



Edinburgh College

**IT WORKING FROM HOME
STAFF GUIDE**

For the future you want

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IT SUPPORT

If you require IT support please contact the team via itrequest@edinurghcollege.ac.uk or for urgent support please call **0131 297 9090** or search for 'EC IT' in Skype for Business.

OFFICE 365



www.office.com

HOW TO ACCESS

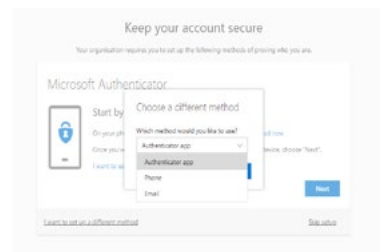
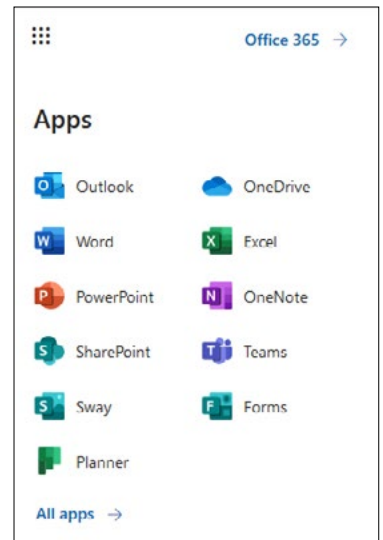
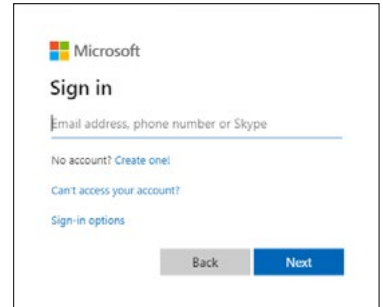
Sign in using your full College email address and your usual password.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

- On www.office.com you have access to the following apps: Outlook, OneDrive, Teams and more.
- You also have the option to download the full Microsoft Office suite of apps for free. You can either install Office 365 Apps or by selecting 'Other install options' for the full Desktop versions. Click 'Install Office' at the top right of the page.
- When you sign in to Office 365 you will be asked to set up Microsoft Authenticator. The College requires you to do this to prove who you are. You can set this up by downloading the Microsoft Authenticator app or using your personal email address or phone number. Select what method you would like to use and follow the steps on screen.



ACCESSING REMOTE DESKTOP

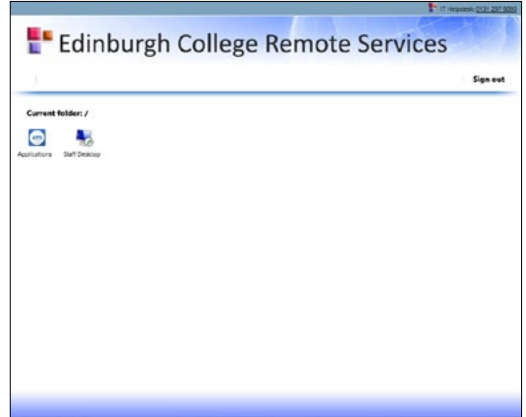


<https://remote.edinburghcollege.ac.uk/RDWeb/Pages/en-US/Default.aspx>

HOW TO ACCESS

Sign in using your usual College username and password, using the prefix int\ in front of your username.

From the Edinburgh College Remote Services page, click on Staff Desktop. This will open a dialogue box in the bottom of your browser. Click open and enter your College details when requested.



WHAT YOU NEED TO KNOW

- Accessing Remote Desktop will connect you to your virtual desktop.
- You can view the full Accessing Remote Desktop Services guide [here](#).
- If you have any issues with remote working, please email itrequest@edinburghcollege.ac.uk and a ticket will be logged with the IT team.

CELCAT



<http://celcatlive.edinburghcollege.ac.uk/>

HOW TO ACCESS

Sign in using your usual College username and password.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

If you don't have access to Celcat and require it, email

mis.support@edinburghcollege.ac.uk to get access.



ITRENT



<https://ess.edinburghcollege.ac.uk/>

HOW TO ACCESS

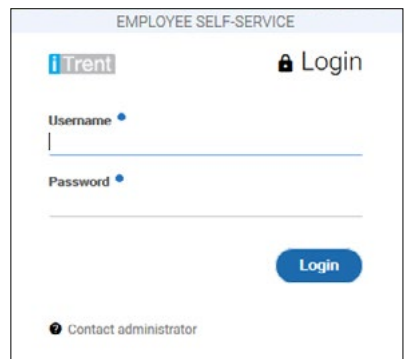
Sign in using your usual College username and password.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

- This link does not work on mobiles or tablets.
- You can view the full Accessing iTrent Remotely guide [here](#).



