

It is rare, but occasionally NexGen is not accessible at the local school. This is caused by local school server being offline for maintenance or because the school is off the wide area network (WAN) due to a break or equipment failure. When this happens, the local school bookkeeper may come to the central office to work. If working from the central office when the local school server is down, if the bookkeeper logs in using his/her "regular" credentials he/she will not be able to work efficiently as the login is tied to network drives at the school and desktop icons. To eliminate this issue, please follow the steps below. If the server and WAN are operational, any user in the district can login from any location and there will be NO problems. These steps ONLY pertain to an issue with the school server or WAN which is rare.

Notify CFO Kari Austin and mbssupport@mtnbrook.k12.al.us that you will be working at the central office.

Login to the machine you are using at the central office using the mbguest login. See the district technology office for the mbguest password.

Note that the machine being used must have the RDP client saved on the machine hard drive. The technology office can assist you with this install if the client is not already loaded.

Access the G:\ Drive of the mbguest account (My Documents.) Click on the 19) NexGen Server.rdp shortcut.

Log in to NexGen using your "normal" NexGen login and password credentials.