How to Access Online Resources and E-books from Home

***PLEASE NOTE: ensure you are using Internet Explorer as your browser***

• Go to the College website www.iwcollege.ac.uk

• Select Staff/Student Access

• Select the new staff/student web portal link.

***PLEASE NOTE!!***

• The first time you log into the College portal you will need to run a procedure as detailed on the next two pages.

• This should only happen once: after this, you can follow instructions as per page 4 of this guide.

• The procedure may be slightly different depending on your computer/tablet/etc., in which case please agree whenever prompted.

• When prompted to log in please use full iwcollege\username domain credentials, e.g. iwcollege\11023456

22nd September 2015
How to Access Online Resources and E-books from Home

• The yellow bar appears

• Click ‘Install this add-on for all users on this computer’

• If the following prompts appear, click ‘Install’ to install the components:

• When asked, click ‘Yes’ to add the site to the pop-up blocker:

• The following screen will appear whilst the software is installed:

22nd September 2015
How to Access Online Resources and E-books from Home

- Tick ‘Trust this site’, select ‘Always’, then select ‘Trust’:

![Application and Network Access Portal](image)

- Before you log in, click on the yellow bar:

![Application and Network Access Portal](image)

- Select ‘Run Add-on’:

![Application and Network Access Portal](image)

- Click ‘Run’:

![Application and Network Access Portal](image)

You have finished installing the software.

You can now log in to your College desktop as overleaf.

22nd September 2015
How to Access Online Resources and E-books from Home

The screen now displays your Home Page.

From this page select the Remote Desktop option:

- ‘Student Remote Desktop’ for students
- ‘RD02’ for staff

Will only open in Internet Explorer.

When prompted to log in please use full iwcollege\username domain credentials, e.g. iwcollege\11023456

To access online resources and e-books:

- Using Google Chrome click on the LRC button.

- Now log into your Office 365 account using your college e-mail and password.

- Choose from the menu on the left of the screen.

Problems? Please email eresources@iwcollege.ac.uk or call 01983 550789.

22nd September 2015