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.
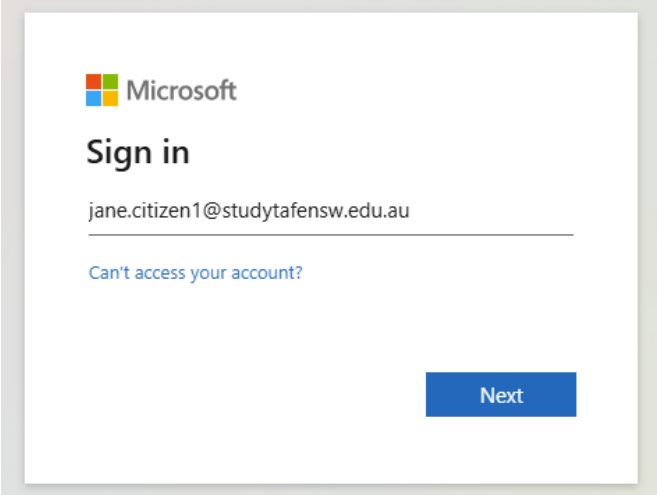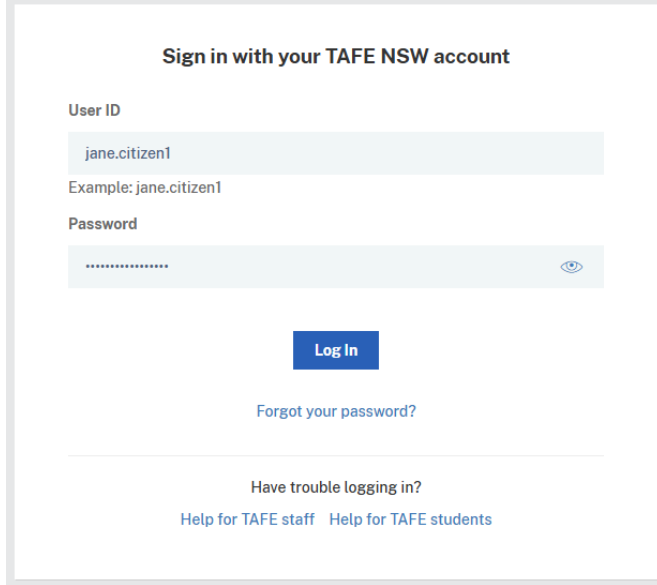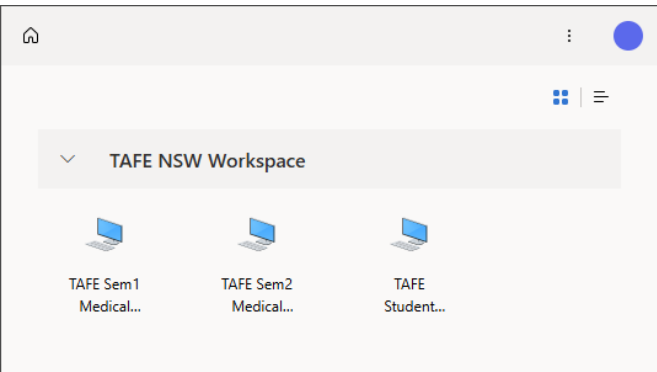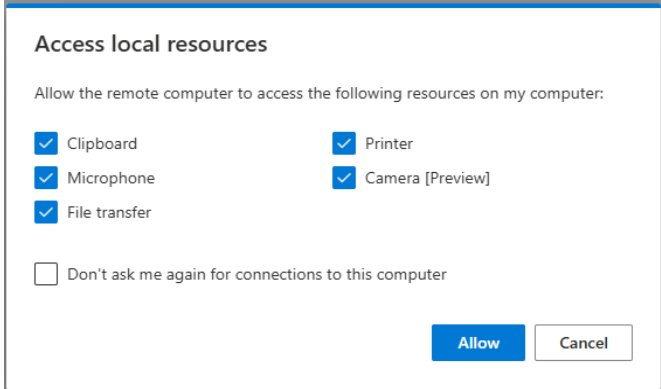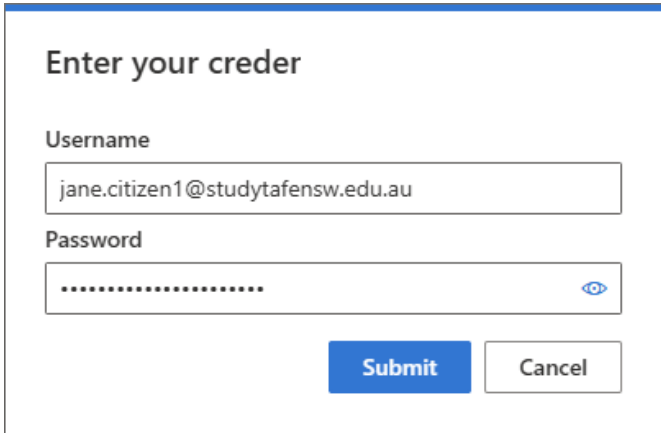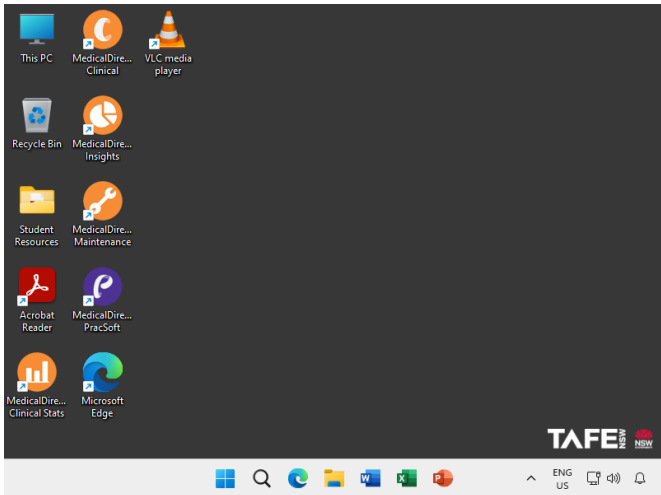
Before You Start