MOODLE



<https://moodle.edinburghcollege.ac.uk/>

HOW TO ACCESS

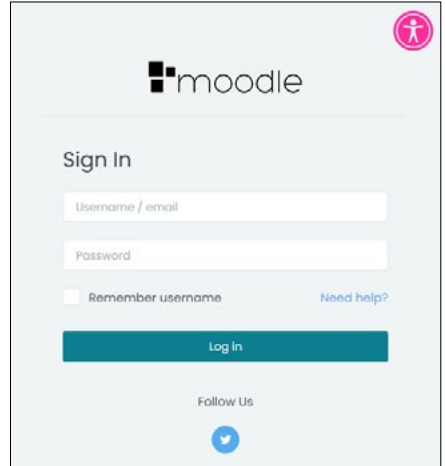
Sign in using your usual College username and password.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

- The Moodle platform has been upgraded from version 3.5 to the most current version 3.9.
- For session 2020/21, Microsoft Teams and MS 365 have also been integrated into Moodle to provide a one-stop-shop for course delivery and students' learning online.
- As in previous years, Moodle is the place where you will find your courses and support information, online resources and associated links. You can create teaching material, set assignments, give feedback and grades, and much more to support and enhance your learning and teaching.
- The Staff Zone area of Moodle has been stripped back for the start of term and will focus on key information and support areas to ensure staff have access to resources, services, training and guides in preparation for the start of term.



PECOS



<https://apuc.pecosipm.com/pm/register.asp>

HOW TO ACCESS

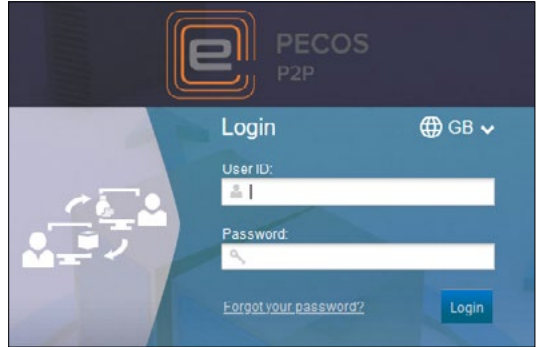
Sign in using the username and password that was provided to you.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

For staff to have access to PECOS, they need to complete the New PECOS Users Form. This can be found on the Procurement Intranet pages. You will then complete a training session on PECOS.



SKYPE



Download Skype for Business from the app store on your device.

HOW TO ACCESS

Go to the app store on your device and search Skype for Business and download the app.

Sign in using your College email address and usual password. If you cannot sign in, remove the dot from your email address.

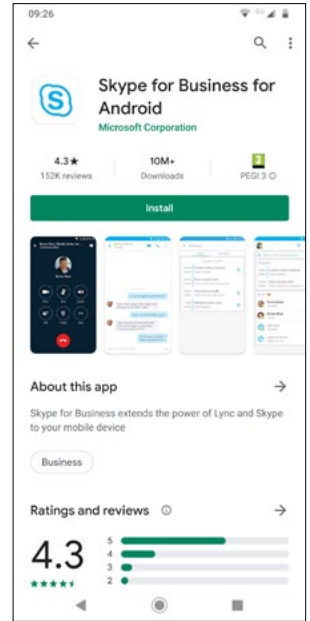
You should now see a username field inside Skype. Enter your username in this format: int\username. If you are using a Mac you will need to click Advanced Options to enter your username.

IS REMOTE DESKTOP REQUIRED?

No.

WHAT YOU NEED TO KNOW

You can view the full 'Using Skype for Business remotely guide' [here](#).



TOPDESK



<http://topdesk.int.edinburghcollege.ac.uk/>

HOW TO ACCESS

Sign in using your usual College username and password.

IS REMOTE DESKTOP REQUIRED?

Yes.

WHAT YOU NEED TO KNOW

- TopDesk is the College's centralised helpdesk for IT, MIS, Facilities, HR and Marketing requests.
- On TopDesk you can raise requests, view progress and ask for updates.

Edinburgh College

Username
Password

Remember my password

Login

OneStepFor.Learn

PROMONITOR



<http://ProMonitor.EdinburghCollege.ac.uk/ProMonitor>

HOW TO ACCESS

Sign in using your usual College username and password.

IS REMOTE DESKTOP REQUIRED?

No.

advanced
People Performance Solutions

promonitor
Version 20.2.0

Username: Enter your username

Password: Enter your password

Remember me

Log In

For more information please visit:



edinburghcollege.ac.uk



0131 669 4400

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For the future you want

Edinburgh College is a registered charity in Scotland.
Charity number SCO21213

Our course portfolio and campus allocation may be
subject to alteration.