

Accessing the Remote Desktop/Shared Drive

1. Go to www.emmanuel.nottingham.sch.uk
2. Scroll down to the bottom of the page and click on **NES-Desktop** (this might be covered by a cookies pop-up. If so, click OK and the links will appear).



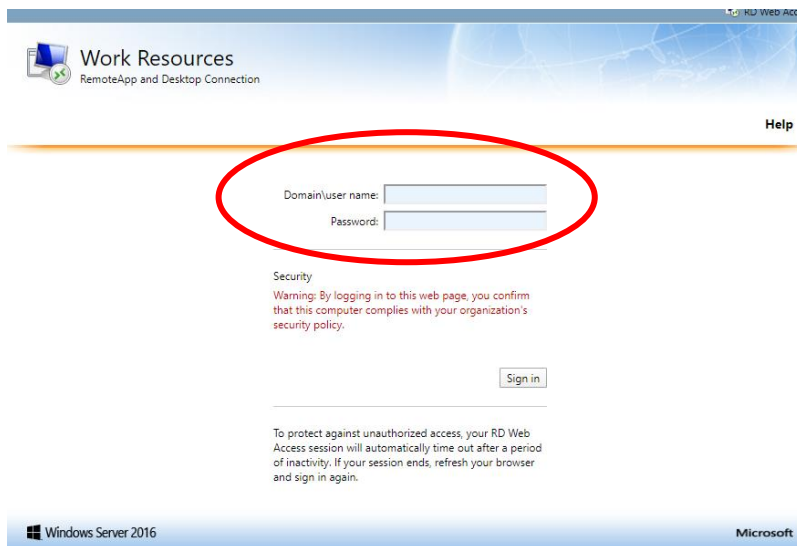
3. Select Student Access

NES Desktop

Staff Access

Student Access

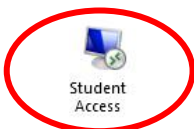
4. Log in as: bca\yourusername. This is the username that you use to log in to school computers/email etc. For example, if your username was 14joeb, you would type bca\14joeb. The click 'sign in'.



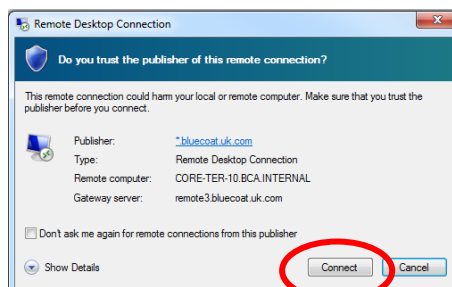
5. Click on the Archway Student Access to download the program.



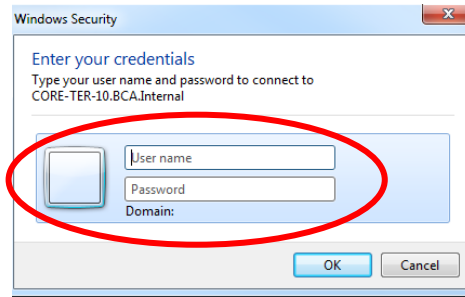
Current folder: /



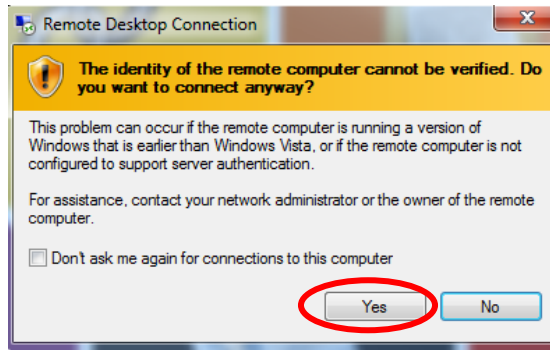
6. Open the download (this may open at the bottom-left of the screen)
7. Click connect



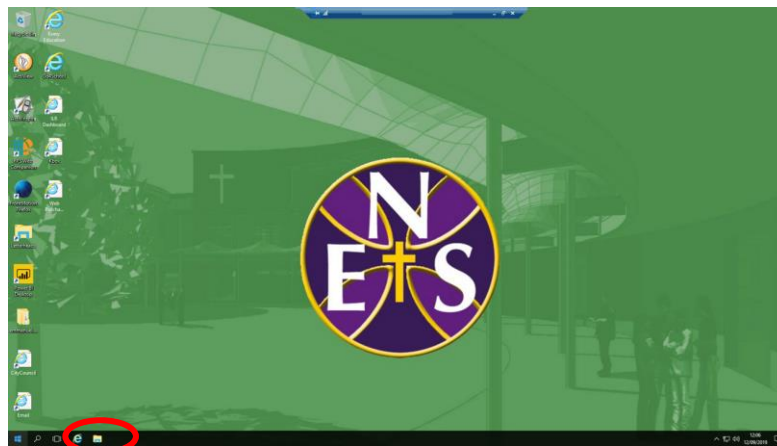
8. Login again as bca\yourusername using the same username and password as you did before.



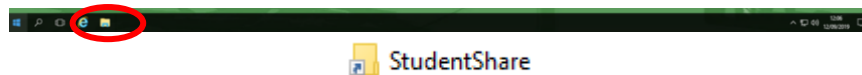
9. Click Yes



10. This will bring up a desktop. You can work on this as you would if you were in school.



11. To get on the Student Shared drive, Click on the folder icon on your taskbar and then select the StudentShare folder



12. If you want to return temporarily to your normal screen, you can minimise the desktop by clicking on the minimise tab at the top of the screen.



13. When you want to end your time on the remote desktop, click the cross at the top of the screen

