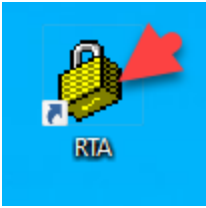
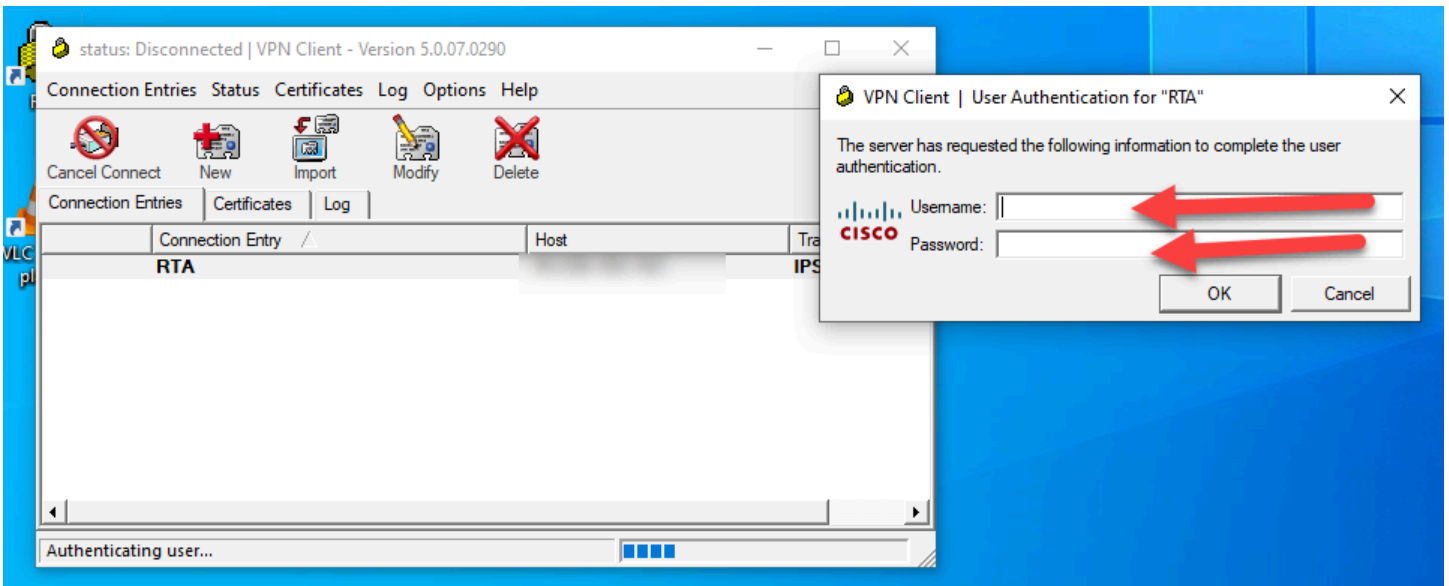




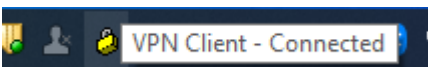
1. Connect your laptop to the internet.



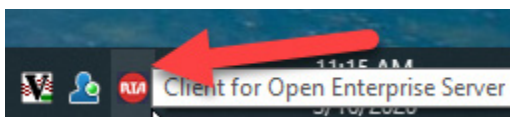
2. Find the VPN client icon on your desktop, and double click to open it.
3. The log in box should be displayed, enter your VPN account ID and password and click OK. Once the program signs in the log in boxes will disappear.



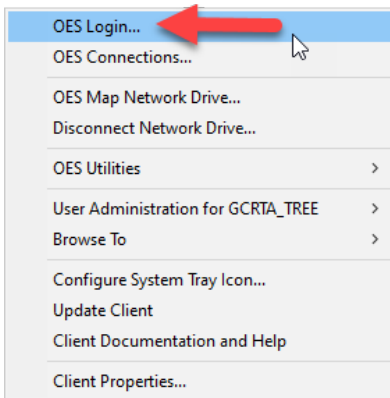
To ensure you are connected to the VPN, you should be able to see the VPN Client's icon in the task bar.



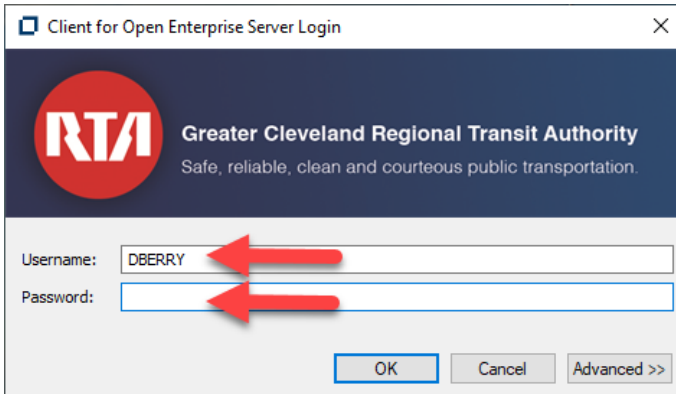
If you hover over this icon, it should say "VPN Client – Connected"



4. You can now sign into Novell. Find the RTA icon located in the task bar, right click on this icon.



5. In the menu box click on “OES Login...”



6. In the login box, type your Novell username and password. The login box will disappear and you will be connected to the RTA’s VPN and Novell, and can access all of your network drives, and emails.

If you have any other questions, please contact the Help Desk at 1-216-356-3333 or email us at helpdesk@gcrtta.org

Accessing voicemail from off site

Login to Mailbox offsite

1. Dial phone number, and press* to interrupt greeting
2. Enter your 11 digit number
3. Enter your password followed by # sign

If you have any other questions, please contact the Help Desk at 1-216-356-3333 or email us at helpdesk@gcrtta.org