TAFE Virtual Desktop Guide for Students (Windows)

Purpose

This Quick Reference Guide sets out the steps that TAFE NSW students can take to access the Windows Desktop version of the TAFE NSW Virtual Desktop Service (TVD).
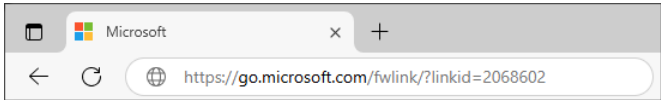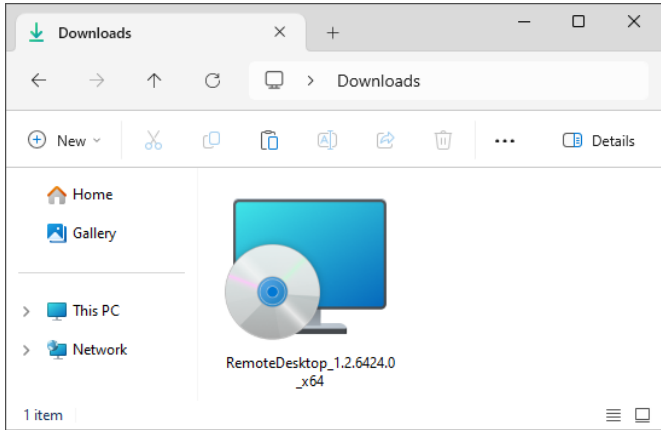
Background

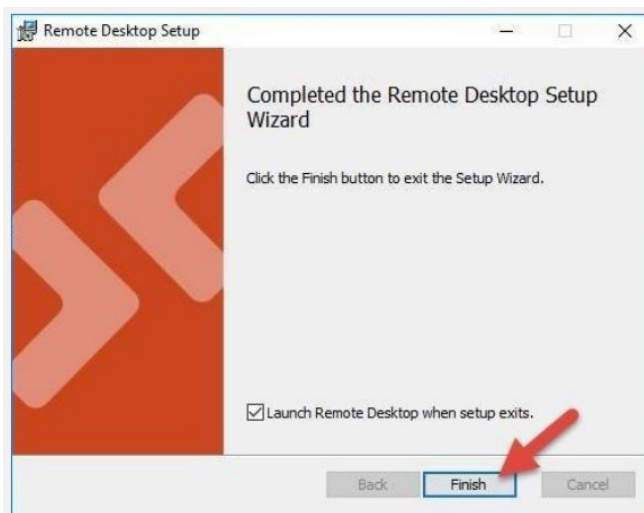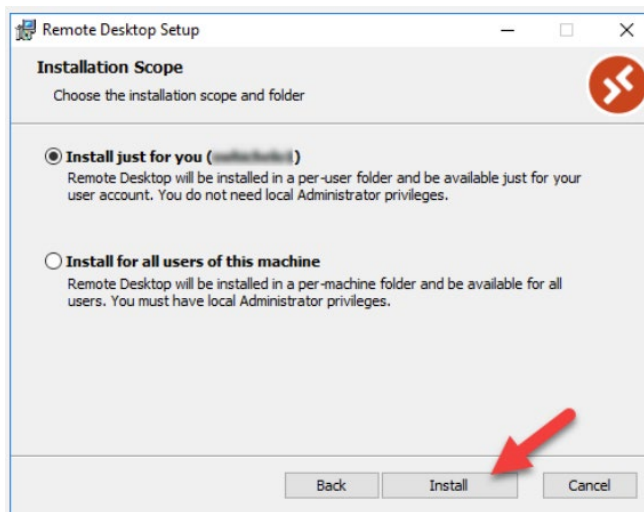TAFE NSW provides a TAFE Virtual Desktop (TVD) service for students.
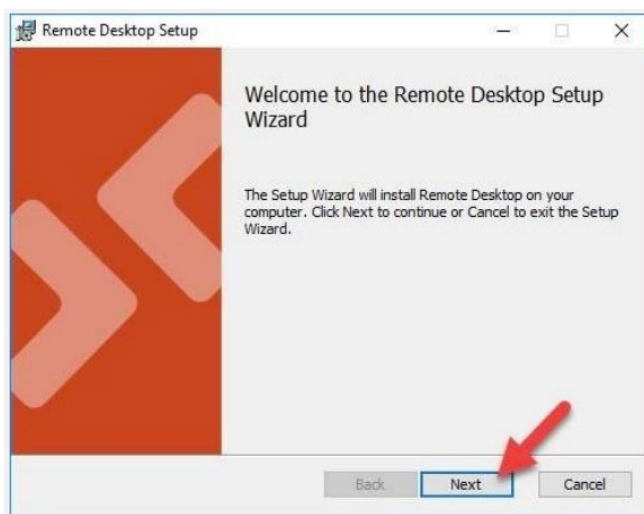
Before You Start

