

# How do I log in using Remote Access?

Currently, the best way to access all Library e-resources off-campus is by using the **Remote Access** tool.

This gives you access to a virtual college desktop (as if you were logged in at college).

There are some resources you do not need to sign in to. These include:

- Library Search Online—<https://library.rnngroup.ac.uk>
- LibGuides—<https://rnngroup.libguides.com/>
- LibAnswers- <https://libanswers.rnngroup.ac.uk/>

**Step 1.** Open an internet browser like Google Chrome, Microsoft Edge or Internet Explorer.

**Step 2.** Go to your college website.

**Step 3.** Scroll down to the very bottom of the page, and click on **Remote Access**.

## STAFF AND STUDENT

Staff Portal  
Staff Email  
Student Email  
My Progress Tracker  
Moodle  
Remote Access

**Step 4.** Type your college username into the **Domain\user name** box.

If you are a student, enter your username, followed by **@rnngroup.ac.uk**

**username@rnngroup.ac.uk**

If you are a member of staff, you will need to enter your username, followed by the relevant email domain. If you are a newer member of staff, you may find that you need to enter **@rnngroup.ac.uk** after your username.

**username@dearne-coll.ac.uk**

**username@rotherham.ac.uk**

**username@nnc.ac.uk**

**username@rnngroup.ac.uk**

Domain\user name:

Password:

**Step 5.** Type in your college password.

**Step 6.** Click **Sign in**

Sign in

**Step 7.** Click on the **Remote Desktops** icon. This may appear with the label **W10-Staff**.

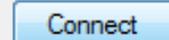


This will download a file. You will need to either Run or Open the file. When you have opened the file, you may see a box which reads...



Do you trust the publisher of this remote connection?

**Step 8.** Click **Connect** at the bottom of this box.

A light blue rectangular button with rounded corners and a thin border. The word "Connect" is written in a dark blue font in the center of the button.

If you see another box which asks for your password, type this in and click **OK**.

**Step 9.** Click **OK** to say you have read and agree to the Acceptable Use Policy

**Step 10.** On the desktop which appears, open an internet browser.

**Tip.** At this point, there are different routes into the e-resources. These include Moodle, the Student Portal or direct links. Your tutor may have also added links from your Google Classroom course page.



**The Student Portal**