




How to connect to CSO Network using Reach

1. On your device (laptop etc.), ensure that you are connected to a broadband connection (**Note: You will not be able to connect through Reach if connected to CSO network – i.e. from inside the office**).
2. Open a web browser -
 - Internet Explorer 
 - Google Chrome 
 - Firefox 
3. In the address bar of whichever web browser you are using, type – <https://reach.cso.ie> and you will be directed to the webpage in **Fig. 1 – Reach homepage**.

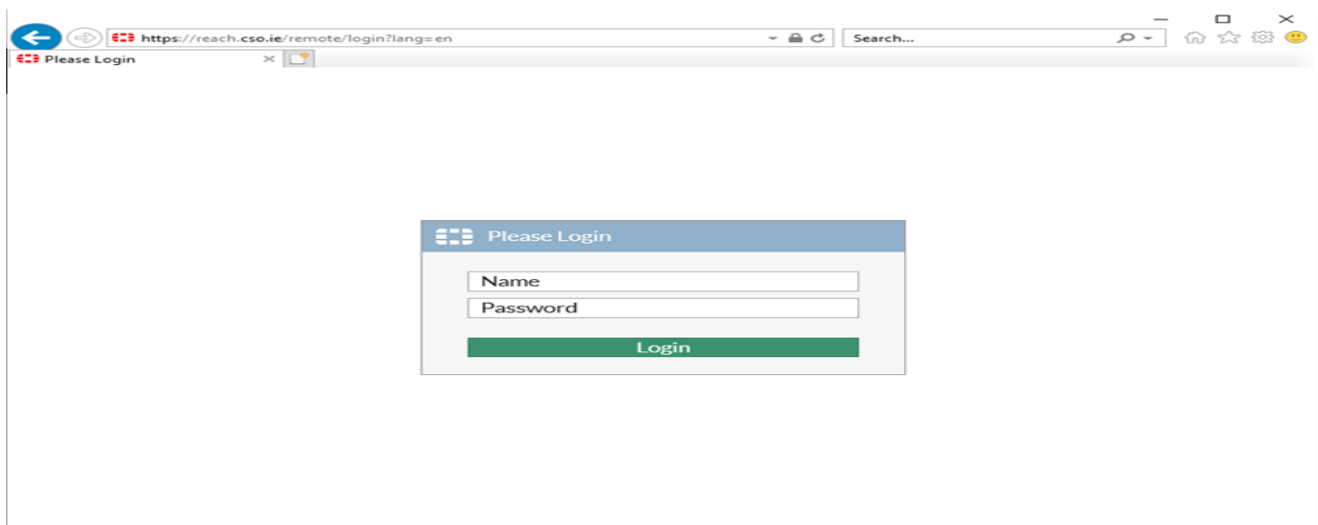


Fig. 1 – Reach Homepage

4. Enter the username and password provided to you by Security & Networks team and click on '**Login**' and you will be directed to another page, see **Fig. 2 – Reach Account Bookmark Page**.

