination Folder C:\Program Files\ShrewSoft\VPI	N Client	Br	owse	]
Destination Folder C:\Program Files\ShrewSoft\VPI Space required: 8.2MB Space available: 166 4GB	N Client	Br	owse	]
Destination Folder C:\Program Files\ShrewSoft\VPI Space required: 8.2MB Space available: 166.4GB	N Client	Br	owse	]
Destination Folder C:\Program Files\ShrewSoft\VPI Space required: 8.2MB Space available: 166.4GB	N Client	Br	owse	]
Destination Folder C:\Program Files\ShrewSoft\VPI Space required: 8.2MB Space available: 166.4GB fullsoft Install System v2.45	N Client	Br	rowse	]

Do not change the Destination Folder. Select the Next button.



The VPN section of the remote access installation has been successfully installed. Select the Finish button.

🔁 Setup - IBT_RemoteAccess	
Select Additional Tasks Which additional tasks should be performed?	3
Select the additional tasks you would like Setup to perform while installing IBT_RemoteAccess, then click Next.	
Additional icons:	
Create a desktop icon	
Create a Quick Launch icon	
Next > Cancel	

The setup will create a folder on your desktop for you to start the Remote Access programs. Make sure the "Create a desktop icon" option is selected.



The installation is now complete. You should restart the computer before using the IBT Access program.

### Starting the IBT Remote Access program

On your desktop you will find a folder labeled "Connect to IBT".



Open the folder and you will find two icons.



Connecting to the IBT Safety and Health Department server must be done in 2 steps.

• Step 1

You must connect to the IBT server though a Virtual Private Network or VPN. VPNs require remote users of the network to be authenticated. Data is secured with encryption technologies to prevent disclosure of private information to unauthorized parties.

### • Step 2

Once the VPN connection is established, you must start a Remote Desktop Protocol session (or RDP) on the server. RDP is a proprietary protocol developed by Microsoft, which provides a user with a graphical interface to another computer. Once the RDP session is started you will have access to the server's desktop and be able to run the Grant Administration program remotely.

Double click the Establish "1-VPN Connection" icon. The Shrew Soft VPN Access Manager program will appear.

(B) Shrew S	oft VPN	Access M	anager	- <b>·</b> ×
File Edit	View	Help		
Connect	C) Add	Modify	0 Delete	
8				
IB1.pcf				
	Contraction of the			

Double click the IBT.pcf icon. The Shrew Soft VPN Connect program will appear.

onnect Ne	work
config loac configuring	ed for site 'IBT.pcf' client settings
Credentia	s Michael Stancliff
Credentia Usernar Passwo	s Michael_Stancliff

Enter your Username and Password information. (This information will be provided by the Safety and Health Department. Select the Connect button.

connect	Networ	k		
client c local id pre-sha bringing network tunnel a	onfigure I configu ared key g up tunr < device enabled	d red / configured nel configured		• 111
Crede Use	ntials mame	Stancliff_Michael		1
Pas	sword			
		Discoursed	Orwert	

Once connected, the Access Manager will display "tunnel enabled".

Go back to the "Connect to IBT" folder on your desktop and select the "2-Connect to Remote Desktop" icon.



The RDP Security form will appear. If your IBT assigned user name does not appear (1<sup>st</sup> time users) select the "Use another account" option and select the "Remember my credentials" option.

Enter you These creder	r credentials itials will be used to connect to IBTSHGRANT.to	amster.local.
	? Password	
	Use another account	
R/	member my credentials	

Enter your Username and Password information. This information will be provided by the Safety and Health Department. Select the OK button.

Enter your credentials These credentials will be used to connect to IBTSHGRANT.teamster.loc ? User name Password Domain: IBT1	
? User name Password Domain: IBT1	al.
User name Password Domain: IBT1	
Password Domain: IBT1	
Domain: IBT1	
Remember my credentials	
OK	el

You will now view the IBT Safety and Health Department server.



The desktop will show an Icon labeled Grant Administrator. Double click this icon to start the Grant Administrator program.

The Grant Administrator program will display Login form. Select your name and enter your password.

4 4 1	Ple	ase enter your name	
		Please enter your passw	ord
Sold and the Party of the Party			

The Grant Administrator Start Page will appear.

<ul> <li>Troy Ohlhausen :. IBT Grant Administrator</li> <li>today's agenda         <ul> <li>authorizations</li> <li>0 Pending Training Center Approva</li> <li>0 Pending IBT Approval</li> <li>invoices</li> <li>23 Pending Salary</li> <li>61 Pending Expense</li> <li>photos / cards</li> <li>39 Photos not received</li> <li>0 ID cards not sent</li> </ul> </li> </ul>	r (3.56) /		Common Tasks
06/13/11 06/13/11 PT 06/25/11 06/25/11 HMIT-Ref	CoAlameda NCTAT	07:00 A - 04:00 P 07:00 A - 04:00 P	- Student Search By Find
15 80		Monday, June 13, 2011	Class Search By Find
start page	Refr	esh E <u>x</u> it	Invoice Search Find

Please refer to the Safety and Health Grant Program Database Remote Access User Guide for additional information. The guide can be downloaded from the Safety and Health Grant Program website.

# **Exiting the Program**

There are 3 steps to exit the Grant Administration program and to close the Remote Access software.

- 1. Close the Grant Administration program running on the Safety and Health server.
- 2. Close the Remote Desktop program
- 3. Close the VPN program.

#### Failure to close all 3 programs completely could make your computer unstable or run extremely slow.

#### **Closing the Grant Administration Application**

At the bottom of the Start Page select the "Exit" button.

06/13/11 06/13/11 PT	CoAlameda	07:00 A - 04:00 P	
06/25/11 06/25/11 HMIT-Ref	NCTAT	07:00 A - 04:00 P	- Stude Last
			Class
15 80		Monday, June 13, 201	1
start page	Refr	esh E <u>x</u> it	

The Exit confirmation form will appear.



Select the "Exit Application" option and select the OK button. The Grant Administrator program will now close and you should return to the IBT S&H Department Server desktop.

### **Closing the Remote Desktop program**

To close the Remote Desktop program you must log off of the IBT Safety and Health Department server. Select the Windows Start Button and select the Log Off button located at the bottom right of the Start Menu.

	Control Panel
Microsoft Office Access 2003	Devices and Printers
	Administrative Tools
	Help and Support
	Run
All Programs	Windows Securi
Search programs and files	Log off
🍂 🛃 🛃	

The Remote Desktop will close immediately.

#### **Closing the VPN Connection**

Select the Disconnect button on Shrew Soft VPN Connect Program.

Connect Netw	vork	
client configu local id confi pre-shared k bringing up tu network devi tunnel enable	ured gured :ey configured unnel ce configured ed	H
1		
Credentials		
Credentials Username	e Stancliff_Michael	
Credentials Username Password	e Stancliff_Michael	

Once the VPN is disconnected, the program will read the following:

" tunnel disabled"

"detached from key daemon ..."

You are now completely disconnected from the IBT Server. Select the Exit button to close the Shrew Soft VPN Connect Program