Remote Desktop Portal with MFA

Step-by-Step Guide

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The Remote Desktop Portal allows you to access a desktop experience and gives access to your files, shared areas, Office applications and limited web browsing (Canvas VLE and Office 365). You can access this on any device with a web browser (e.g. Microsoft Edge, Google Chrome, Safari, Firefox), however, for the best experience we recommend using it on a desktop/laptop computer or tablet and not a mobile device.

This service is secured with MFA and so you will be required for additional authentication using your MFA methods set-up in your Office 365 account. If you haven't already set these up, please refer to the **Office 365 MFA & SSPR** guide on the 'How to' section of the website - https://burycollege.ac.uk/information/remote-access-how-to/

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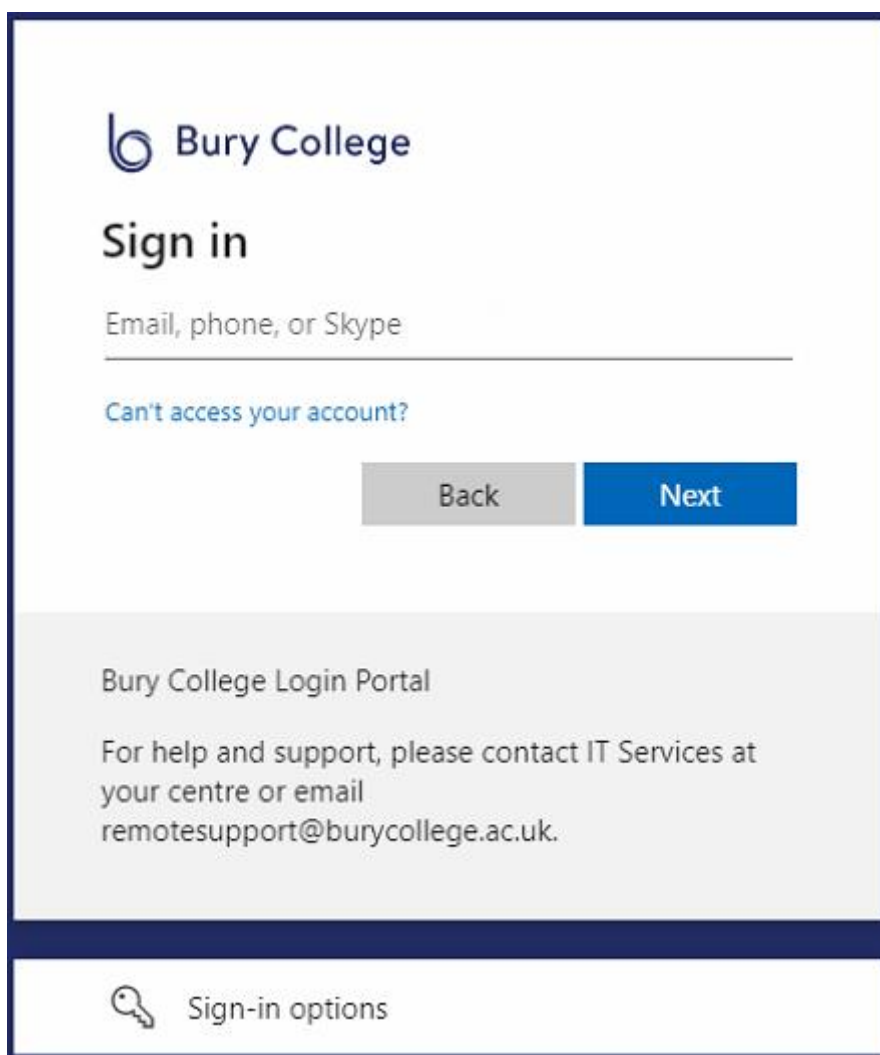# Step 1 - Signing into Office 365

Go to https://desktop.burycollege.ac.uk

You will be prompted to sign into Office 365.

Enter your college email address as below and click 'Next'.
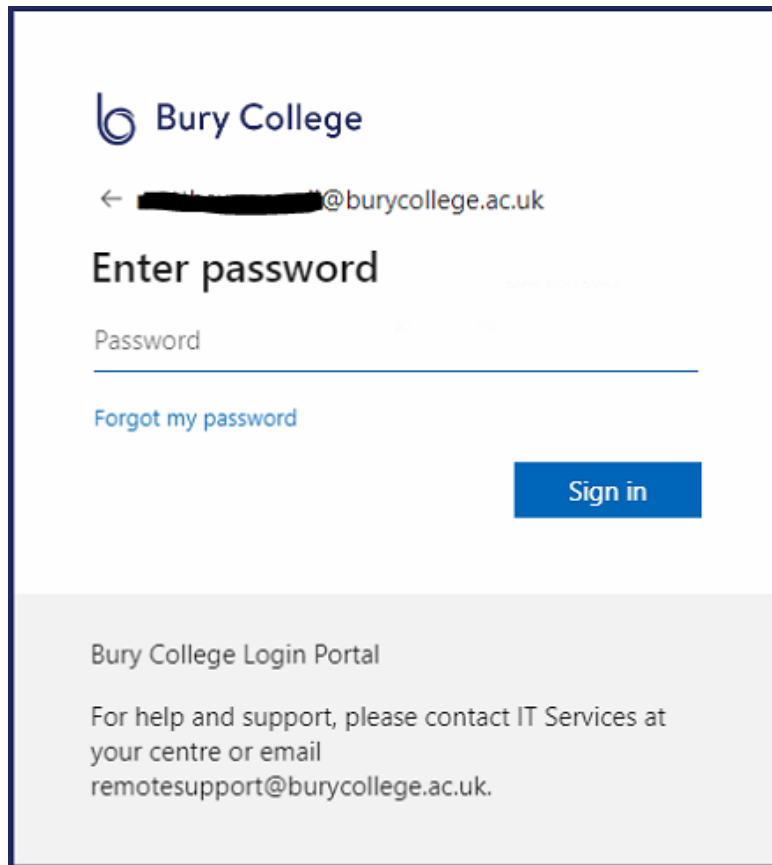
Staff - firstname.lastname@burycollege.ac.uk
Students - studentID@student.burycollege.ac.uk

Now enter your college password and click 'Sign in'

Bury College

← ███████@burycollege.ac.uk

Enter password

Password

Forgot my password

[Sign in]

Bury College Login Portal

For help and support, please contact IT Services at your centre or email remotesupport@burycollege.ac.uk.