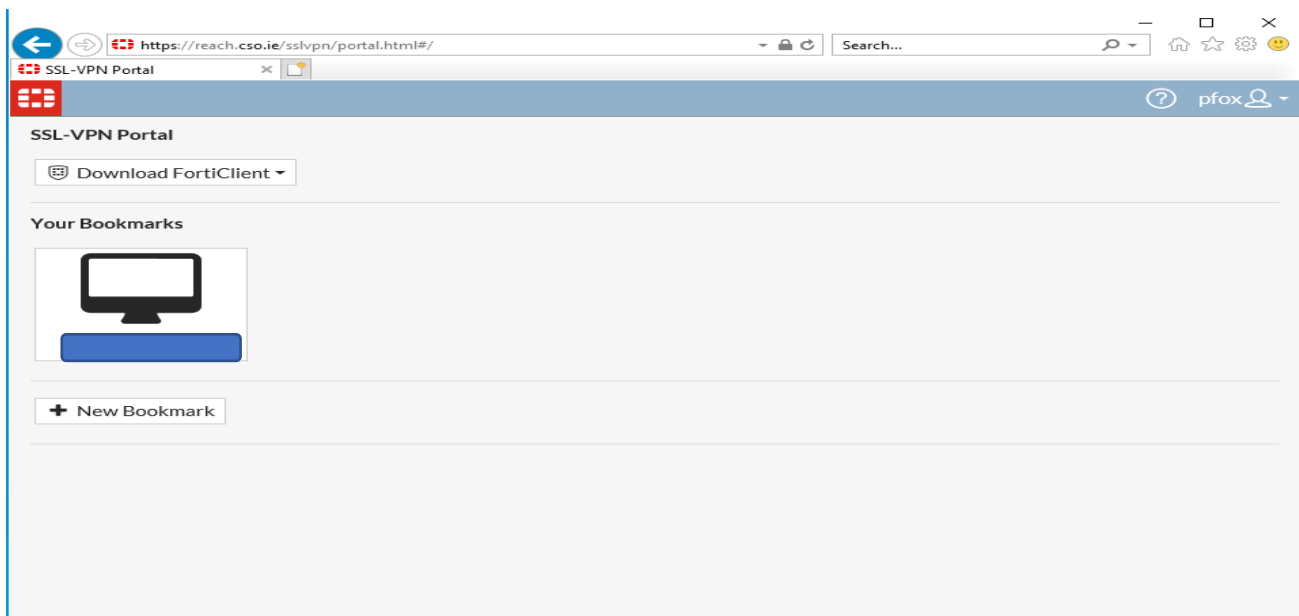


Fig. 2 – Reach Account Bookmark Page

5. There will be only one bookmark on this page. This is configured to connect to your desktop PC only.
(Note: Do not edit the settings on this bookmark because remote access will be lost if you do).

6. Once the connection is made to your desktop PC the dialog box in **Fig. 3 – Central Statistics Office logon policy** will be the next screen.

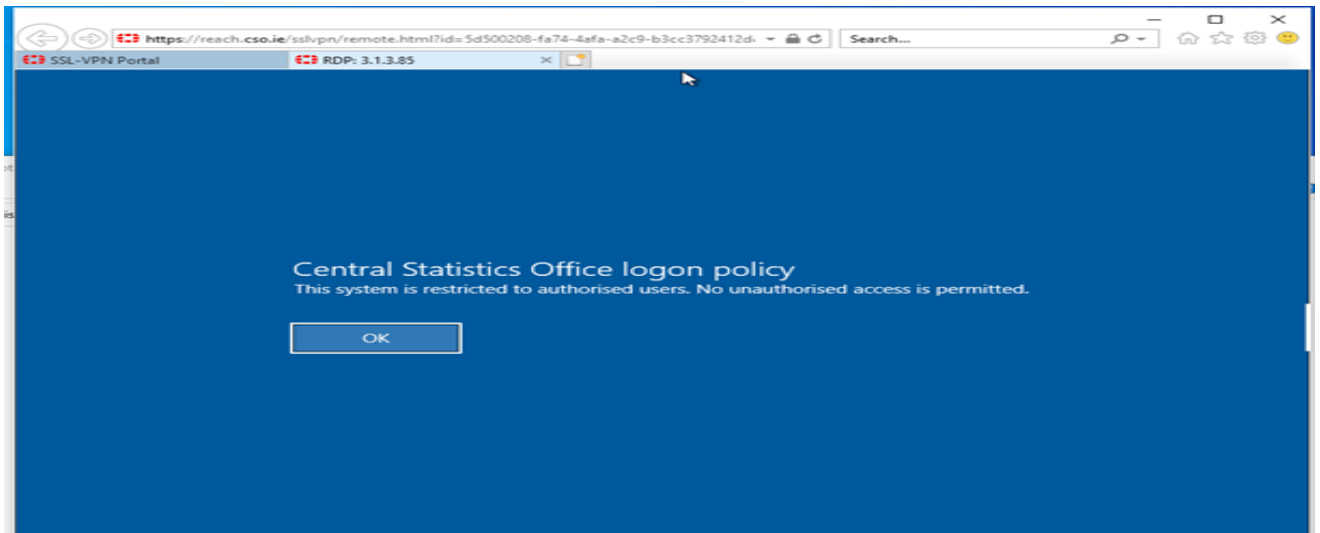


Fig. 3 – Central Statistics Office logon policy

7. Click 'OK' – this will direct you to the login screen you see on your PC each morning. See **Fig. 4 – CSOCORK – Login screen**.

