

## Accessing TAFE NSW’s Digital Services – How Do I Access the TAFE Virtual Desktop for Students

### Purpose

This Quick Reference Guide, sets out the steps that TAFE NSW students can take to access the TAFE NSW Virtual Desktop Service (TVD) using the TAFE NSW Student/Learner Portal.

### Background


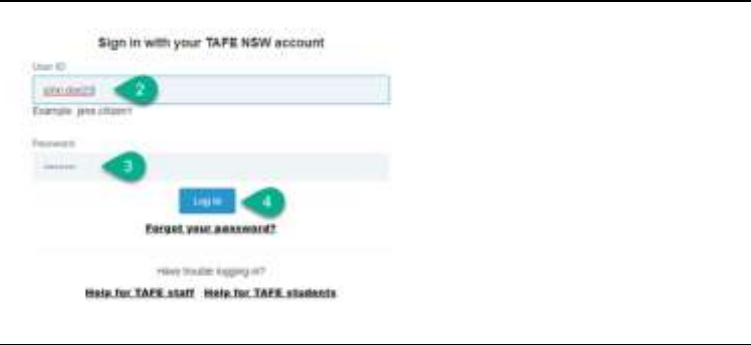
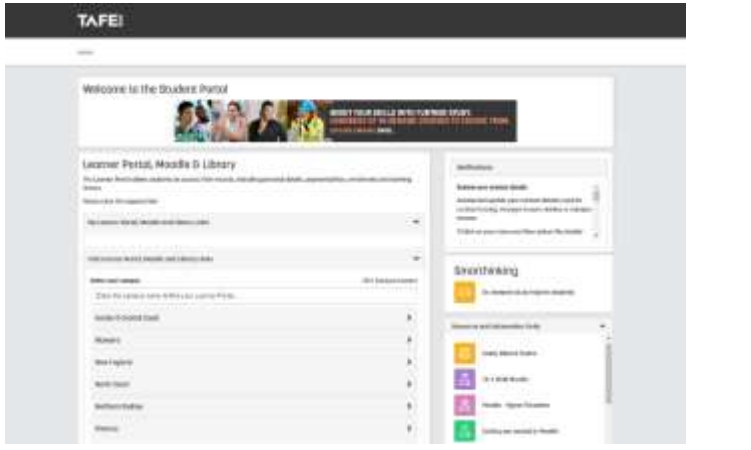
TAFE NSW provides a TAFE Virtual Desktop (TVD) service for students.

### Before You Start



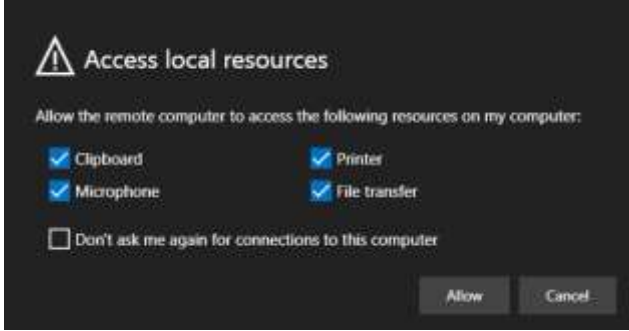
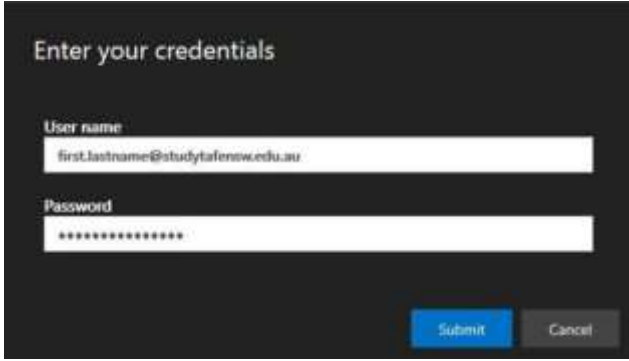

The following elements are required before you try to install the TVD.