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

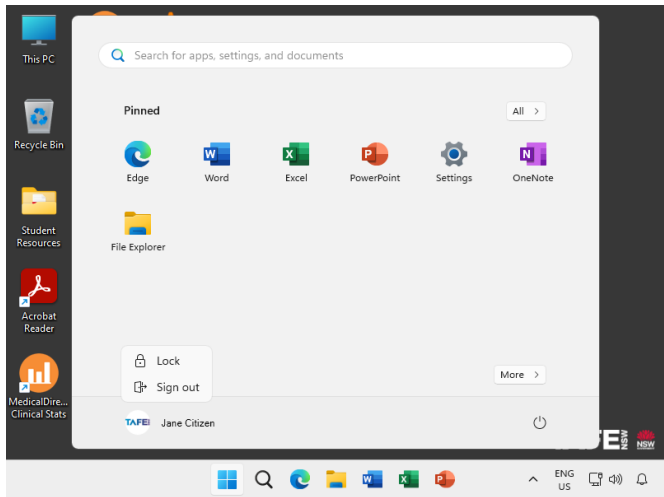## Accessing the Medical Director Using the TAFE Virtual Desktop

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

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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 (firstname.lastname) and password and click **Log In**.	
The TAFE Virtual Desktop landing page will display. Click on **TAFE Sem 1** or **Sem 2 Medical Director**.	

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The Access Local Resources screen will display. Click **Allow** to allow the TVD to access your clipboard and printers.	
The Credentials page will display. Enter your TAFE NSW email address (e.g. first.lastname@studytafensw.edu.au) and password and click **Submit**.	
The TAFE Medical Director will display. Please check with your teacher regarding which applications you need to access.	

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

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.

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