

Staff Remote Desktop Services

Remote Desktop Services, or 'RDS', allows you to access the College Network remotely.

Once you have saved the following file [StaffRDS.rdp](#) to your desktop, an icon similar to this will appear on your Desktop.



Double-click the icon. A warning box like the one below may pop up. Check the tick box that says “Don't ask me again for connections to this computer” then click the 'Connect' button.



Depending on your version of Windows, a Windows Security box should appear with the heading “Enter your credentials”.

Type “EXSTAFF\your College username)”

Example: If you are a member of Staff and your college username is JDOE then you would need to type EXSTAFF\JDOE

Note: You MUST type in EXSTAFF\ before your username.



Type in your normal college password then click OK.

You will then be connected to a Remote Desktop, where you can work as if you were sitting at a computer within the college.

Note: If you are using Windows XP, you may get the following error:

“Your computer cannot connect to the remote computer because an error occurred on the remote computer that you want to connect to. Contact your network administrator for assistance.”

There is an easy fix to this error, go to the following page: <http://support.microsoft.com/kb/951608>

There is a “Fix it” button at the bottom of the page. Click on the button, select Run Now and follow the steps.

The next time you want to use Remote Desktop Services, click the icon on your desktop and log in as above.