- You must be currently enrolled at TAFE NSW
- You need to know your TAFE NSW email address, user name and password
- You need to have access to a modern browser such as Chrome; Edge; Firefox; or Safari

### Accessing the Student and Learner Portal

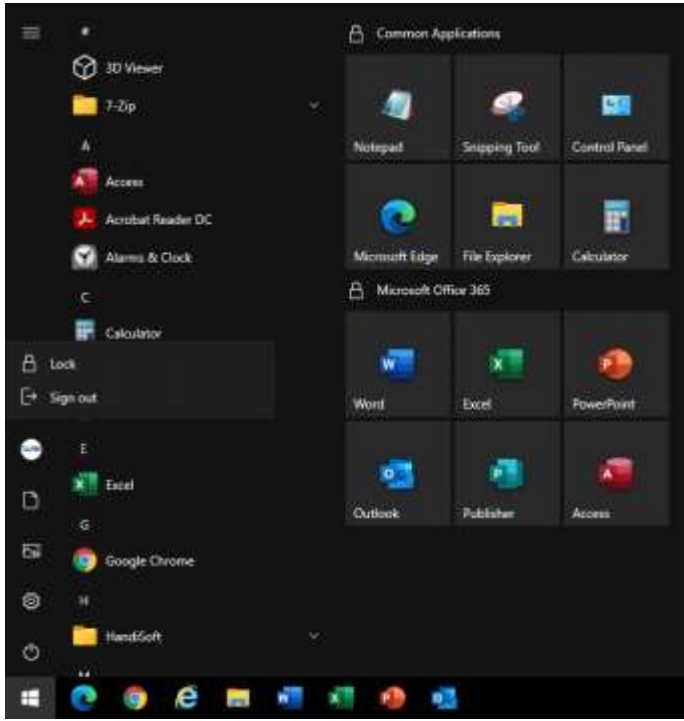
Action	Screenshot
Open a new window and go to <a href="https://my.tafensw.edu.au">my.tafensw.edu.au</a>	
Enter your User ID (firstname.lastname); and your password then click on the Log in button.	
The student portal home page will display.	

## Accessing the TAFE Virtual Desktop

Action	Screenshot
<p>You will find the link to the TAFE Virtual Desktop in the <b>Resources and Information Links</b> section of the Student Portal.</p> <p>Click on the <b>TAFE Virtual Desktop</b> Icon.</p>	
<p>The TAFE Virtual Desktop landing page will display.</p> <p>Click on <b>TAFE Student Desktop</b>.</p>	
<p>The Access Local Resources screen will display.</p> <p>Click <b>Allow</b> to allow the TVD to access your clipboard and printers.</p>	
<p>The Credentials page will display.</p> <p>Enter your TAFE NSW email address (e.g. <a href="mailto:first.lastname@studytafensw.edu.au">first.lastname@studytafensw.edu.au</a>) and your password before clicking <b>Submit</b>.</p>	
<p>The TAFE Virtual Desktop will load and you will be able to use it just like you would a regular TAFE computer.</p>	

## Leaving the TAFE Student Desktop

Once you have finished working via the TVD it is important that you sign out as follows:

Action	Screenshot
<p>Open the Start Menu (Windows Icon)</p> <p>Click on the Profile Icon</p> <p>Click Sign Out</p>	

## For More Information

A number of checklists and guides are available on [TAFE Internet](#) to support you in your Connected Learning journey. These include –

- [How to Access My Student and Learner Portal](#)

If you are experiencing difficulties accessing the TAFE Virtual Desktop through the Student Portal you can download the Remote Desktop Application. Further information on downloading the Desktop Application can be found in the following documents -

- [Virtual Desktop Guide for Students \(Windows\)](#)
- [Virtual Desktop Guide for Students \(MacOS\)](#)

If you need assistance accessing or downloading the TAFE Virtual Desktop please call the TAFE NSW Student Technology Service Desk on 131601 and follow the prompts.

Students who may be Deaf or hard of hearing, can seek assistance through the [National Relay Service](#) or may lodge an enquiry using the [Get Technology Help Form](#).