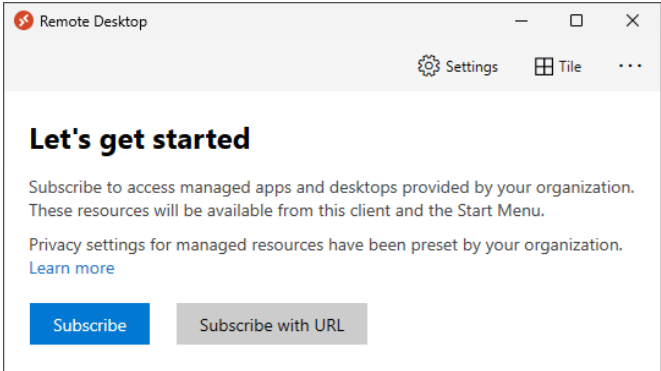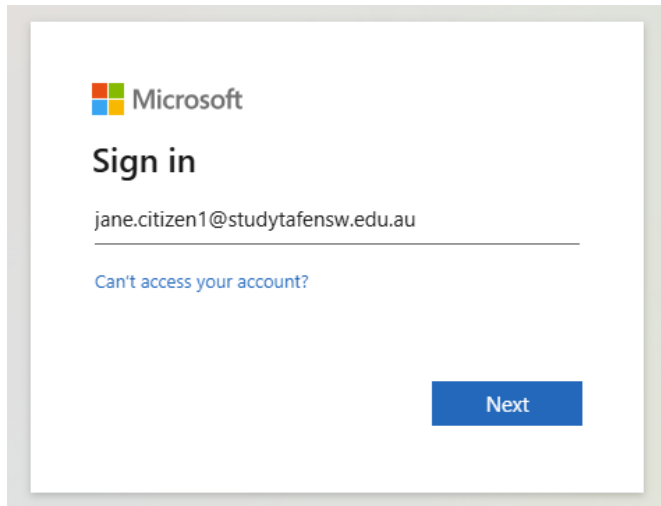The following elements are required before you can use the TVD.
- You must be currently enrolled at TAFE NSW
- You need to know your TAFE NSW email address, username and password
- You need to have access to a device that can run Windows10 or Windows11 (or later)
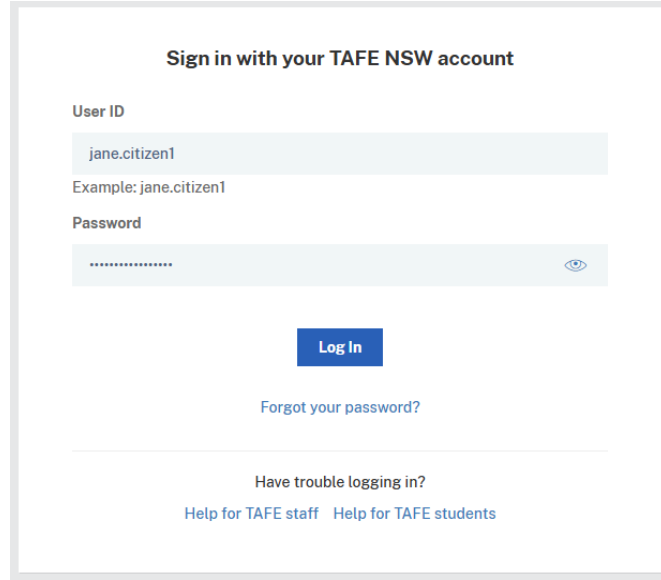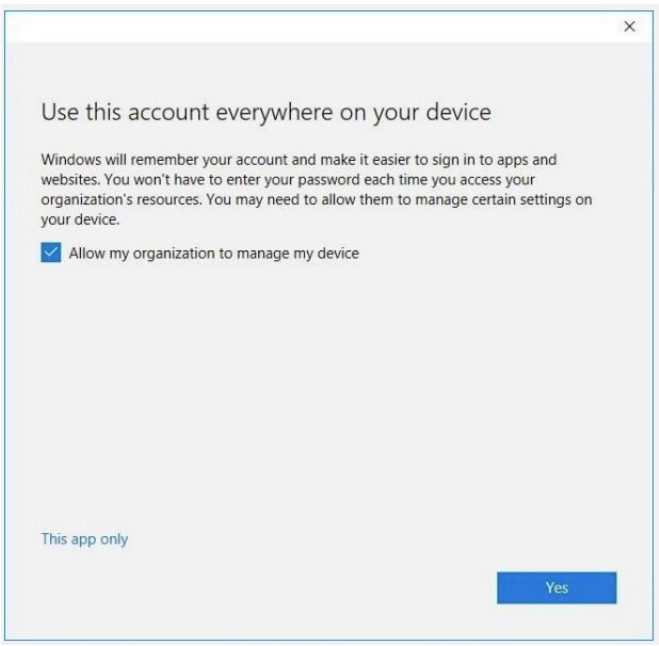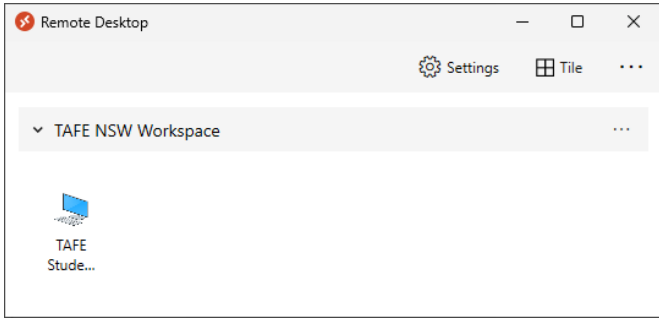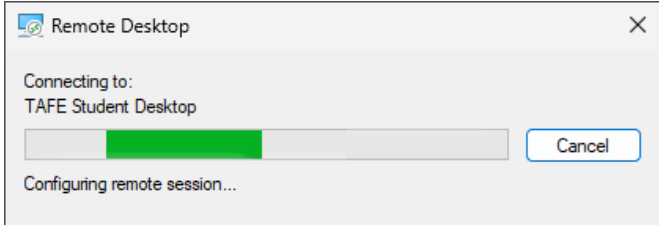
Downloading and Accessing the TAFE Virtual Desktop

