# Using Remote Access with a Windows PC

This guide is for students and staff who wish to use the Academy remote access system from a Microsoft Windows based computer. If you are using a tablet, phone, Apple Mac or Linux based computer, please see the other guide entitled 'Using Remote Access with a non-Windows device'.

All Windows based computers already have software installed which allows remote access. The program file is 'mstsc.exe' and can be run from the start > run button. So, as you have already got the software, all you need are the settings to connect to the Academy. For convenience the settings file can be downloaded from the External Login Page and the link looks like this:
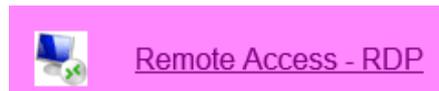
When you click on the link, it will ask whether to open or save the file. If you open it, then it should detect that it is a remote access settings file and run the program with the correct settings. You may wish to save this file somewhere convenient for future use, such as your computer desktop.

The program starts like this, although the appearance varies according to Windows version:
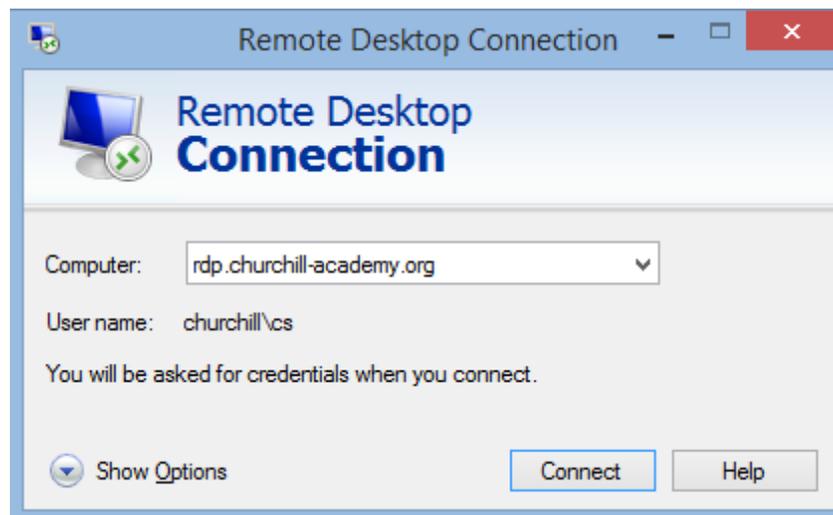

In the example above, the program will try to connect to a computer called rdp.churchill-academy.org which is our remote access server. It will use the username churchill\cs as I have previously logged in using that username and it has remembered it.

There are various options you can select by clicking on the 'Show Options' link, but they are not necessary for 'normal' use.

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So, click on the 'Connect' button to proceed to this window:
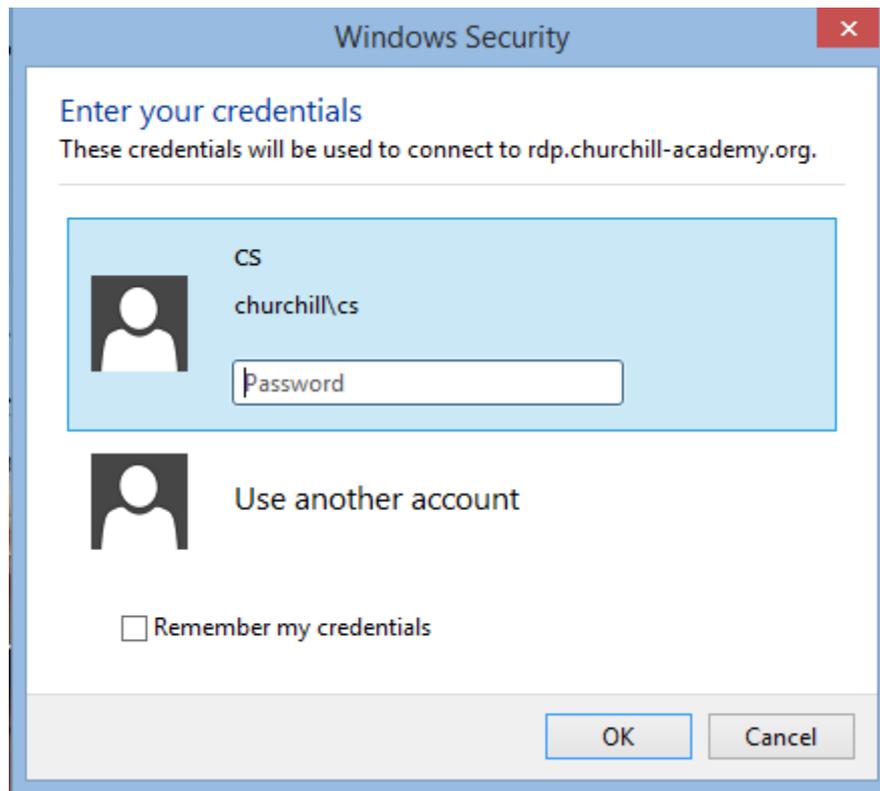
If the prefilled user is not there, or is not your Academy username in the format churchill\12345, then click on the 'Use another account' option and type in your username.

IMPORTANT: Your username MUST be Churchill\username, NOT just your username

There is a tick box labelled 'Remember my credentials' which I advise that you do NOT tick as it will remember your password and not ask you in future. This makes it difficult if you share a computer with anyone else and is less secure.

If this does not work for you, then please put a job on the IT Helpdesk in Smile and give as much detail as you can, such as any error messages.