

## Home Access: Remote Desktop

This guide is designed to help you connect to the Walsall College network via a Windows PC or laptop.

Using '**Remote Desktop**' allows you to connect to the college network and access your home folder and files as well as select college software. You are NOT required to use '**Home Access**' to login to Moodle, to access Moodle use the following link; Moodle (<u>https://moodle.walsallcollege.ac.uk/</u>)

Open up your web browser e.g. Google Chrome, Firefox, Opera etc.



In the address bar enter the college website address <u>https://www.walsallcollege.ac.uk/</u> or search for Walsall College.



Once you are on the Walsall College website, in the top menu bar or at very bottom of the page find and click on '**Home Access**' link.

| Get a Prospectus | 🖵 Home Access | L | Accessibility |   |
|------------------|---------------|---|---------------|---|
|                  |               |   |               | ļ |

On the Home Access page select the 'Remote Desktop: PC Link' link.



Depending on which browser you are using, at the bottom of the screen an option to '**Open**' or '**Save**' will appear.



|                        | Open<br>Always open files of this type |   |
|------------------------|--|---|
|                        | Show in folder                         | ( |
|                        | Cancel                                 | - |
| NalsallCollege (2).rdp | ~                                      |   |

Once you have opened the link you will be prompted to '**Connect**' to the server.

| 퉣 Rem                   | ote Desktop Connecti                             | on >   | < |
|-------------------------|--|--|---|
|                         | he publisher of this<br>nyway?                   | remote connection can't be identified. Do you want to connect                              |   |
| This remo<br>where this | te connection could ha<br>s connection came from | m your local or remote computer. Do not connect unless you know<br>or have used it before. |   |
|                         | Publisher:                                       | Unknown publisher  |   |
| <u> </u>                | Туре:  | Remote Desktop Connection  |   |
|                         | Remote computer:                                 | rdfarm.walcat.ac.uk  |   |
| 🗌 Don't                 | ask me again for conne                           | ctions to this computer  |   |
| 💽 Shov                  | v Details  | Connect Cancel   |   |

From here you will be asked to login using your college username and password. Your username is your college ID number e.g. 1012345 and your password is your date of birth in an 8-digit format e.g. 25121999 (if your date of birth was 25th December 1999).

| 1001234                               |                   |              |  |
|---------------------------------------|-------------------|--------------|--|
| •••••                                 |                   |              |  |
| Log on to<br><u>How do I log on t</u> | STUDEN<br>another | T<br>domain? |  |

Once complete you will be logged onto your college account with access to all of your files and select college software.

## Staff Users

Please note that staff users will be asked to enter their Multifactor Authentication (**MFA**) token. If you have not already set up MFA on your mobile device you will need to do this while on-campus using the link on the Staff Portal.