

## Accessing Medical Director Using the TAFE Virtual Desktop

### Purpose

This Quick Reference Guide sets out the steps that TAFE NSW students can take to access Medical Director using the TAFE Virtual Desktop.

### 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.

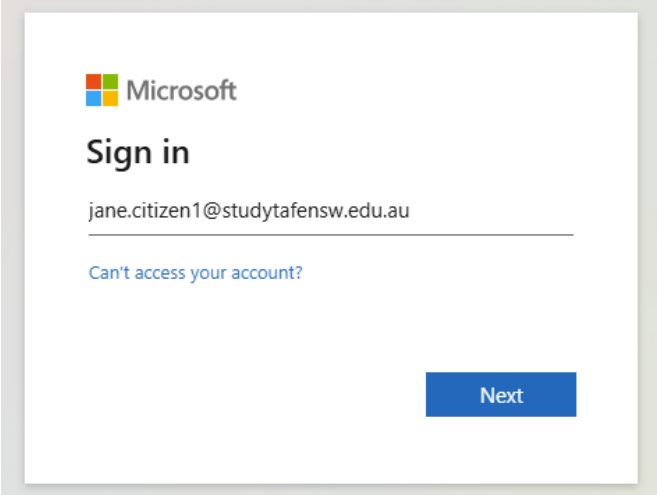
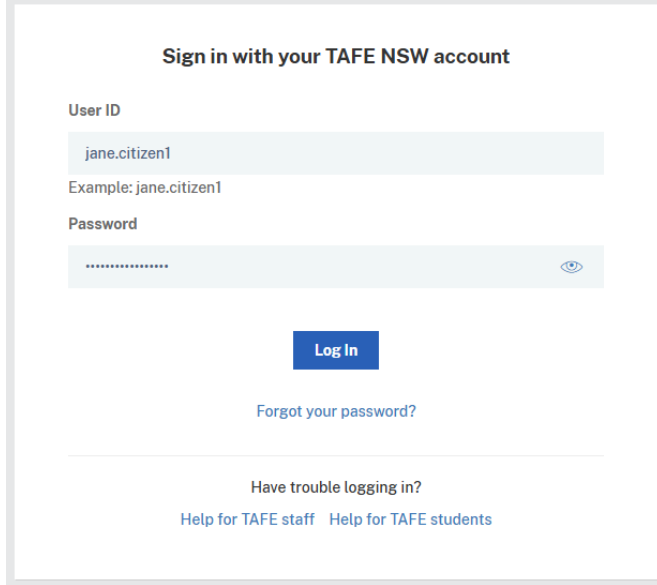
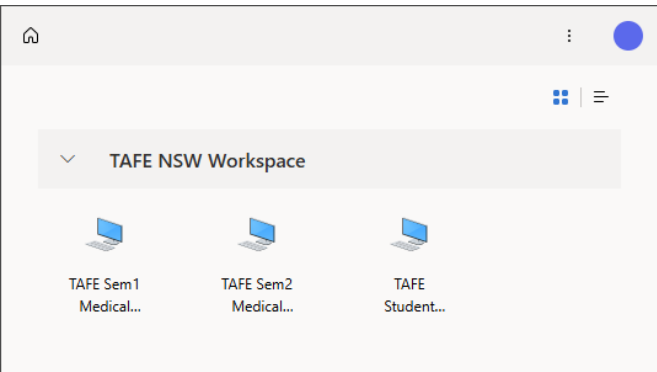
### Before You Start

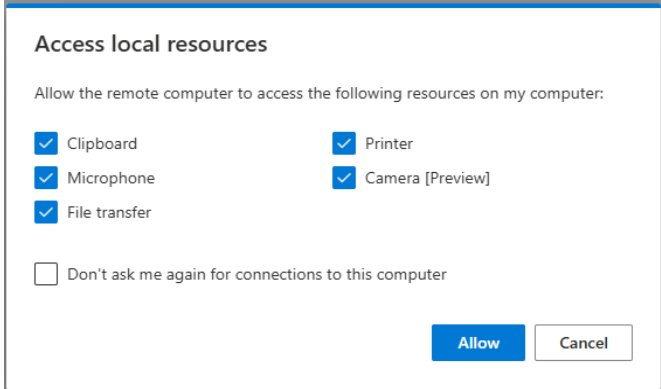
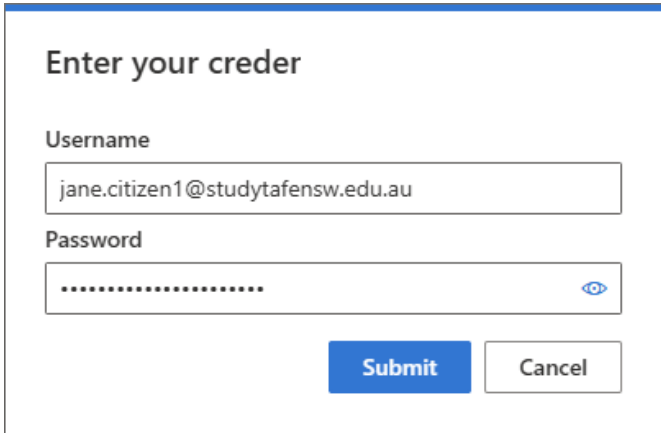
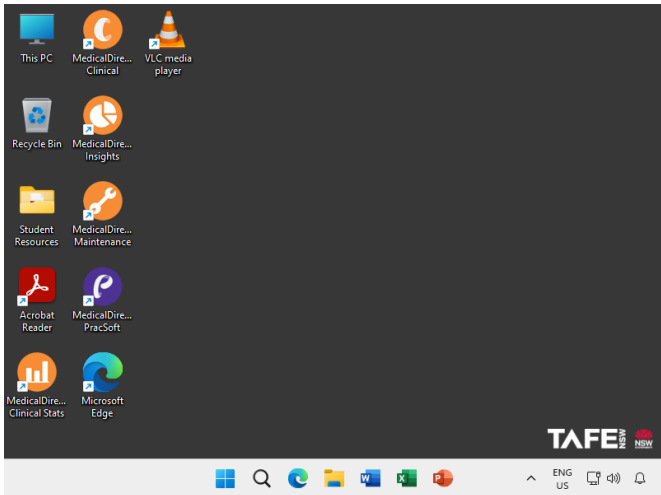
The following elements are required before you try to access Medical Director, through the TVD.

