

## HOW TO LOG IN TO NUNAVUT STUDENT INFORMATION SYSTEM (SIS) USING CORD

### *How to Establish a Remote Desktop Connection to SIS using a Mac computer and CoRD*

In order to log into SIS, staff who work using the admin interface need to use a Remote Desktop client to connect. PC users use a Windows-based program – Remote Desktop Connection which is part of the Windows Operating System. Mac users need to install a third-party application. There are several to choose from, however the SIS team recommends a choice of two applications that seem to work consistently connecting to Maplewood. **CoRD** and **Microsoft Remote Desktop Client for Mac**. Both applications are free downloads, however *Remote Desktop Client for Mac* requires you to log into the Apple Store to download. In this document, we will show you the steps required to download and install the CoRD application to your Mac and how to configure a profile to log into Maplewood SIS.

1. The installer for the most up-to-date version of CoRD is available on the NunavutSIS Wikispaces site.

<http://nunavutsis.wikispaces.com/Software>

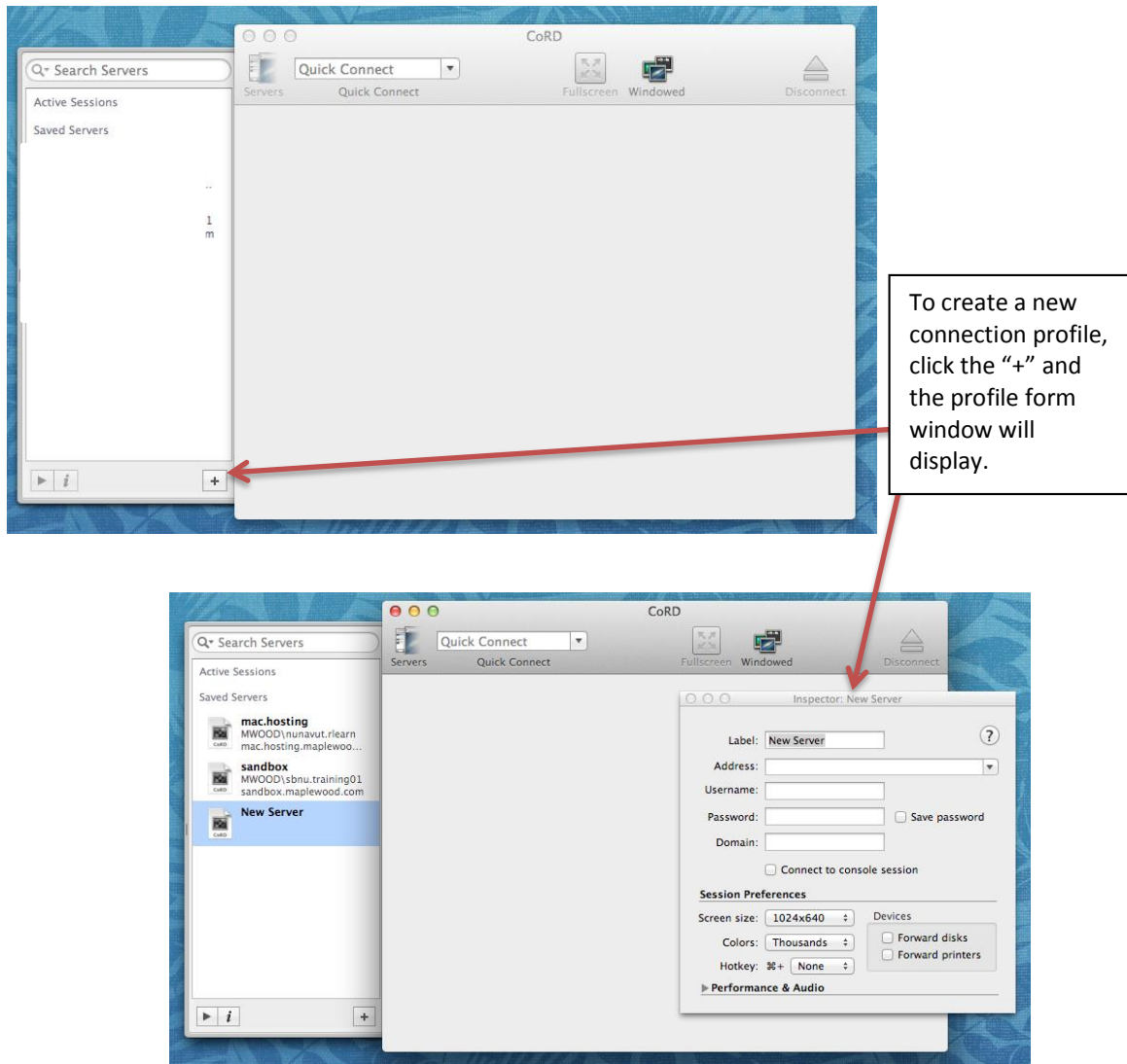
*Download CoRD to your desktop and double-click the installer. To install just move the **CoRD** program to your Applications folder. Double-click the icon to start program.*