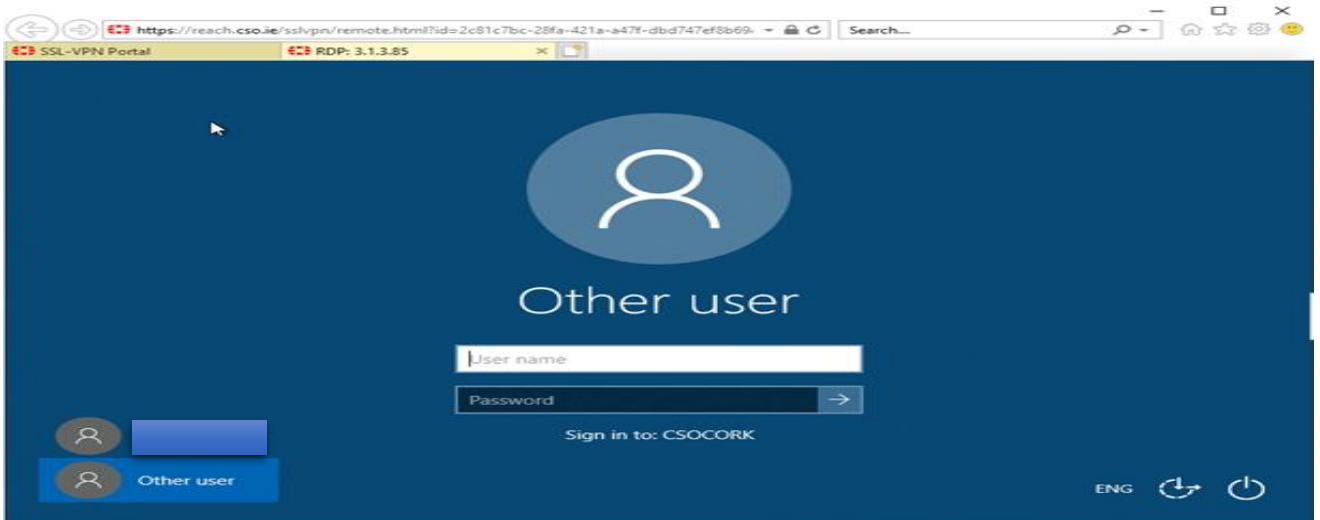


Fig. 4 – CSOCORK – Login screen

8. Enter your User name and Password same as you would on your PC each morning you log in.

Logging out of Remote connection and Reach

NOTE: While working remotely - If your PC in the office is shut down, you will NOT be able to log in again until the PC can be manually switched back on. To prevent this from happening, use the following steps while logging out.

To log out of PC

1. To log-off PC that you are connected remotely to, click the start button (circled in yellow) and then the current user icon (circled in red). See **Fig. 5 – Logging off PC**

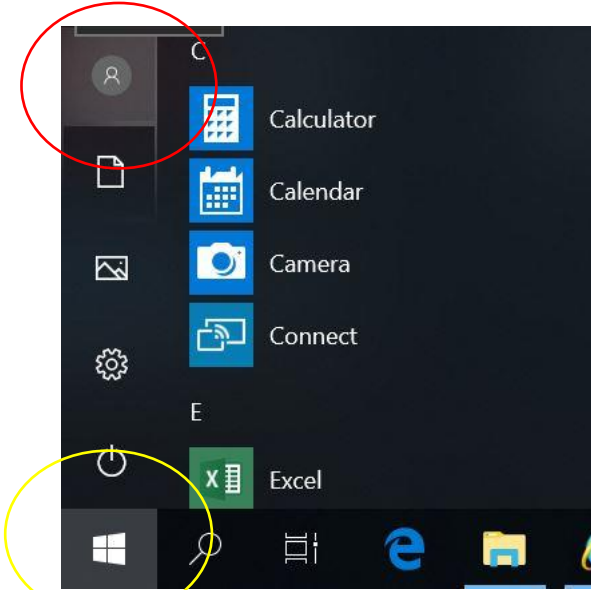


Fig. 5 – Logging off PC

2. When you click the current user icon you will get four options. You should choose **'Sign out'** option (circled in red). See **Fig. 6 – Sign out.**

