

Remote Desktop Portal

Step-by-Step Guide for Windows

RD Web Access

Desktop Portal
RemoteApp and Desktop Connection

[Help](#)

Enter Student ID or
User name:

Password:

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

*These instructions are for both staff and students and for the best experience, it is advised that you use **Internet Explorer** to access the Remote Desktop Portal.*

Instructions for Google Chrome vary slightly and the instructions for this are on the last page.

The supported Windows operating systems are 8.1 and 10 but if you encounter any issues, please ensure your computer is fully up-to-date before contacting IT Services for further help.

Windows 10 users: Please note the Microsoft Edge browser in Windows 10 is not supported.



*Internet
Explorer*




*Microsoft
Edge*

Open Internet Explorer and type <https://desktop.burycollege.ac.uk> into the address bar and press enter.

The below login screen will then appear.

Enter your college credentials into the boxes and click 'Sign In'.

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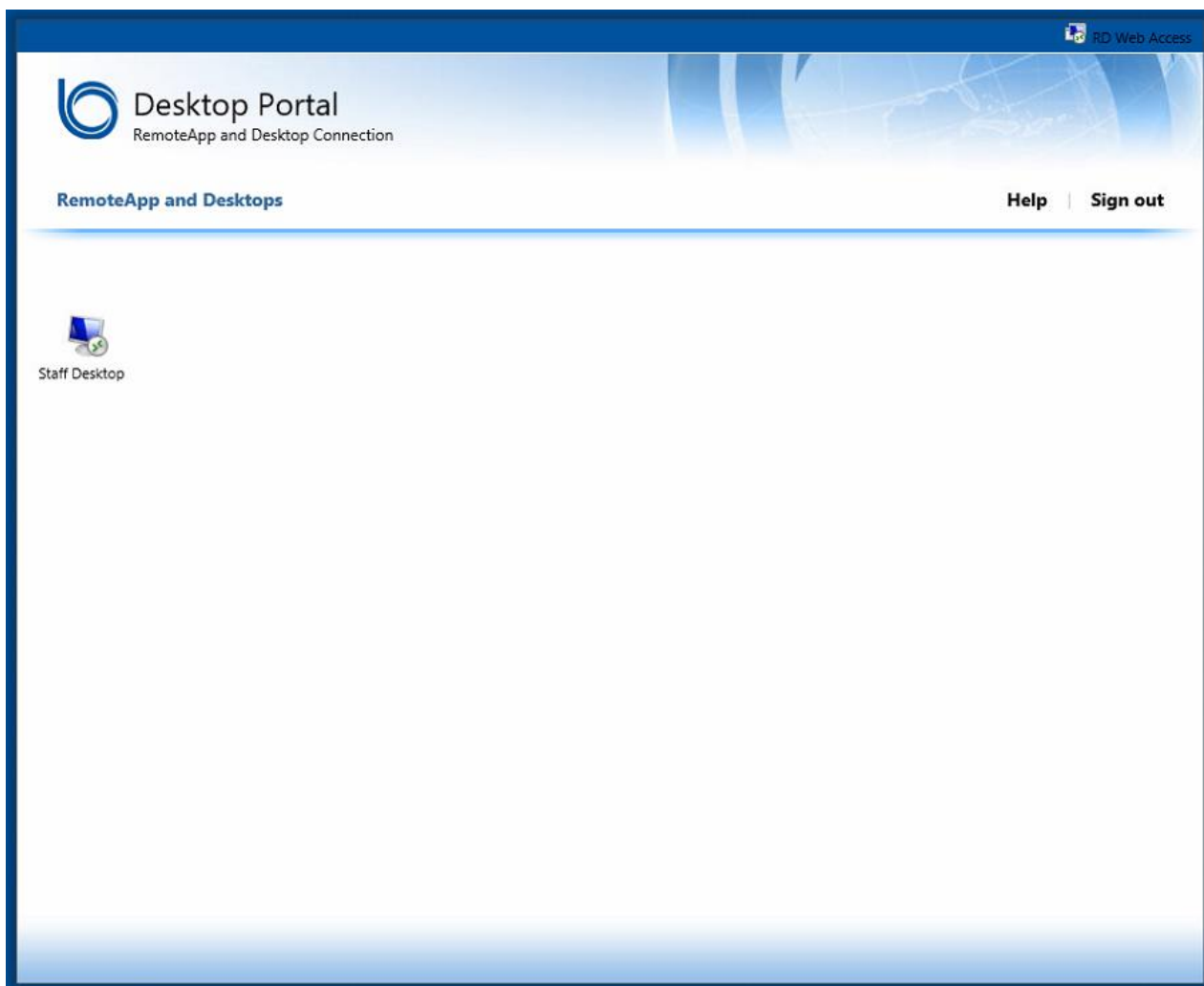
This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