This is the CoRD application icon on your Mac “Dock”.  
**<Ctrl> click** to see the menu to “Add to Dock” preference.

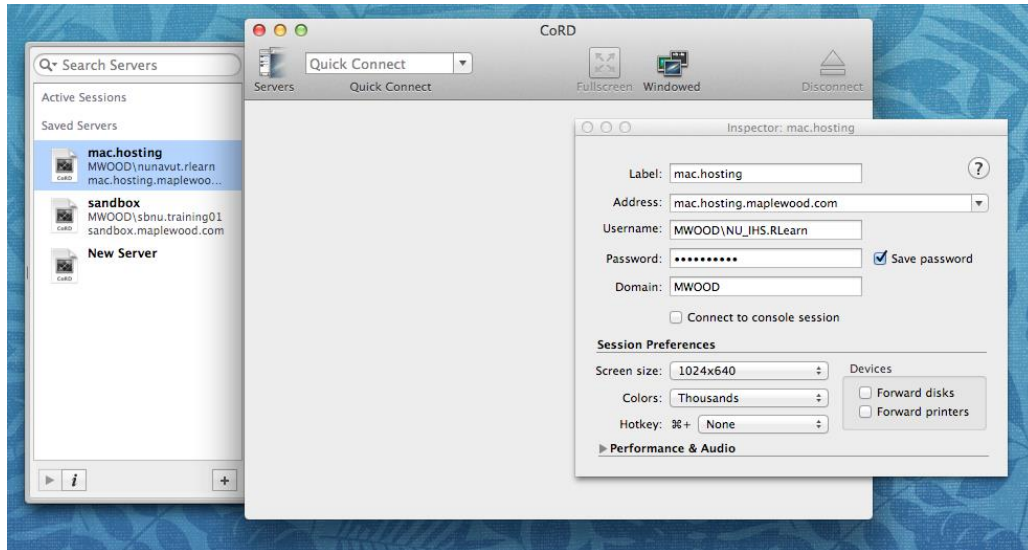


## 2. Create your connection profile in CoRD.

When you open Cord for the first time, it will look like the image below. You need to configure a login profile in order to connect to Maplewood with your username.



3. Your Remote Desktop login profile should contain the same information as the image below.



**Label:** is simply the title of the profile. You can call it Maplewood, SIS or your name.

**Address:** This is the internet address of the Maplewood hosting servers. Because the application is launched from a Mac, you need to make the address **mac.hosting.maplewood.com** ensuring your connection goes to a Mac-compatible server. (For connecting with a Windows-based PC the address is **hosting.maplewood.com**)

**Username:** this is the name Maplewood uses to identify your login. You need to use this convention for your username: **MWOOD\NU\_XXX.RLearn** you need to replace the xxx with your school code (check with the SIS team to find out yours), there should be a period between your school letters and your first initial last name.

