Edinburgh College

IT WORKING FROM HOME STAFF GUIDE

For the future you want

CONTENTS

IT SUPPORT

If you require IT support please contact the team via **itrequest@edinburghcollege.ac.uk** or for urgent support please call **0131 297 9090**.

OFFICE 365

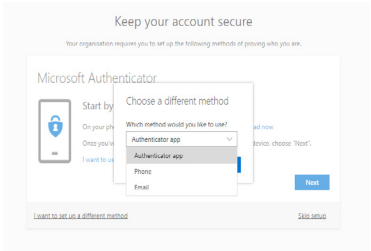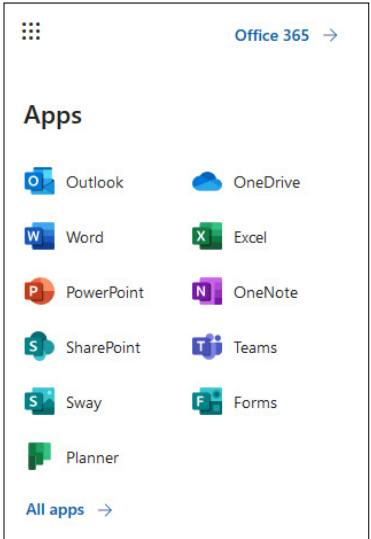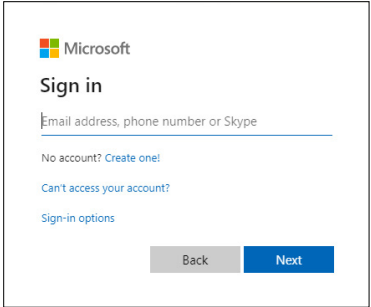**www.office.com**

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.

WINDOWS VIRTUAL DESKTOP

https://docs.microsoft.com/en-us/azure/virtual-desktop/connect-windows-7-10
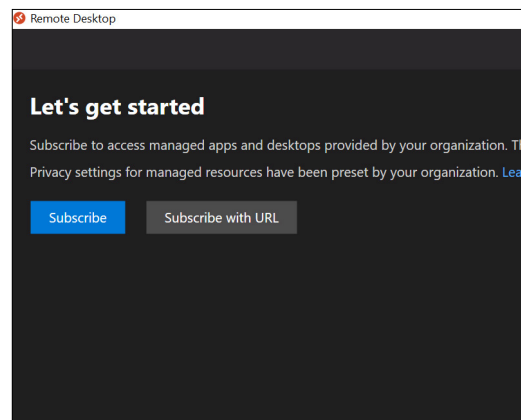
HOW TO ACCESS
Firstly, download the Windows Desktop client using the link above.

Launch the client and then click on subscribe before signing in using your College username and password. You will then be prompted to setup for security and password recovery purposes. This step is only required on first log-in.

Once multi-factor authentication is complete, you will then be directed to your resources page where you can select your Staff Desktop.

Remote Desktop

Let's get started

Subscribe to access managed apps and desktops provided by your organization. Th... Privacy settings for managed resources have been preset by your organization. Lea...

[Subscribe] [Subscribe with URL]

WHAT YOU NEED TO KNOW
- Windows Virtual Desktop has replaced Remote Desktop Services.
- You can read a full guide on how to access the Windows Virtual Desktop **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.

