

Accessing Coventry College Remote Desktop Services

The College has two Remote Desktop Servers available for staff access to internal college services.

- College Email/Office 365/MS Teams are already externally available and can be accessed here - <https://www.office.com/>
- Moodle is also available externally and can be accessed here - <https://moodle.coventrycollege.ac.uk>

PLEASE NOTE: It's advised that any users requiring access to the above services do so by accessing them directly rather than using college remote desktop resources unnecessarily. We suggest this in efforts to keep connected users at manageable levels and maintain a consistent quality of service.

RDSStaff remote desktop service (and how to access it)

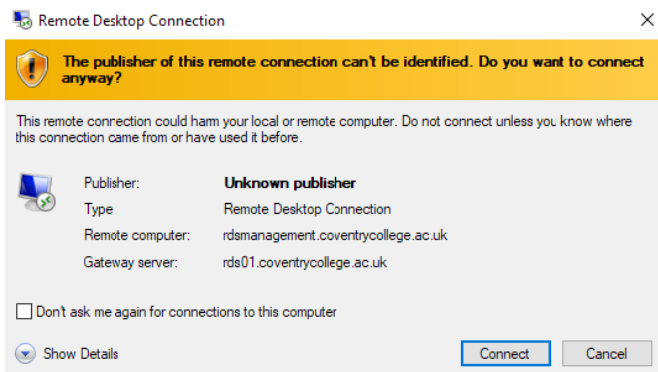
This gives staff a "college desktop" experience and provides access to the following internal college services.

- User HOME (H:) and Department shared drives
- MS Office
- Moodle
- CPOMS
- Pro Monitor (web portal)
- Pro solution (web portal)
- Pro achieve (application)
- Employee Self Service
- IT Helpdesk

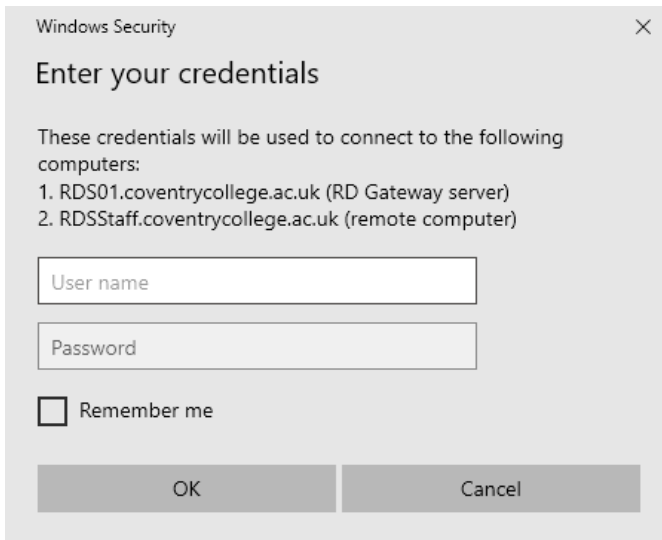
Once the RDSStaff icon has been downloaded to your windows device...



Double click the "RDSstaff" icon to login.



If the following pop up appears, tick the **“Don’t ask me again for connections to this computer”** box and click the **“connect”** button.



A login box will appear, enter your **college username & password**, tick the **“Remember me”** box so your credentials will be remembered next time you connect. Then click the **“OK”** button

RDSManagement remote desktop service (and how to access it)

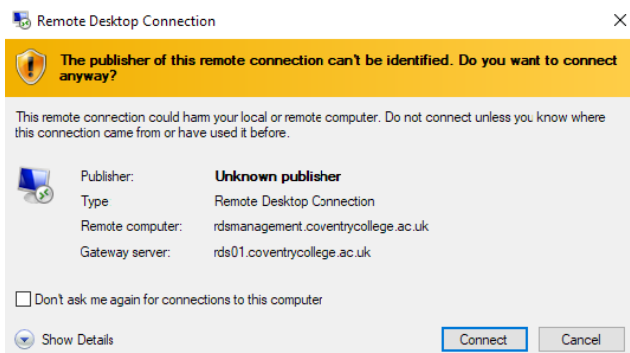
This remote desktop service has restricted access and is managed on a permissions basis for staff requiring access to internal college business support systems.

Current services available include: -

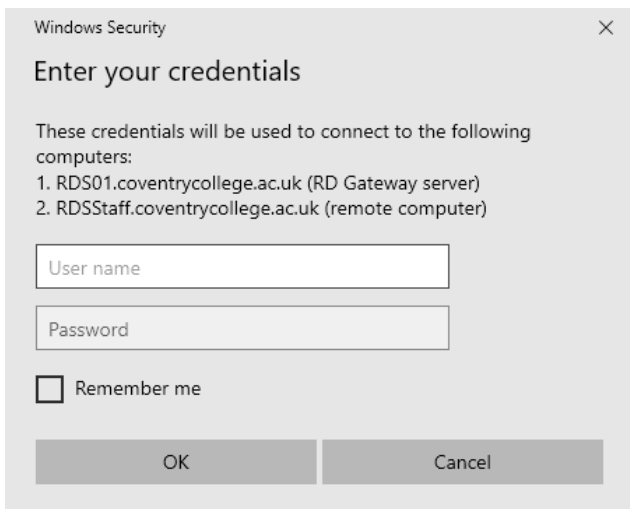
- **User HOME (H:) and departmental shared drives**
- **MS Office**
- **Moodle**
- **CPOMS**
- **Pro Monitor (web portal)**
- **Pro solution (web portal)**
- **Pro achieve (application)**
- **Employee Self Service**
- **IT Helpdesk**
- **Pro Solution (Application)**
- **Heritage Cirqa**
- **4CAST 2019 (Application)**
- **4CAST 2020 (Application)**
- **Aptos EAS 4.5 (Excel plugin)**



Double click the “RDSmanagement” icon to login.



If the following pop up appears, tick the “*Don't ask me again for connections to this computer*” box and click the “connect” button.



A login box will appear, enter your **college username & password**, tick the “Remember me” box so your credentials will be remembered next time you connect. Then click the “OK” button

PLEASE NOTE: Both remote desktop systems will be monitored daily to ensure their successful running, at times there may be requirements to restart services, any connected users will receive a message popup informing them of planned restarts if and when required , allowing them time to save any work and disconnect, we will try to do this outside of normal business hours wherever possible.

Should you encounter any difficulties whilst using the college remote desktop service please get in touch either by calling **024 7679 1516/1512** or email technicalservices@coventrycollege.ac.uk