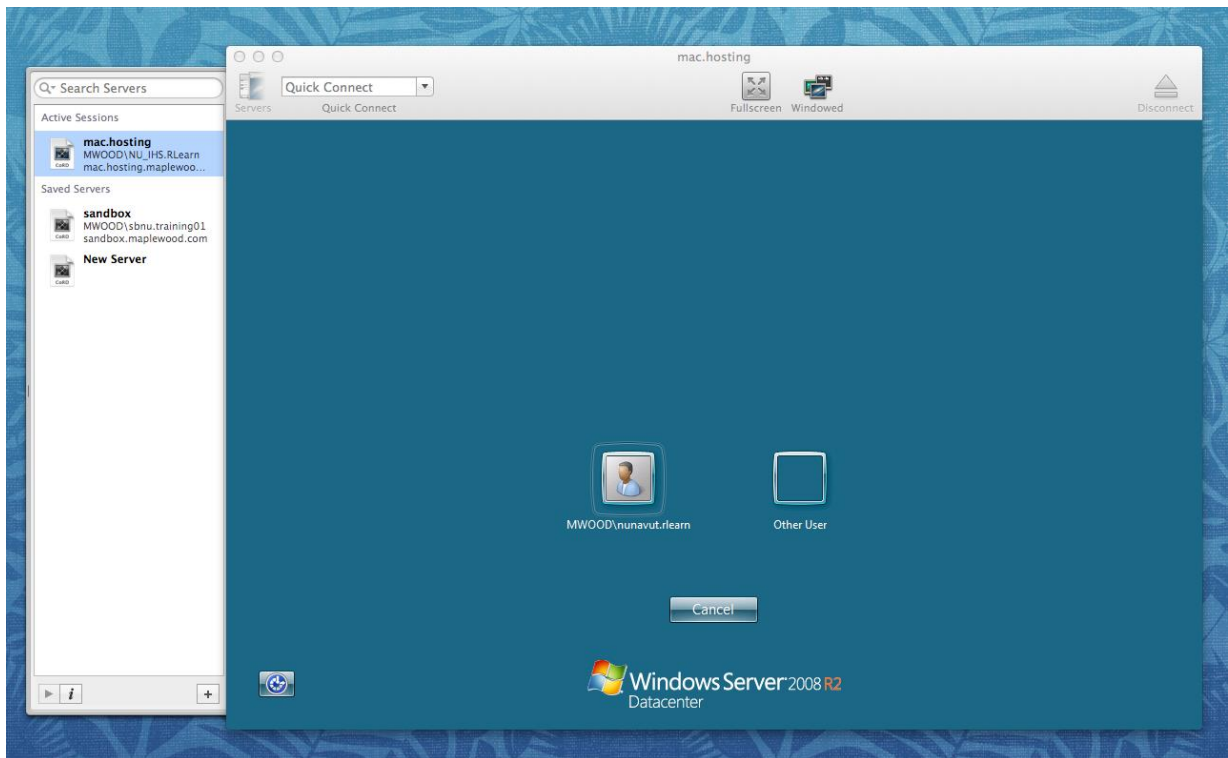
**Password:** whether you enter and save your password or not, Maplewood will still ask you to enter your password once you reach the server. Best to leave it blank.

**Domain:** the domain in all cases is MWOOD

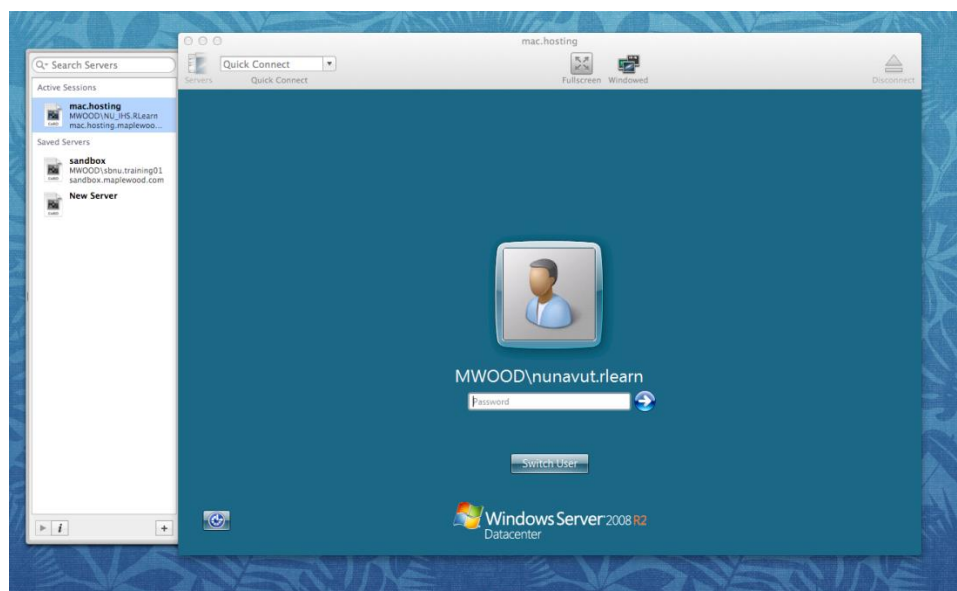
**(optional) Screen size:** you can adjust the screen size to your preference by clicking the pull-down menu and choosing a different resolution. You will have to choose the size, click to login (to see if the setting is your preference). If not, you just choose another setting and login until you get the setting you like best.