Please note, if you haven't already set-up your MFA methods, you will be prompted that more information is required, and then click '**Next**' to continue and follow the steps.

Further help and instructions for setting this up are available on the '**How to**' section of the website - https://burycollege.ac.uk/information/remote-access-how-to/

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You will now be prompted to approve your sign in using your authentication method (authenticator app, text message or phone call).
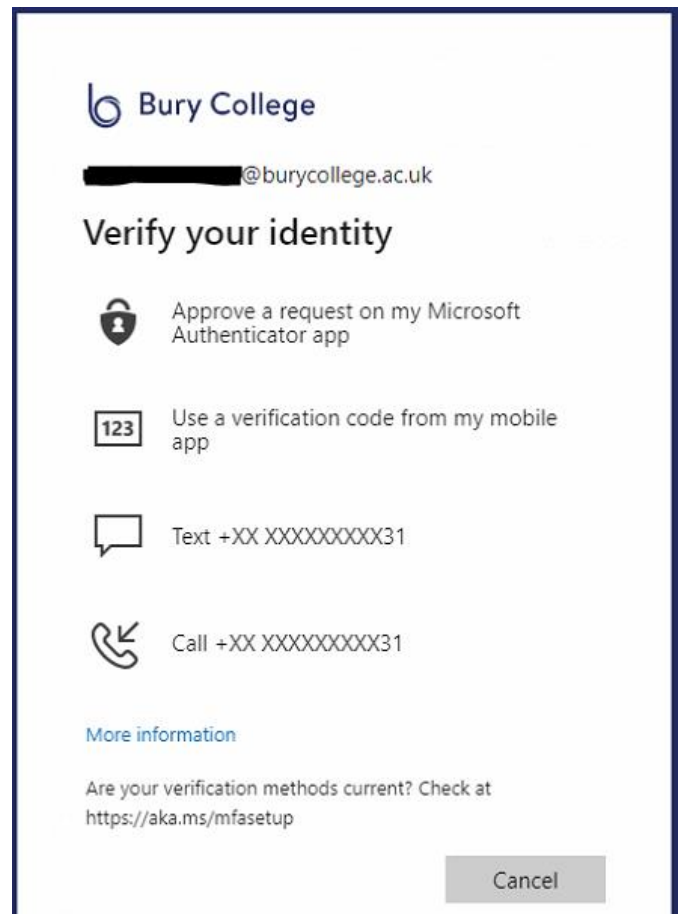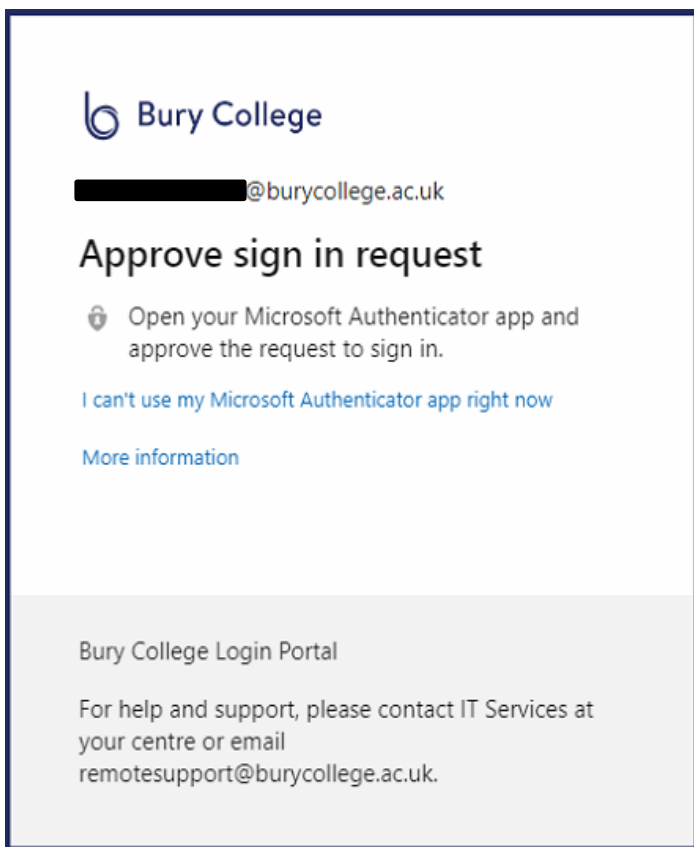
If you need to use another method other than the default authenticator app, click 'I can't use my Microsoft Authenticator app right now' and choose another method from the list.

Step 2 - Signing into Remote Desktop Portal

Once you have authenticated, you will then reach the Remote Desktop Portal login screen.

Enter your college username and password as below and click 'Sign in'.

Staff - firstname.lastname
Students - studentID

You will then be presented with either 'Staff Desktop' or 'Student Desktop' – simply click on it to start your remote desktop session.