Accessing the intranet remotely

You can access the intranet remotely from any computer with internet access.

Go to the College website:-  [http://www.croydon.ac.uk](http://www.croydon.ac.uk)

Scroll down to the very bottom of the page where you will find a cluster of links including the Intranet link.

Click the Intranet link to access the portal. You will now be required to log on to the domain with your usual college username and password.

If you are a member of staff your domain is 'staff'; If you are a student your domain is 'students':-

In the **username** field

**Example 1:** a member of staff called Joe Bloggs would enter the following:--.

`staff\bloggs`

**Example 2:** a student with ID number 909712 would enter the following:--

`students\909712`

In the **Password** field type in the password you currently use to access the network at college.

TROUBLESHOOTING

**Trusted Sites**

If you are using Windows Internet Explorer (IE) as your web browser you may also need to add the intranet as a trusted site.

1. From the **Tools** menu select **Internet Options > Security > Trusted Sites > Sites**.

2. Uncheck the check box **‘Require server verification (https) for all sites in this zone’**

3. Next, in the field **Add this website to the zone** type in the following

   `*.croydon.ac.uk`

   Click **Add > Close**. This will add all Croydon College sites as trusted sites
Pop Up Blockers

You may find that pop up blockers stop forms and documents within the intranet from opening. If this happens you need to either allow pop up blockers from this site or turn pop up blockers off completely.

1. In Internet Explorer select Tools > Pop up blocker > Pop up blocker settings.
2. In the field Address of website to allow add

   *.croydon.ac.uk

   This will allow pop ups from all Croydon College sites.

Alternatively you can switch off pop up blockers completely by selecting in Internet Explorer Tools > Pop up blocker > Turn off pop up blocker

Internet Explorer v8 (IE 8)

To view Croydon College websites in IE8 you will need to configure IE 8 to view croydon.ac.uk websites in Compatibility Mode

To view the intranet in ‘compatibility mode’ in IE 8:-

1. Click on Tools>Compatibility View
2. In the ‘Add this website’ field enter croydon.ac.uk
3. Click on Add>CLOSE and close any open Internet Explorer windows

When you re-open Internet Explorer you will be able to log on to the Intranet.

If you require any further assistance, please contact the New Technologies Team (x3501) or IT Services Helpdesk (x3145). College Tel: 0208 686 5700.