Action	Screenshot
Click the link below or copy and paste it into the URL field in a browser: https://go.microsoft.com/fwlink/?linkid=2068602	
It will download the installer file for Windows.	

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After Remote Desktop has downloaded, open the installer and follow the prompts to install.	

Disclaimer: Printed copies of this document are regarded as uncontrolled.
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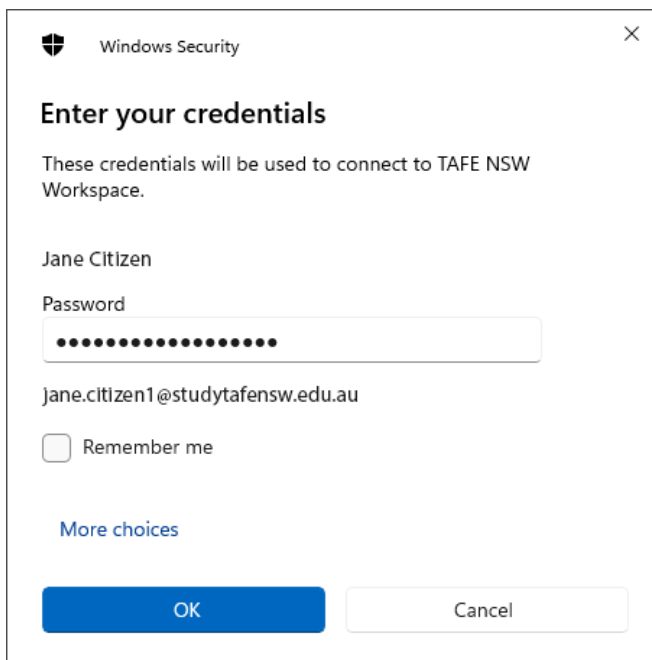|	
After Remote Desktop has installed, click **Subscribe**.	
You will be prompted to sign into your Student Microsoft Office Account. Enter your TAFE NSW email address. (e.g. first.lastname@studytafensw.edu.au) and your password and click **Next**.	
You will be taken to the TAFE NSW Sign in Page. Enter your User ID (firsname.lastname) and password and click **Log In**.	

