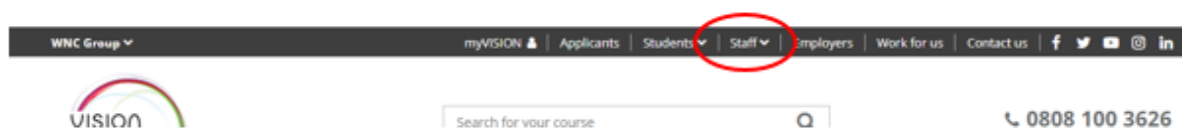


Accessing College Systems from Outside College

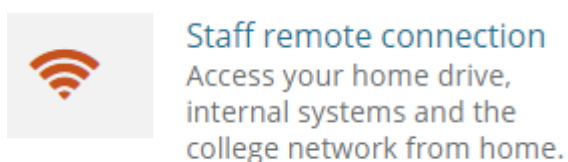
To access things like:-

Home Drive, Team Drive
ProSol, ProMonitor, MyHR

1. [Go to the college web site https://wnc.ac.uk](https://wnc.ac.uk)
2. Look for the 'staff' drop down menu near the top.



3. Click on the staff menu to open the page. Now click on Staff remote connection.



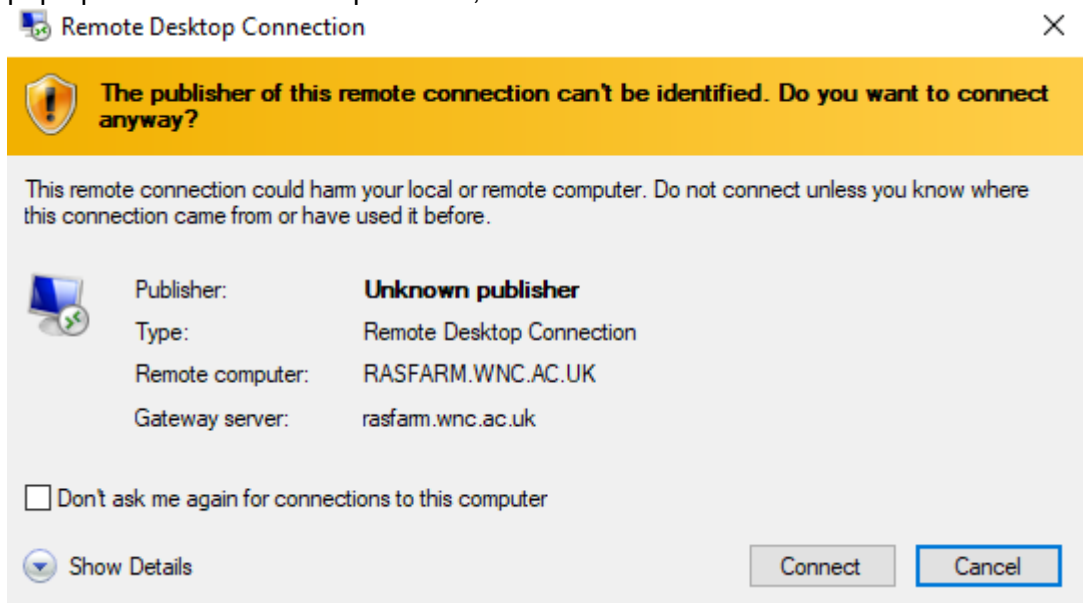
4. The page opens with information about what this connection will do. To access your home drive, ProSol, all of staffnet, ProMonitor etc. Look for the link that says 'Please download this file to your desktop' and click on it.

Staff Remote Connection

For access to your WNC home and team drives and the software you use in co access a remote desktop [Please download this file to your desktop.](#)

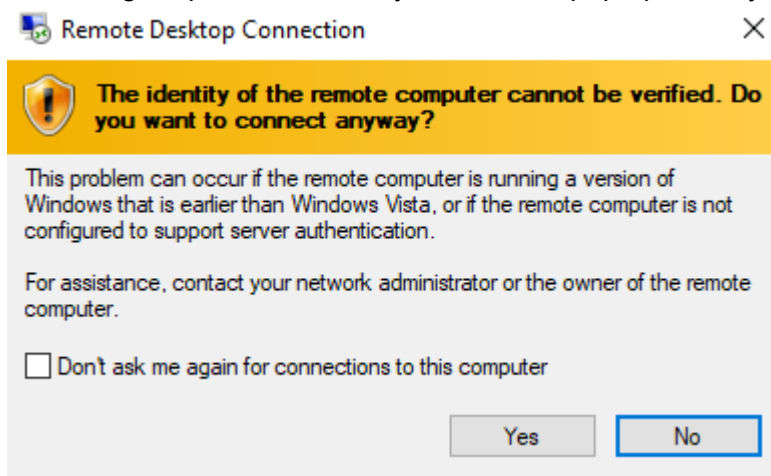
5. The file (RAS-WNC-Desktop.rdp) will download.

6. Wait for the download to complete and then click on it to launch it. When offered a pop up about an unknown publisher, click 'connect'



7. It will ask you to log in. Into the username box type your id number@westnotts.ac.uk and your network password (e.g. joh123456@westnotts.ac.uk)
This is the same log in you use for Office 365.

8. A message equivalent of 'are you sure' will pop up. Click yes.



9. The screen will refresh to mainly blue and look a lot like the start of a normal college log in with the usual agree to IT Policy. Read the policy and click OK.
10. The remote computer will now be logged on.
11. The usual apps will have short cuts on screen.

12. To see more apps click on the Windows icon bottom left and the apps will appear in the more usual format



13. If you still can't see what you need you can click on the search glass near your name and type a search term, or click on the down arrow below the app icons. This will display all the programs on the desktop.
14. Pressing the 'Esc' key will take you back to where you started.
15. To log out – right click on the Windows icon and select 'Shut down or sign out' and then click 'sign out'.