

Accessing 4Matrix from Outside School: List of Options (WALES)

We have received several enquiries over the last week or so asking how 4Matrix can be used from outside of the school network.

There are several ways in which this can be achieved, and any combination of these options can be adopted.

You should check with your IT Dept as to whether any of these options are already available to you.

- 1) **Terminal Server:** This is a machine - or virtual machine - in-school, specifically for users to access from outside the school network. It works in a similar way to remote access software, with the main difference being that Terminal Server requires each user to login to the central server separately. This provides each user with their own session.
- 2) **Remote Access Software:** 3rd party applications are available that will allow you to remotely take control of your own PC on the school network, from home, and use it as if you were sat in front of it. 4Matrix use Teamviewer and LogMeIn Rescue in this way to provide remote support to users.
This option requires your school computer to be switched on at all times!
- 3) **Virtual Private Network (VPN) Access:** You can create a VPN that allows you to connect to your school's 4Matrix server from anywhere, using a secure 'Tunnel'.

LogMeIn Hamachi is an example of an application you can use for this purpose.
You will need to install 4Matrix on the remote pc (e.g. home laptop) and use the same 4Matrix Settings file you would use if you were in school.

More information is included on the next page.

- 4) **Installing 4Matrix as standalone (Not recommended):** You can install a complete copy of 4Matrix, including sql and the database using the 4Matrix Network Manager, onto a standalone laptop. You can then take a copy of the school database and restore it onto the laptop. If any changes are made to the database, such as imports, editing of grades, etc, you will need to restore the database back onto the school server when returning to school.

Whichever option(s) you choose to implement will need to be checked against your school's GDPR policies and procedures.

LogMeIn Hamachi Overview

LogMeIn Hamachi is a secure virtual private networking (VPN) tool that allows your IT Dept. to setup a VPN over the internet and bring your own device into the school network.

It requires the Hamachi application to be installed on the server where the 4Matrix database resides and on the device that requires access from outside school.

The devices to be used outside of school will also require the 4Matrix client application with the usual Settings file (the same as any standard client install in-school). The Settings file is what tells 4Matrix which server and database to connect to. The VPN will allow the 4Matrix installation to connect to the database in-school, as if the device was actually on premises.

- **LogMeIn Hamachi is free for up to 5 installations*.**

It is around £30 per year for up to 32 installations, and £120 per year for up to 256 installations.

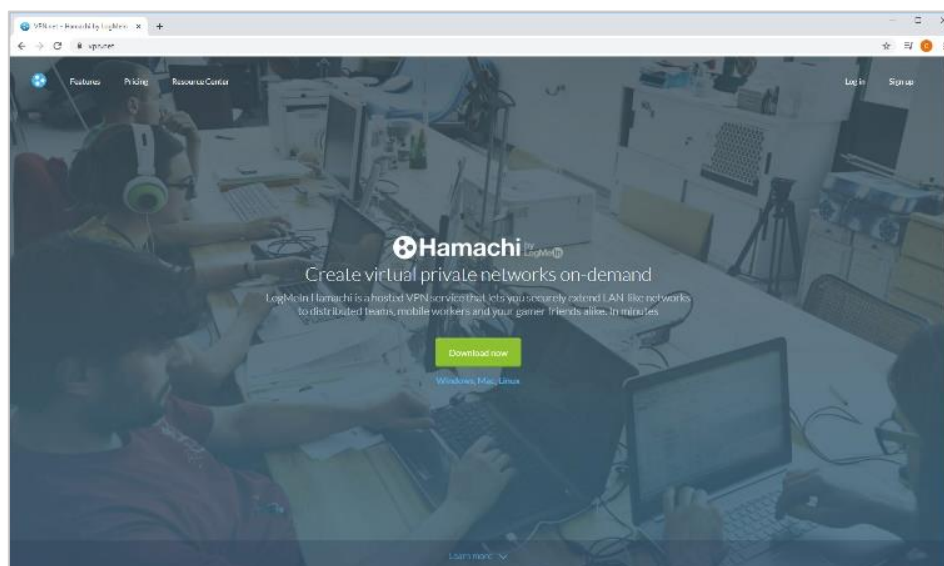
<https://www.vpn.net/>

**The Free version of LogMeIn Hamachi will install as a Local Service. It will stop running when the account logs out, the computer is locked, or if the system shuts down. The LogMeIn Hamachi application must also be re-launched and the connection status activated manually.*

The paid subscription service will install as a System Service meaning it will continue to run in the background when the computer is locked. It can be set to start automatically when the computer is switched on, after a restart, or wakes from sleep or hibernation. The different pricing tiers offer different specifications and you can find out more at