- You must be currently enrolled at TAFE NSW
- You need to know your TAFE NSW email address, username and password
- You need to have access to a modern browser such as Chrome; Edge; Firefox; or Safari
- Your teacher has advised you to use the TAFE NSW Virtual Desktop for Medical Director

### Accessing the Medical Director Using the TAFE Virtual Desktop

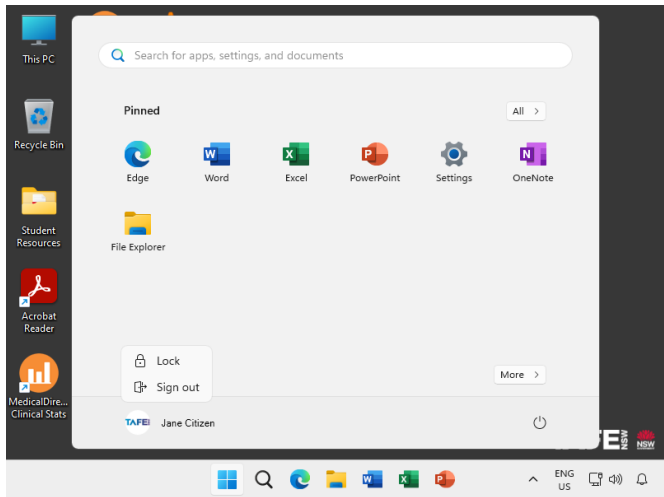
Action	Screenshot
<p>Click the link below or copy and paste it into the URL field in a browser:</p> <p><a href="https://client.wvd.microsoft.com/arm/webclient/index.html">https://client.wvd.microsoft.com/arm/webclient/index.html</a></p>	

<p>You will be prompted to sign into your Student Microsoft Office Account.</p> <p>Enter your TAFE NSW email address.</p> <p>(e.g. first.lastname@studytafensw.edu.au) and your password and click <b>Next</b>.</p>	 <p>The screenshot shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text 'Sign in'. There is a text input field containing the email address 'jane.citizen1@studytafensw.edu.au'. Below the input field is a link that says 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'.</p>
<p>You will be taken to the TAFE NSW Sign in Page.</p> <p>Enter your User ID (firstname.lastname) and password and click <b>Log In</b>.</p>	 <p>The screenshot shows the TAFE NSW Sign in page. At the top is the heading 'Sign in with your TAFE NSW account'. Below this is a 'User ID' section with a text input field containing 'jane.citizen1' and an example text 'Example: jane.citizen1'. Below that is a 'Password' section with a text input field containing masked characters and an eye icon to toggle visibility. At the bottom is a blue button labeled 'Log In'. Below the button are two links: 'Forgot your password?' and 'Have trouble logging in?'. At the very bottom are two links: 'Help for TAFE staff' and 'Help for TAFE students'.</p>
<p>The TAFE Virtual Desktop landing page will display.</p> <p>Click on <b>TAFE Sem 1</b> or <b>Sem 2 Medical Director</b>.</p>	 <p>The screenshot shows the TAFE Virtual Desktop landing page. At the top is a navigation bar with a home icon, a menu icon, and a blue circular profile icon. Below the navigation bar is a section titled 'TAFE NSW Workspace' with a dropdown arrow. Under this section are three desktop icons: 'TAFE Sem1 Medical...', 'TAFE Sem2 Medical...', and 'TAFE Student...'.</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 dialog box titled "Access local resources" allows the remote computer to access resources on the local computer. It includes checkboxes for Clipboard, Microphone, File transfer, Printer, and Camera [Preview], all of which are checked. There is also an unchecked checkbox for "Don't ask me again for connections to this computer". "Allow" and "Cancel" buttons are at the bottom right.</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 password and click <b>Submit</b>.</p>	 <p>The "Enter your credentials" page features input fields for Username and Password. The Username field contains the text "jane.citizen1@studytafensw.edu.au". The Password field is masked with dots and has a toggle icon. "Submit" and "Cancel" buttons are located at the bottom right.</p>
<p>The TAFE Medical Director will display.</p> <p>Please check with your teacher regarding which applications you need to access.</p>	 <p>The desktop environment shows various application icons including "This PC", "MedicalDire... Clinical", "VLC media player", "Recycle Bin", "MedicalDire... Insights", "Student Resources", "MedicalDire... Maintenance", "Acrobat Reader", "MedicalDire... PracSoft", "MedicalDire... Clinical Stats", and "Microsoft Edge". The taskbar at the bottom includes the Start button, search, and several pinned applications, along with system tray icons for language (ENG US), network, and volume. The TAFE NSW logo is in the bottom right corner.</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 <b>Start Menu</b> (Windows Icon).</p> <p>Click on the <b>Profile Icon</b>.</p> <p>Click <b>Sign Out</b>.</p>	

## 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 Medical Director Virtual Desktop 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 \(Windows\)](#)
- [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](#) or may lodge an enquiry using the [Get Technology Help Form](#).