

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

Purpose

This Quick Reference Guide, sets out the steps that TAFE NSW students can take to access Medical Director using the TAFE NSW Student/Learner Portal.

Background


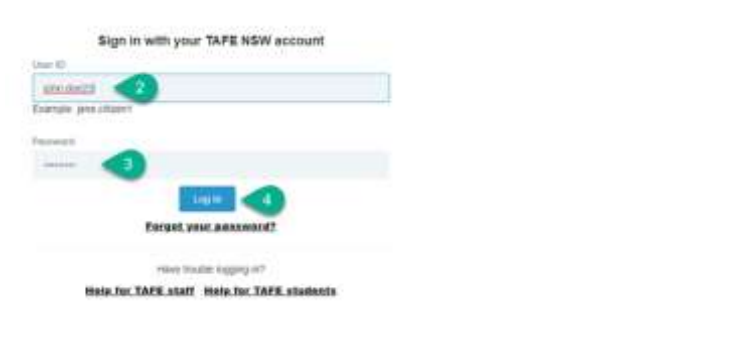

TAFE NSW provides a TAFE Virtual Desktop (TVD) service for students. Teachers will advise students if they need to use the TVD to assist them with their studies including those instances where access to Medical Director is required.

Before You Start


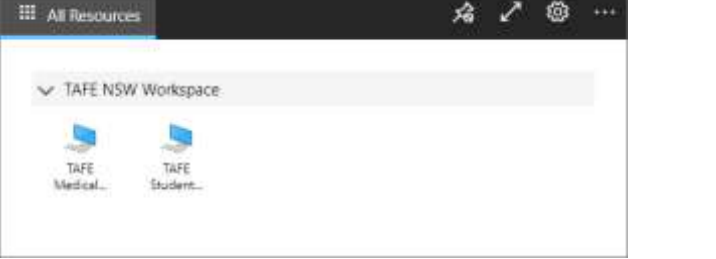
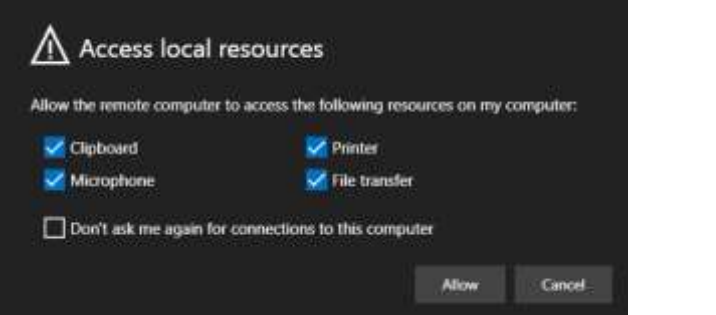
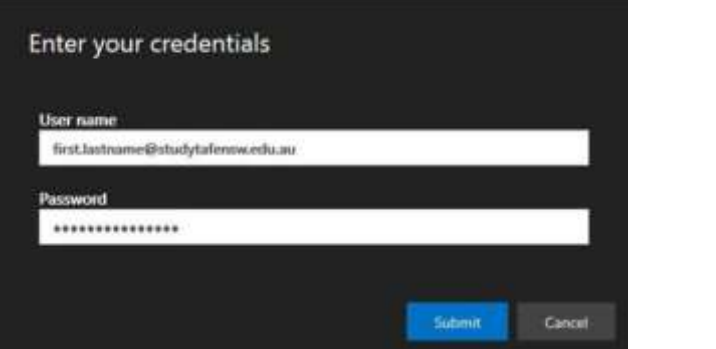

The following elements are required before you try to access Medical Director, through the TVD.

- 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
- Your teacher has advised you need to use the TAFE NSW Virtual Desktop for Medical Director

Accessing the Student and Learner Portal

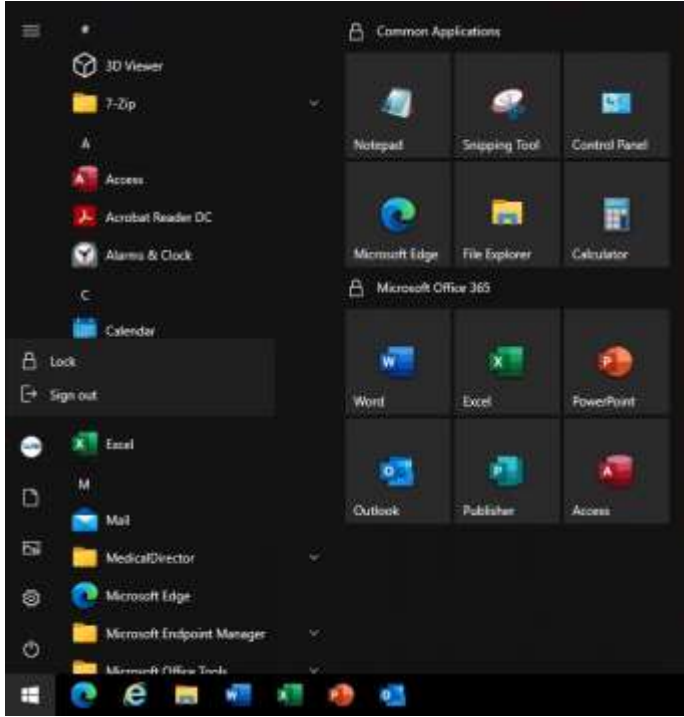
Action	Screenshot
Open a new window and go to my.tafensw.edu.au	
Enter your User ID (firstname.lastname); and your password then click on the Log in button.	
The student portal home page will display.	

Accessing the TAFE Virtual Desktop

Action	Screenshot
<p>You will find the link to the TAFE Virtual Desktop in the Resources and Information Links section of the Student Portal.</p> <p>Click on the TAFE Virtual Desktop Icon.</p>	
<p>The TAFE Virtual Desktop landing page will display.</p> <p>Click on TAFE Medical Director.</p>	
<p>The Access Local Resources screen will display.</p> <p>Click Allow 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. first.lastname@studytafensw.edu.au) and your password before clicking Submit.</p>	
<p>The TAFE Medical Director will display.</p> <p>Please check with your teacher regarding which applications you need to access.</p>	

Leaving the TAFE NSW Medical Director Virtual Desktop

Once you have finished working via the Medical Director Virtual Desktop 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 Medical Director 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 Medical Director 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](#).