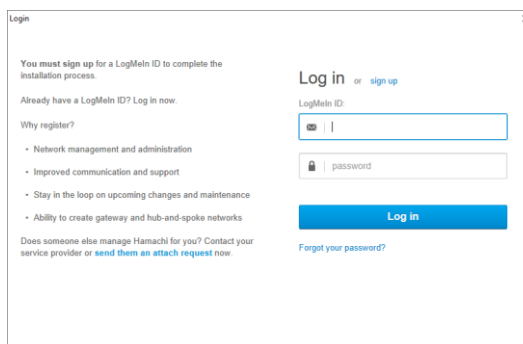
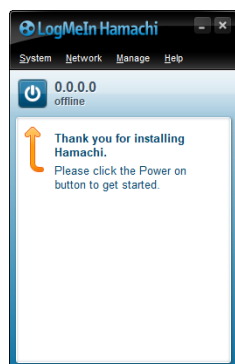
<https://www.vpn.net/>.

Installation notes are included on the following pages.

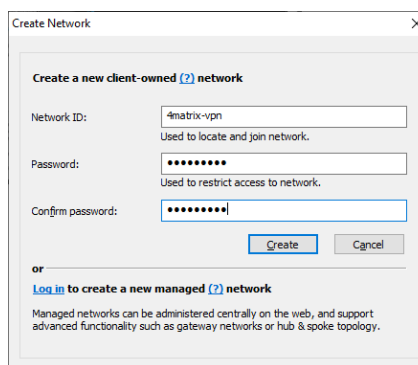
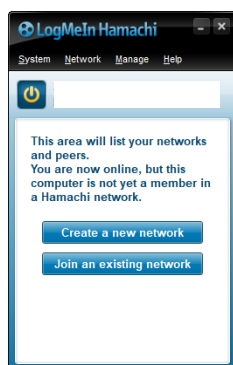


LogMeIn Hamachi Setup Notes

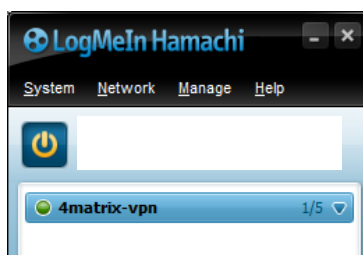
- 1) You can find out more about LogMeIn Hamachi and download the installer from this link:
<https://www.vpn.net/>
- 2) The complete user-guide is available [from here](#)
- 3) Once you have downloaded the msi, work through the installation wizard to install it on your 4Matrix Database Server. This is a very simple process of accepting a licence agreement and clicking next until the application launches.
- 4) Once the install is complete, the application will open. Click on the **power button** and a prompt will appear for you to login or create a new LogMeIn ID:



- 5) Once you have logged in/created an account, the main panel will update with the following options. Click on **Create a new network** and complete the details:

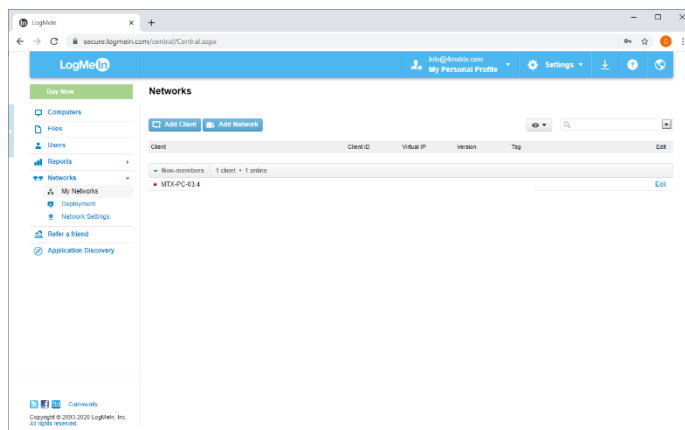
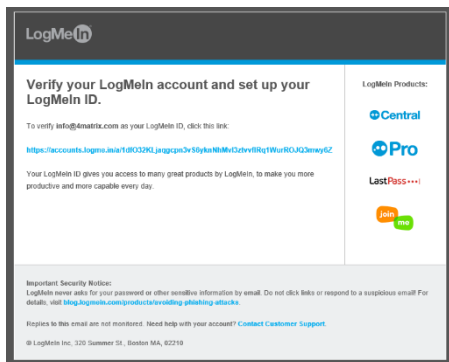


- 6) Once complete, the new network will show in the main application panel. The next step is to deploy the Hamachi application to users.