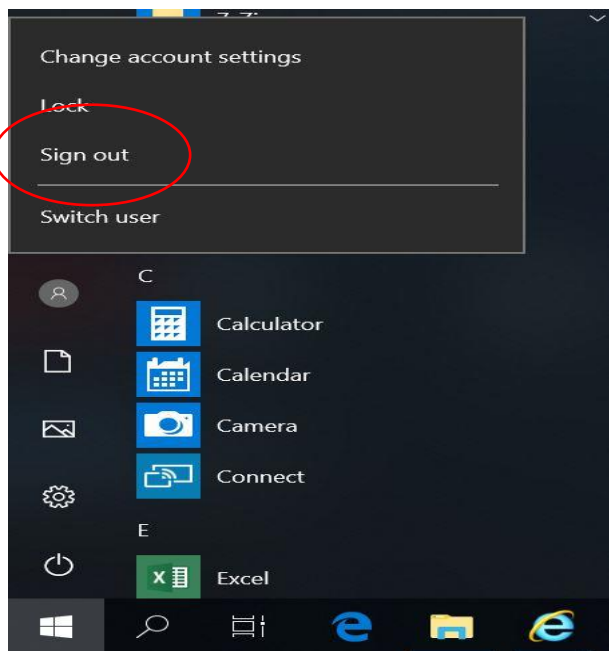


Fig. 6 – Sign out

3. Once you have signed out, the Remote Desktop Connection will be lost. See **Fig. 7 – Connection closed**. Click **'Close Window'**.

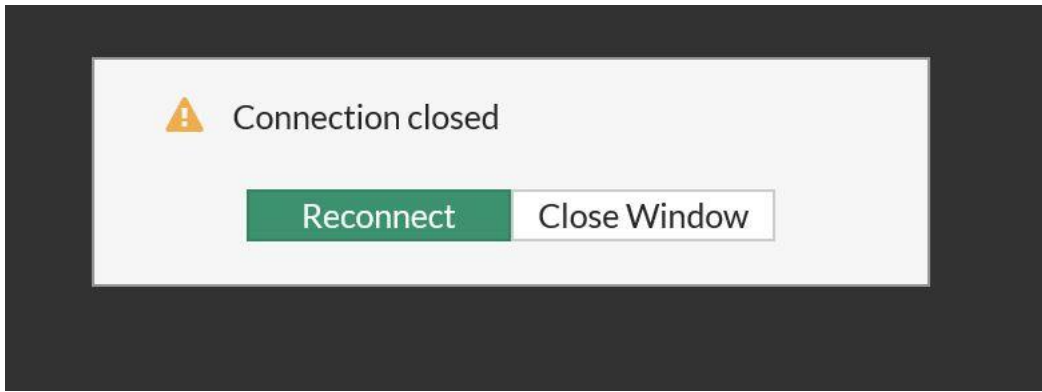


Fig. 7 – Connection closed

To log out of Reach

1. On the upper righthand side of the window, click the down arrow next to your user name and click **logout** (circled in red). **Fig. 8 – Logout of Reach**.



Fig. 8 – Logout of Reach

2. You will be returned to the Reach logon screen.

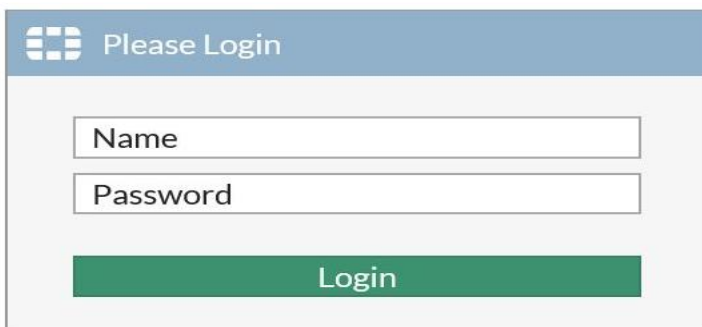


Fig. 9 – Reach logon screen

Troubleshooting issues

4. If you having issues logging it to <https://reach.cso.ie> please make sure you are connected to a broadband connection, make sure that your username and password are correct.
5. You will NOT be able to connect to reach while logged onto the CSO network on your laptop.
6. If you are having issues logging into your desktop PC (**Fig. 4 – CSO CORK – Login screen**), make sure your username and password (to log onto CSO network) are correct.