

Accessing your school documents using the CASD WEB

(printable directions are linked at the bottom of this page)

IMPORTANT NOTE: The WebAPP will only work with Internet Explorer. Firefox, Chrome and Safari will NOT work.

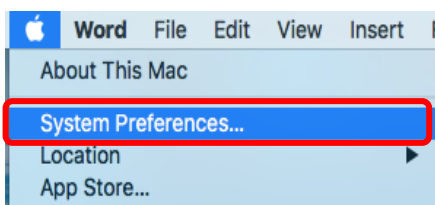
1. Enter webapp.carlisleschools.org into your URL. Hit ENTER.
2. The CASD Web Portal login screen will appear. Use your [CASD login information](#) here, just like you were using a computer on the campus. The **CASD** must precede your USERNAME.
3. Once logged in you will see the list of applications for your use.
 - a. To access an application – click ONCE on the icon for the program
 - b. To access your files – click ONCE on the icon name EXPLORER to see your network folders.
4. SAVE often, this will prevent any loss of information. SAVING is not automatic on the portal.
5. LOG OFF when finished with use. Click on the LOG OFF icon at top of screen. Do not hit **X** to close the Windows, this will not log you off.



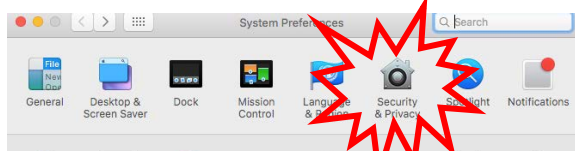
MAC users will need to **first download** the Microsoft Remote Desktop APP to access WebAPP. Once downloaded and configured, then will only need to click on MRD icon to access CASD WebAPP (only Window users would need to enter URLs).

SETUP (need only to do first time):

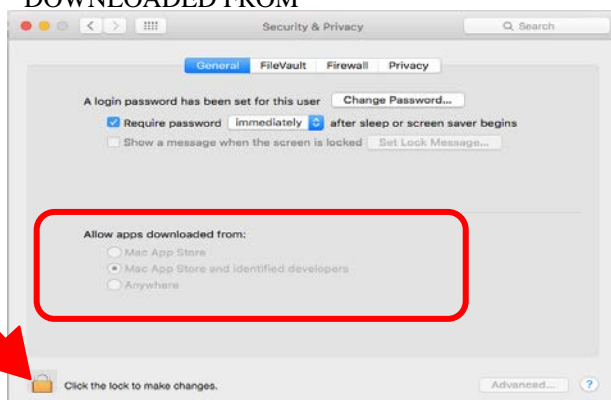
1. Click the Apple menu, and select SYSTEM PREFERENCES



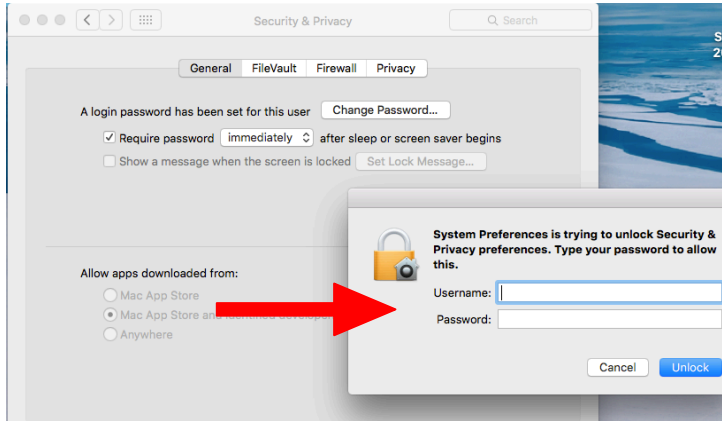
2. In the top row of icons, click on SECURITY & PRIVACY