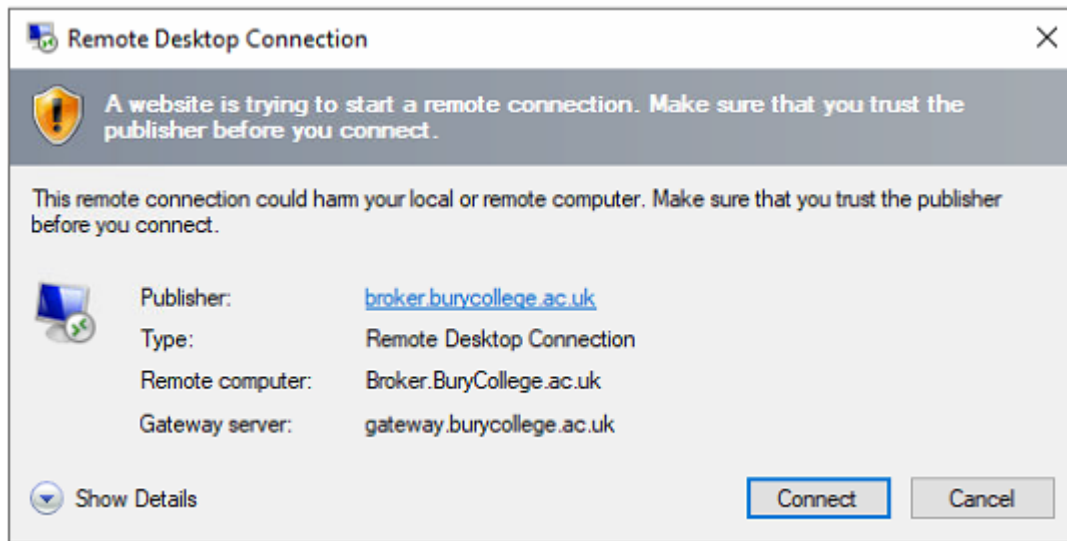
To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

The below screen will then appear.

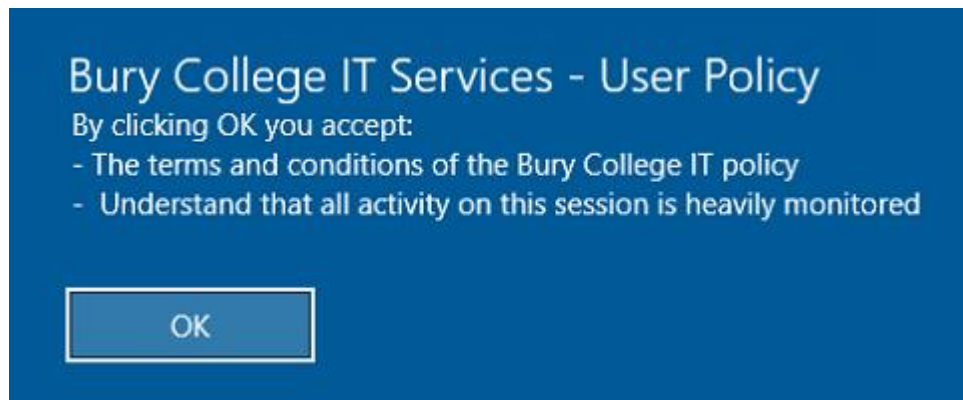
Click the 'Staff Desktop' or 'Student Desktop' icon.



The below box will then appear - press 'Connect'.



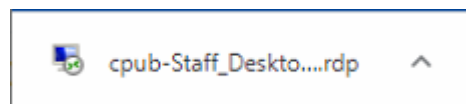
A loading window will then appear which will take a few moments to connect and then you will be asked to acknowledge the below notice.