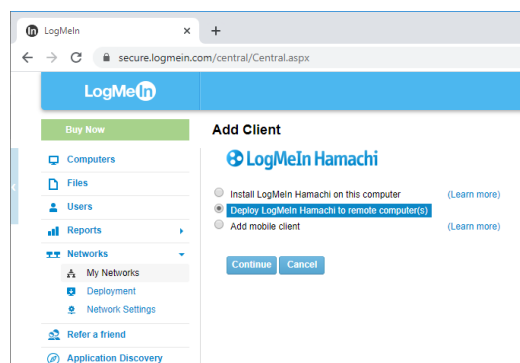
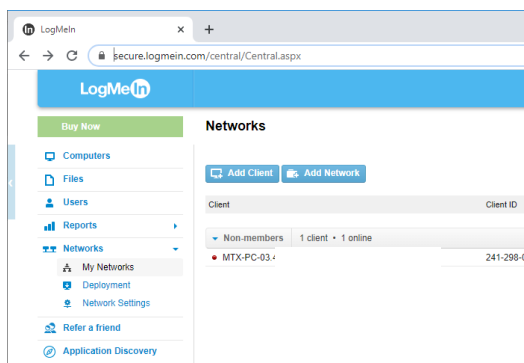


LogMeIn Hamachi Setup Notes Cont./

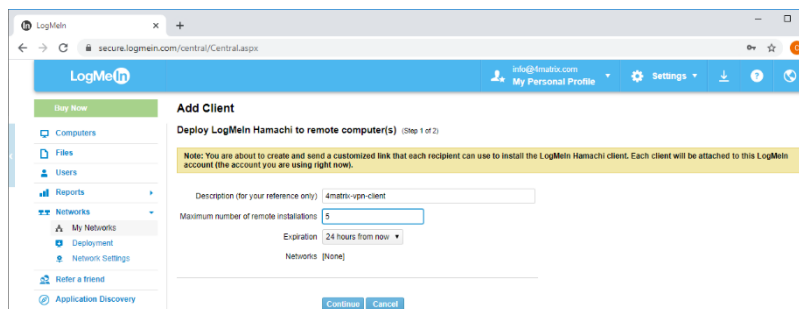
- 7) As part of the creating an account process, you will have received an email to verify your email address. Clicking on the link to verify your address will also open the browser-based management console. You can also access the link here: <https://secure.logmein.com/>



- 8) In the **Networks** panel, select **Add Client** and then **Deploy LogMeIn Hamachi to remote computer(s)**:

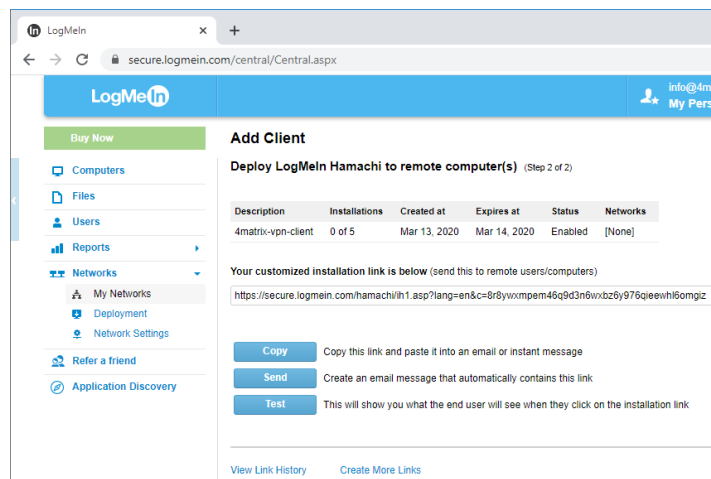


- 9) In the next screen, complete the details and then continue.



LogMeIn Hamachi Setup Notes Cont./

- 10) Now share the auto-generated download link with your users. This can be done using the **Send** option on this screen, or you can copy the link and share it manually:



- 11) For users to connect to your new VPN, **use the link from the previous step to install the same application** on relevant devices. It should have the network settings pre-configured.
- 12) The final step is to **ensure that the same devices have the 4Matrix client application** installed with the same Settings file that would normally be used in-school. Setup is now complete, and the user should be able to launch 4Matrix on the device from outside of school and connect to the specified server/database.

Getting Help

4Matrix Website: <https://www.4matrix.com>

Support portal: <https://help.4matrix.com>

Facebook: <https://www.facebook.com/groups/4matrixdata/>

<https://www.facebook.com/groups/welshschooldata/>

Twitter: <https://twitter.com/4matrix>