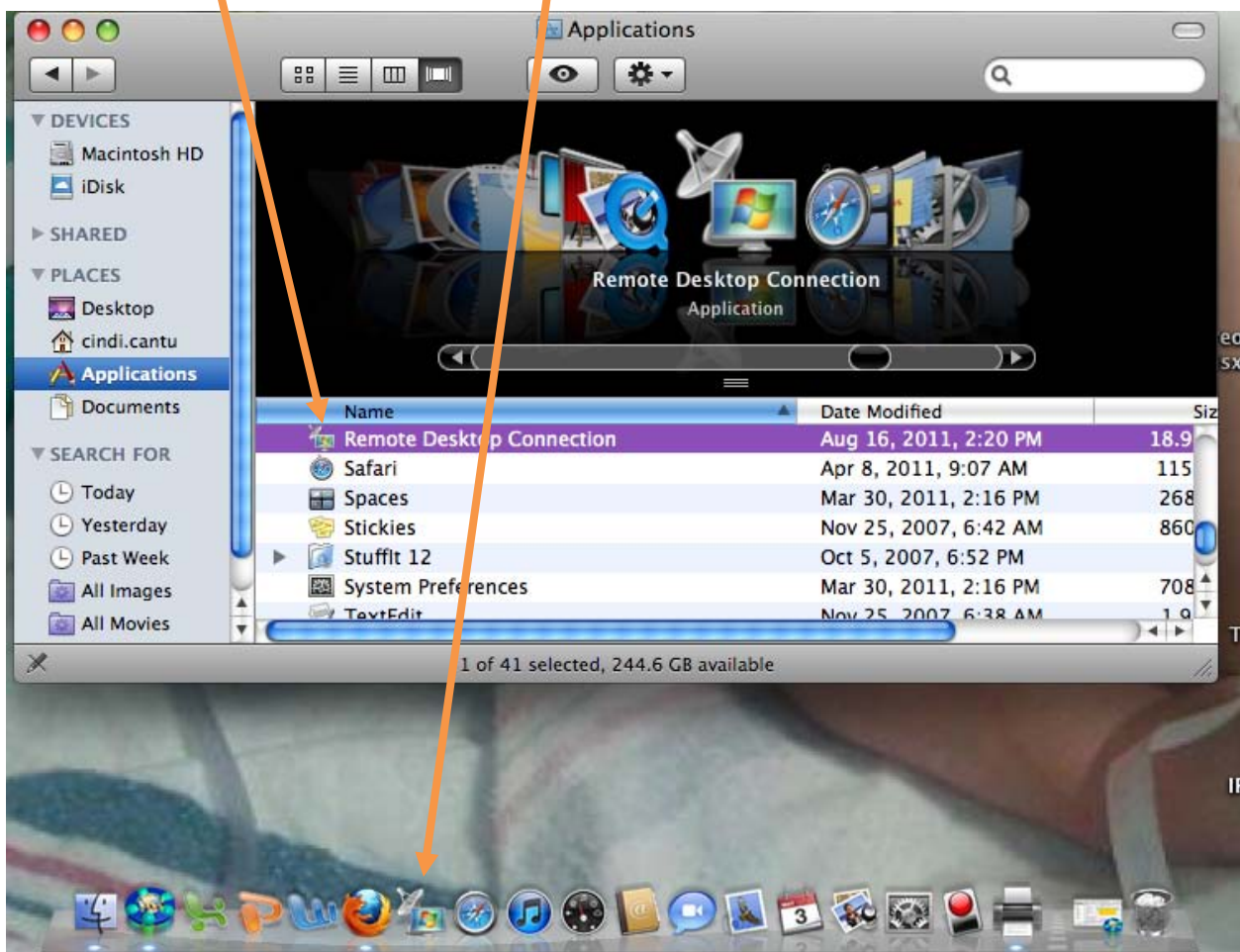


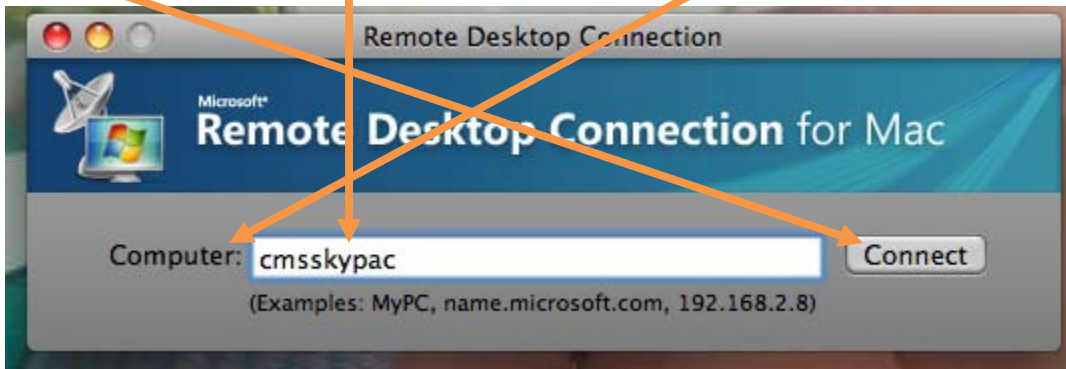
Instructions for Accessing Skyward PaC via Remote Desktop Connection on Mac Computers

If you cannot locate Remote Desktop Connection on your computer after viewing this tutorial, please contact the CMS Help Desk at 769-4502.

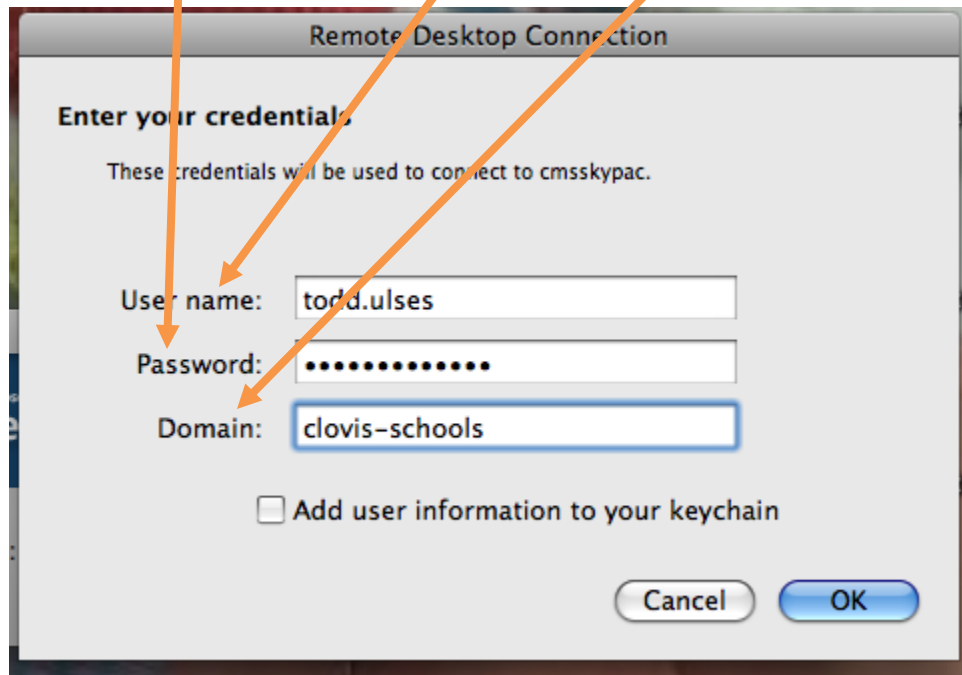
1. You will first need to locate and open remote desktop connection from your applications folder, or from your dock.



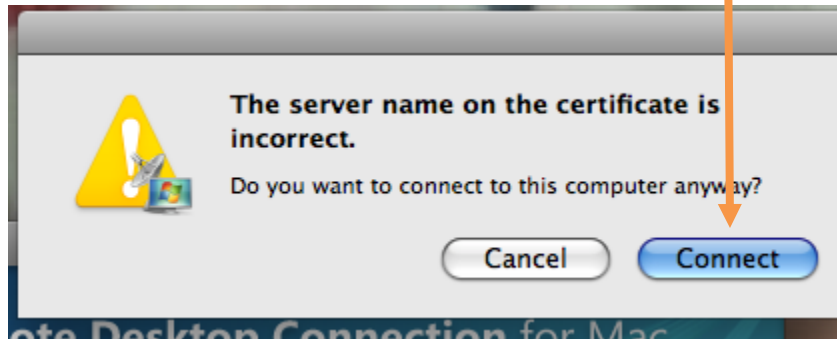
2. After successfully opening remote desktop, you should see a screen like the one below. You will need to enter cmsskypac in the white box labeled Computer and click on connect.