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You will be prompted to allow your organization to manage your device. Untick the checkbox and click **This app only** if you have another Microsoft Office Account. If you accidentally click Yes, you can follow this How to remove a personal device from TAFE Microsoft Management Guide.	
The Microsoft Remote Desktop application will download and prepare your available resources. This may take 15 to 30 seconds to complete. Double click on **TAFE Student Desktop.**	
Your connection to the TAFE Student Desktop will commence.	

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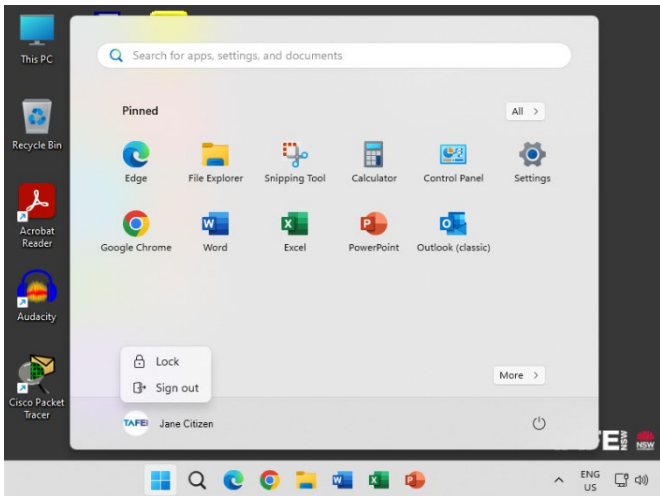|	
The Windows Credentials page will display. Enter your TAFE NSW email address. (e.g. first.lastname@studytafensw.edu.au) and password and click **OK**.	
The TAFE Virtual Desktop will load, and you will be able to use it just like you would a regular TAFE computer.	

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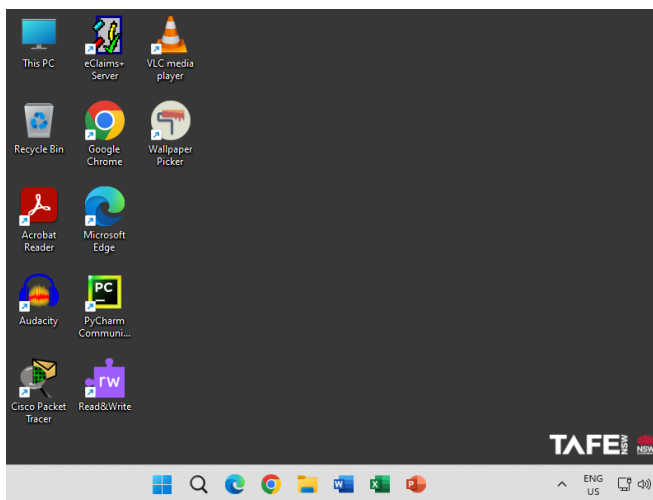
Leaving the TAFE Virtual Desktop

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

Action	Screenshot
Open the **Start Menu** (Windows Icon). Click on the **Profile Icon.** Click **Sign Out.**	

Important Information

As stated in the acceptable use of information technology guideline, students should never knowingly import or download unlicensed or unauthorised software on TAFE NSW information assets and digital services.

For More Information

A number of checklists and guides are available on TAFE Internet to support you in your Connected Learning journey.

If you are experiencing difficulties accessing the TVD through the Student Hub, you can download the Remote Desktop Application. Further information on downloading the Desktop Application can be found in the following documents.
- Accessing the TAFE Virtual Desktop (Web Application)
- TAFE 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.