MIS SYSTEMS

https://myapplications.microsoft.com/

HOW TO ACCESS
Sign in using your usual College username and password.
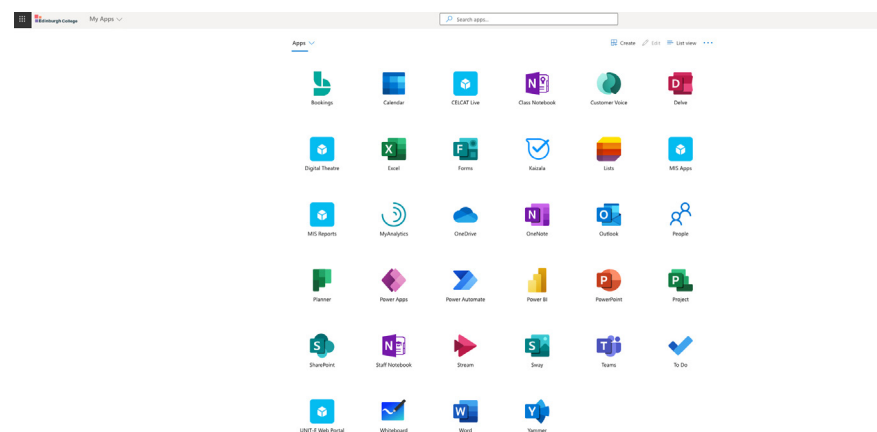
IS REMOTE DESKTOP REQUIRED?
No.

WHAT YOU NEED TO KNOW
- Access to these systems outside of remote desktop is controlled by multi-factor authentication.
- You will need to configure your web browser to access the full functionality of Celcat.
- Information on setting up the above and accessing the systems is available in the **MIS Systems User Guide on Moodle**.

If you have any issues with multi-factor authentication or browser settings, please email **itrequest@edinburghcollege.ac.uk**.

If you have any issues with the functionality of the MIS Systems, please email **MIS.Support@edinburghcollege.ac.uk**.

ITRENT

https://ce1033li.webitrent.com/ce1033li_ess

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**.

EMPLOYEE SELF-SERVICE

iTrent   🔒 Login

Username *

Password *

Login

❓ Contact administrator

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.

moodle

Sign In

Username / email

Password

☐ Remember username   Need help?

Log in

Follow Us
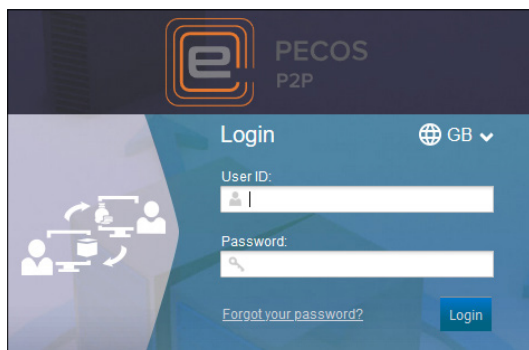
🐦

PECOS

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.
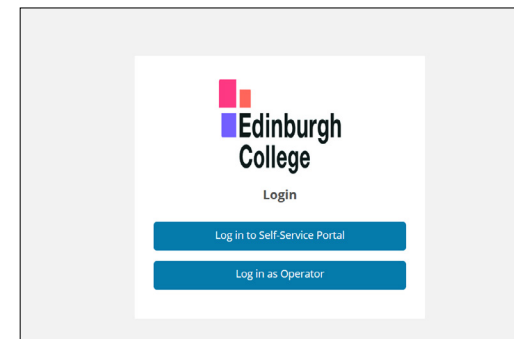
TOPDESK

HOW TO ACCESS
Sign in using your usual College
username and password.

IS REMOTE DESKTOP REQUIRED?
No.

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,
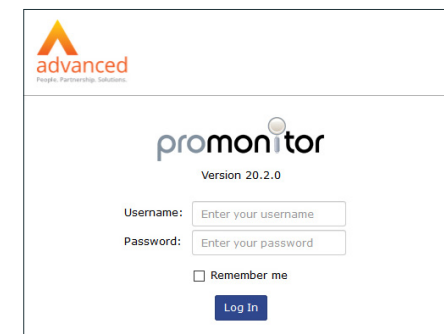 view progress and ask for updates.

PROMONITOR

HOW TO ACCESS
Sign in using your usual College username
and password.

IS REMOTE DESKTOP REQUIRED?
No.

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For more information please visit:

itrequest@edinburghcollege.ac.uk

0131 297 9090

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For the future you want

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

STEM ®
ASSURED