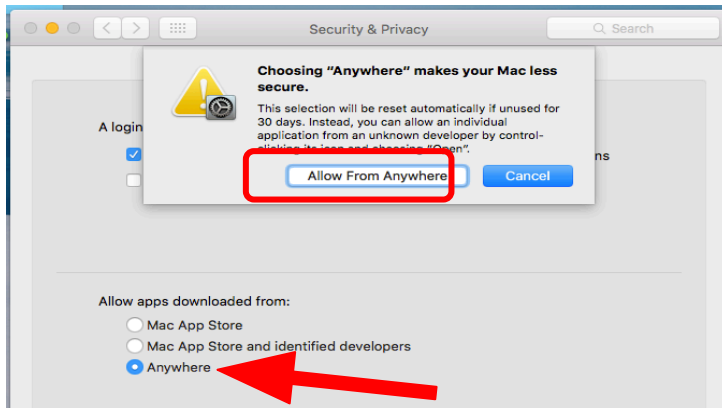
3. Make sure the GENERAL tab is selected at the top, then look for the section titled ALLOW APPS DOWNLOADED FROM



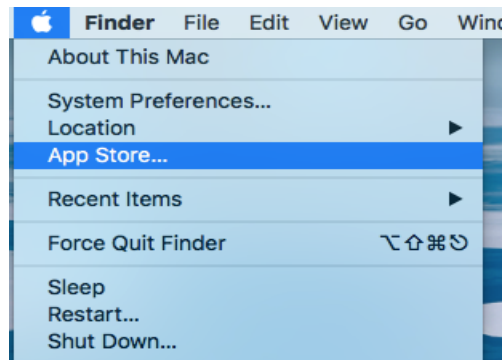
4. Click on the lock in the lower left to make changes, and enter your MAC/APPLE password when you're asked for it. *(NOTE: this is NOT a USERNAME and PASSWORD associated with Carlisle Area School District)*



5. Under ALLOW APPS DOWNLOADED FROM select ANYWHERE if it isn't already selected. A dialog box will pop up warning that CHOOSING ANYWHERE makes your MAC less secure. Select ALLOW FROM ANYWHERE.



6. Close SYSTEM PREFERENCES. Click on Apple Menu and select APP STORE.



7. Search for MICROSOFT REMOTE DESKTOP
8. Click on FREE to download and install APP.



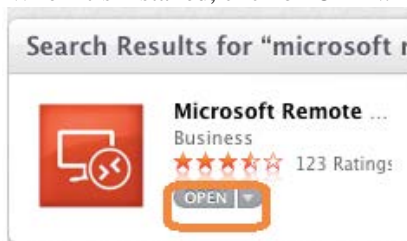
9. Enter your computer or personal credentials to Apple Store to download APP.



10. You should see INSTALLING for progress of APP



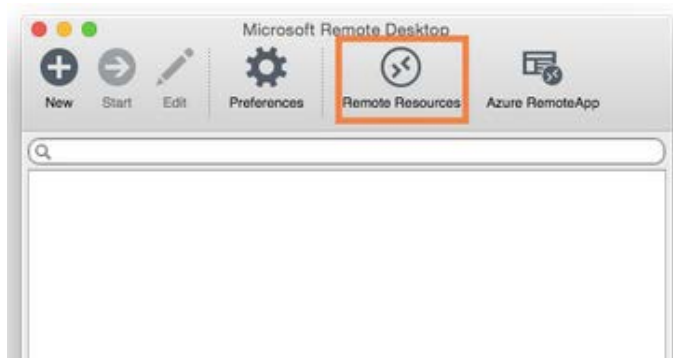
11. When it's installed, click on OPEN.



12. Open Microsoft Remote Desktop. You may see a dialog box similar to this the first time you open it. Just click on DON'T SHOW THIS AGAIN and then click CLOSE.



13. You will see the main **Microsoft Remote Desktop** window. At this point you will need to enter some configuration data to connect to CASD. You should only expect to do this once.



14. Click on REMOTE RESOURCES (see above). Enter the following information and hit REFRESH. You should see a message of SUCCESSFULLY LOADED REMOTE RESOURCES.

Remote Resources

URL:

User name: Enter CASD network USERNAME

Password: Enter CASD network PASSWORD

15. Close the REMOTE RESOURCES pane. You should now see all the CASD Resources that you have access to within the WebAPP.