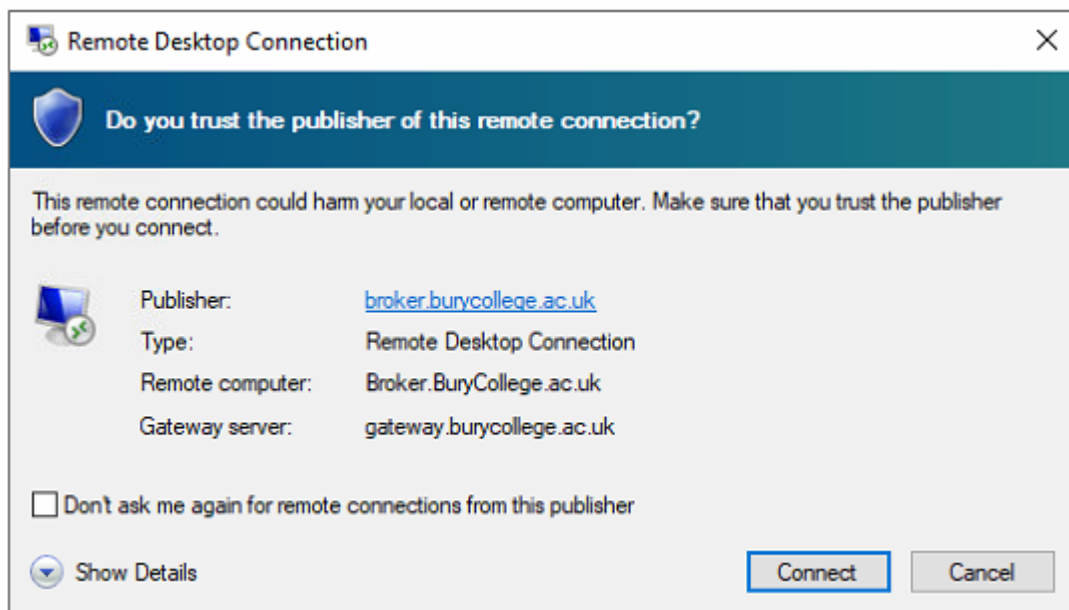
Once the login process has happened, you will be taken to a desktop where you can now work remotely.

Google Chrome Instructions

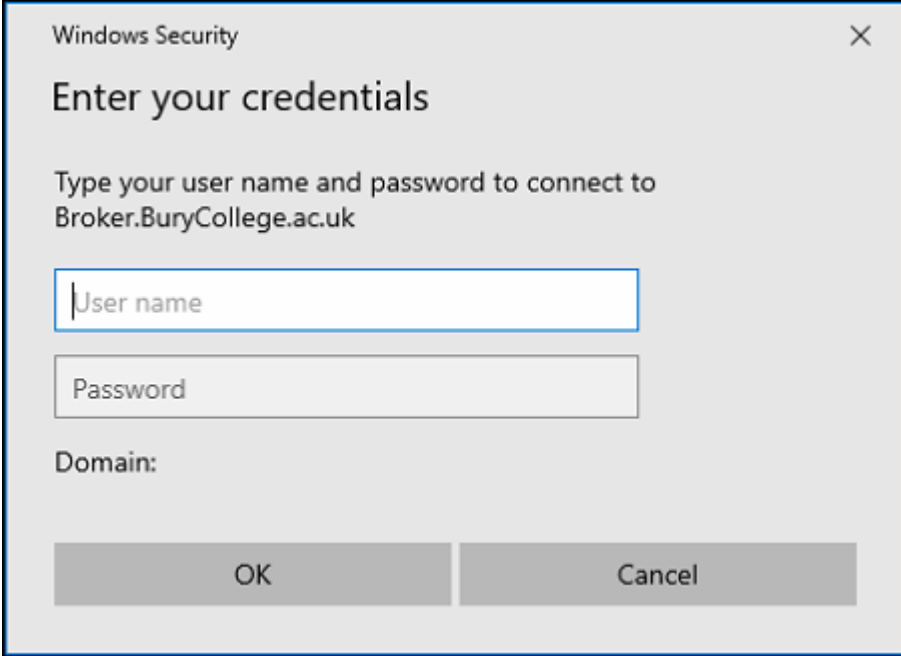
To use Google Chrome, login the same way as Internet Explorer but when you click the 'Staff Desktop' or 'Student Desktop' icon, instead of a box appearing, it will download a small file as below...



Click the downloaded file which will show the below box - click 'Connect'.



Enter your college credentials again but type 'burycollege\' before your username e.g. 'burycollege\joe.bloggs' or 'burycollege\B1234567' and click 'OK'.



A screenshot of a Windows Security dialog box titled "Enter your credentials". The dialog prompts the user to "Type your user name and password to connect to Broker.BuryCollege.ac.uk". It features two input fields: "User name" and "Password". Below the fields is a "Domain:" label. At the bottom, there are two buttons: "OK" and "Cancel".

A loading window will then appear which will take a few moments to connect and then you will be asked to acknowledge the below notice.



A blue notice window titled "Bury College IT Services - User Policy". The text reads: "By clicking OK you accept:" followed by a bulleted list: "- The terms and conditions of the Bury College IT policy" and "- Understand that all activity on this session is heavily monitored". An "OK" button is located at the bottom of the notice.

Once the login process has happened, you will be taken to a desktop where you can now