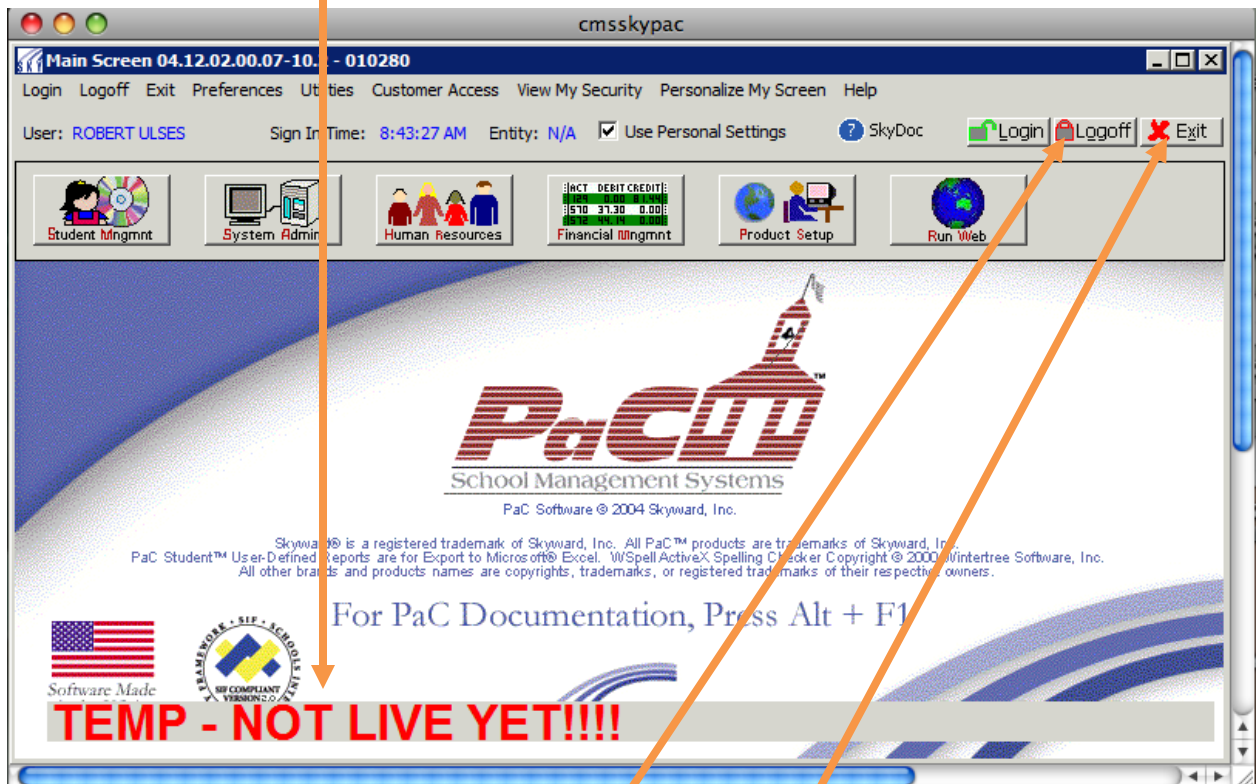
3. The next window will look like the one shown below. You will need to fill in the information as shown below where **user name = the same user name you use for FirstClass**, **Password = your email password**, and the **Domain = clovis-schools**.



4. If you receive, the screen below you will need to **click the blue Connect button** in order to connect.



5. Once you see the screen below you have successfully logged in. The only difference will be the wording "**TEMP – NOT LIVE YET!!!**" will not be on your screen.



6. When you are done you will need to click Logoff and then Exit.

7. After exiting from the program, you may be prompted to save your information as seen in the screen below. If you will click, save on this screen, the program will save your login information for you with the exception of your password, which you will need to enter each time you login.

