

HOW TO LOG IN TO NUNAVUT STUDENT INFORMATION SYSTEM (SIS)

How to Establish a Remote Desktop Connection to SIS

In order to log into SIS, vice-principals, principals and office managers first need to establish a Remote Desktop Connection to the SIS server:

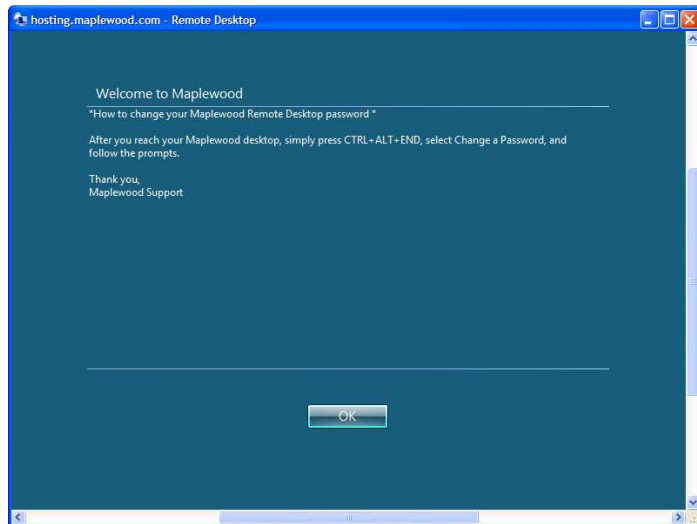
1. Open **Remote Desktop Connection** application. This is installed by default on Windows computers. In Windows (you can usually find it under Start - All Programs - Accessories). *For Mac users, a Microsoft Remote Desktop Connection Client for Mac may need to be installed. Contact your IT Program Coordinator if you need it installed on a Mac.*
2. Type **hosting.maplewood.com** as the computer to connect to in Remote Desktop Connection:



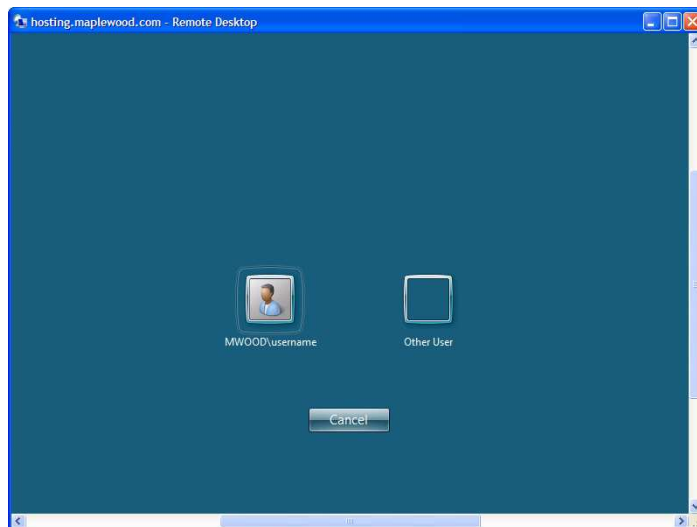
3. Click the **Options** button at the bottom and the tool will expand. In the **User Name** field*, type **MWOOD\[type your username here]** and click **Connect**:



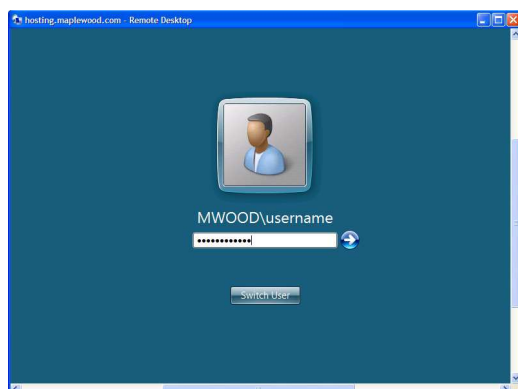
4. After a moment you should get the following screen. *(For Windows 7 users the password will be prompted before this step).* Click **OK**.



5. In the next screen you should see your user account displayed. Click your account.



6. In the next screen, type your password* and click the arrow button to log in.



*If you are not sure what your username or password is, please contact your SIS support person.