**All other settings should be left as they are.**

4. Once you have configured your server login profile, click the red ball to close the inspector. Then double-click the new profile to log into Maplewood. Once CoRD has co

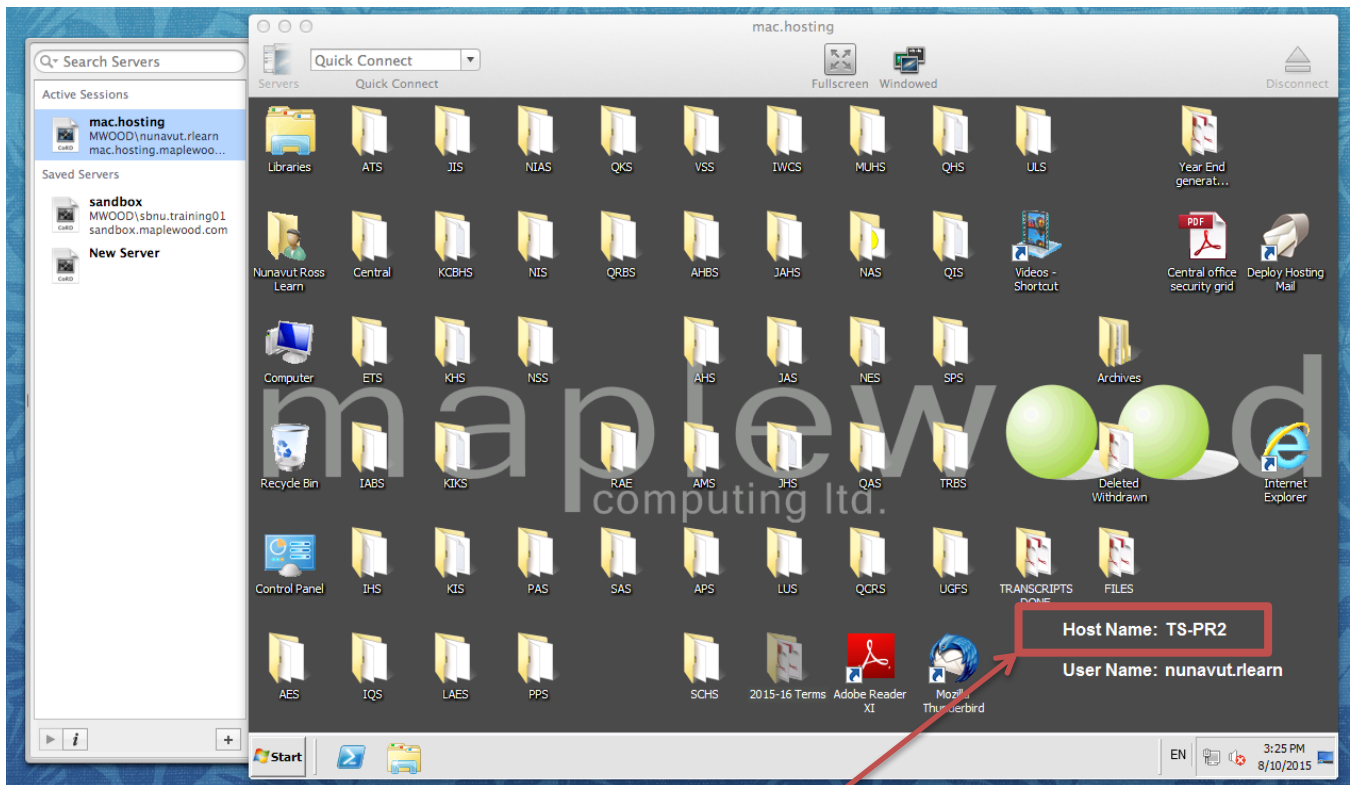


5. The login will continue with the black screen and will give you the login window to connect to your Maplewood Admin session. Click the icon with your username.



6. Type in your password and click the arrow to login.

7. CoRD will display your remote desktop session.



Occasionally, the SIS Team may need to troubleshoot your connection to the Maplewood servers. When we ask which server you are on, we are asking for the **Host Name**: