

Remote Access- Students

Service	Description	Website	Apps
E-Mail	You can access your College e-mail & calendars from your web browser or mobile phone	https://outlook.office.com	Android Apple iOS
Teams	File sharing, instant messaging, video conferencing, collaboration	https://teams.microsoft.com	Android Apple iOS
Moodle	Virtual Learning Environment	https://moodle.tynecoast.ac.uk	
Library Catalogue	Browse our book collection, reserve books for click & collect, or read e-Books online	https://wst-stc-lib-02.stc.ac.uk/	
ProPortal	Academic progress and grades	https://proportal.tynecoast.ac.uk/	
Remote Desktop	Course specific software that you might not have on your home computer	https://rds.tynecoast.ac.uk	Android Apple iOS

Handy hint

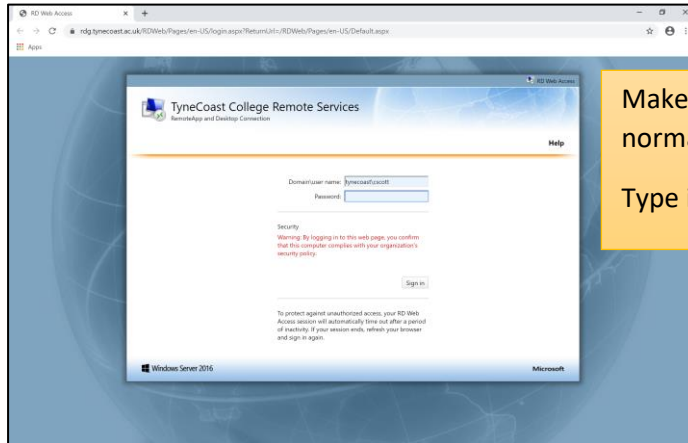
Did you know you can install the Microsoft Office 365 suite on your computer for free? That's Word, Excel, PowerPoint and OneNote

Interested? [for instructions see this Microsoft guide](#)

Remote Desktop Login Guide

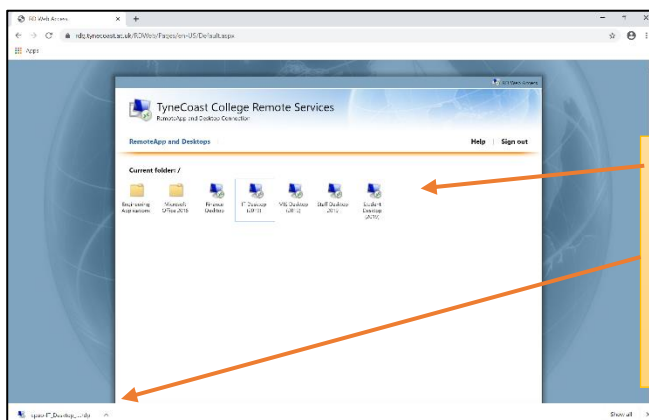
Remote desktop allows you to login to a College desktop from anywhere in the world

1. Open your web browser and browse to <https://rds.tynecoast.ac.uk>



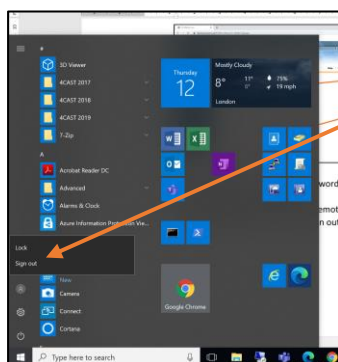
Make sure you put "tynecoast\" in front of your normal username, i.e. "tynecoast\jsmith"
Type in your normal college password

2. Depending on your job, or course you are studying you may have a choice of remote desktops & applications to choose from.



Click on the desktop you want to use.
A file will download onto your computer, once it has downloaded click on it to open it

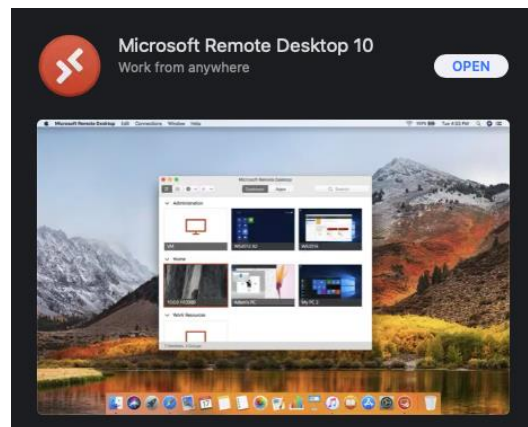
3. You will then be asked for your password one more time, type it in and click OK. You will now be logged into the desktop.
4. When you have finished using the Remote Desktop please remember to log out by clicking the Windows logo -> user icon -> sign out



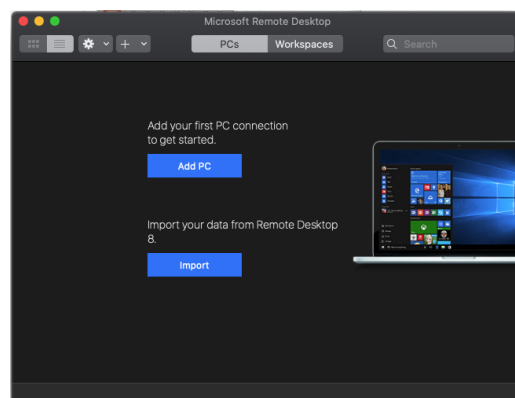
Click "Sign out" when done

Remote Desktop via Mac OSX

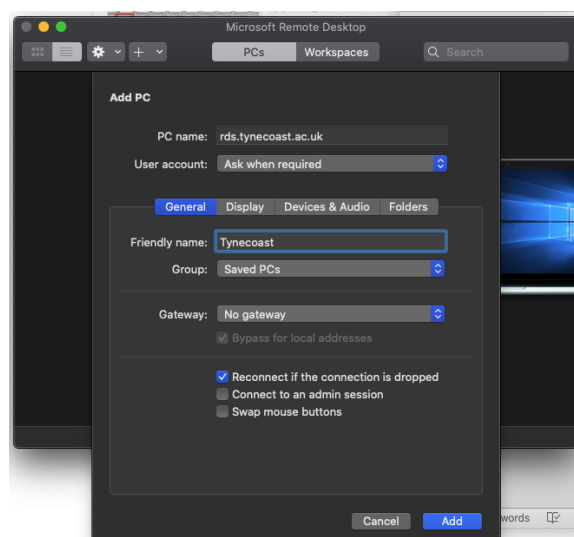
1. Launch the app store and down load the Microsoft Remote Desktop 10 app.



2. Once the app has downloaded and installed launch it from the launchpad app.



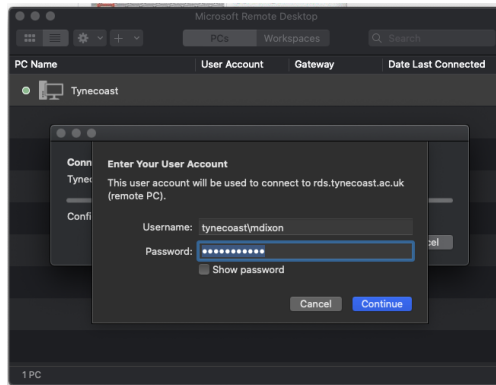
3. Click the blue button that reads add PC. You will then see the following box:



4. In the PC name field type **rds.tynecoast.ac.uk**

Give the connection a friendly name such as work or Tynecoast

Click Add.

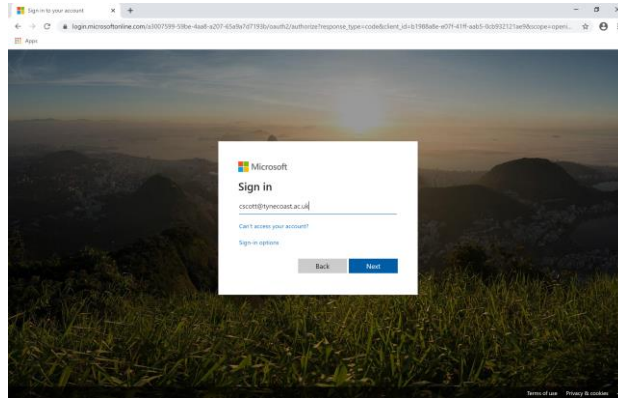


5. Next double click on the friendly name you chose and login with the following details:

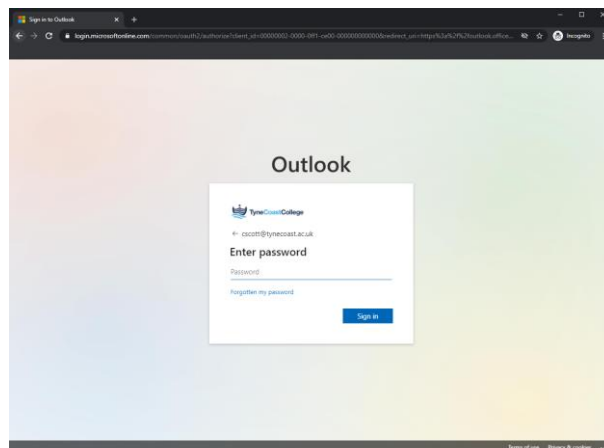
- Tynecoast\username and your usual password.
- Click continue and then continue again.

Office 365 Sign-In

1. Browse to <https://office.com> and click **“SIGN IN”**
2. Enter your college username followed by @tynecoast.ac.uk on the Microsoft Sign In Page



3. You will then be redirected to our login page, your username should be automatically filled in, enter your normal college password



4. Staff will also be required to enter a 6 digit confirmation code that is sent by text to their mobile phone. This is to help us protect staff and student data.

