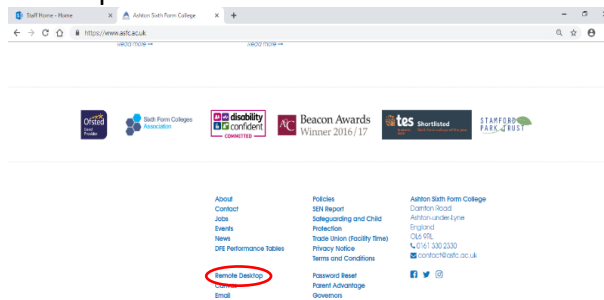# How to access your Ashton Desktop and Print from Your Own Device

There are 2 ways to access your desktop   Either:-

go to www.asfc.ac.uk   **or**   Open your browser and go to
Scroll down to the bottom of the page to the link   https://portal.asfc.ac.uk/rdweb
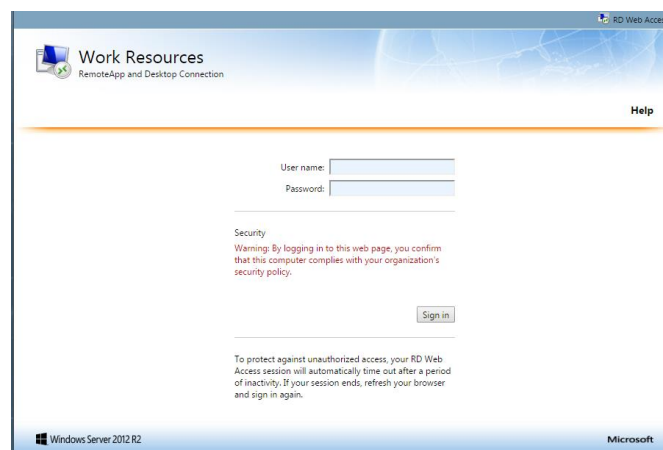Desktop.

Click on Remote Desktop.

You should see a page where you can enter your College username and password.
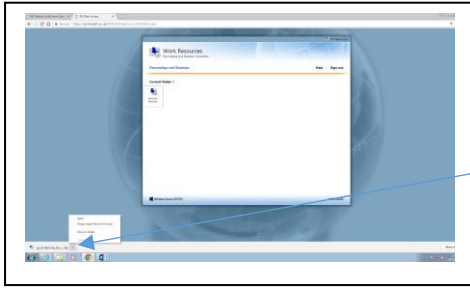

Enter your login as <Username>**@asfc.ac.uk** and password
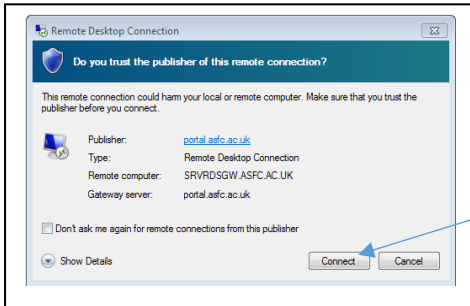
Click Sign in and you should be presented with a shortcut to your Remote Desktop connection.

Click on the Remote Desktop icon.
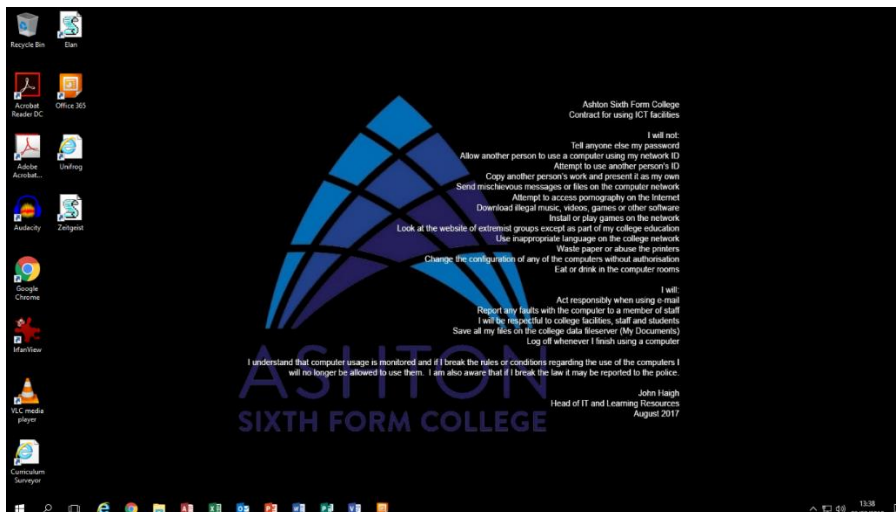
Click on the arrow and open to open the file link.

Click Connect

Enter your login as <Username>**@asfc.ac.uk** and password

Once authenticated, you should see a window open which contains your Ashton Desktop, which can be used as if you were logged in to a college machine **including printing**. If working at home, any home printers connected to your computer should be available as an option if you want to print from the Remote Desktop.

When finished click on the Windows icon at the bottom left of the screen, then click on your username at the top right of the screen that appears and click Sign Out.