IT Services
Procedure or User Guide

University of Cumbria

Technology Development	
Title:	**Connecting to Azure / Windows Virtual Desktop**
Service Category:	
Number:	TDV102
Date Authorised:	9th October 2023
Review Date:	TBC
Team:	Technology Development

Scope (Optional):	

Procedure:	

1. Either click on the following link http://remoteaccess.cumbria.ac.uk or enter the URL into your web browser of choice. The system is compatible with most common HTML 5 capable browsers, see Microsoft documentation.

2. When prompted to sign in, enter your university email address, then click 'Next'.
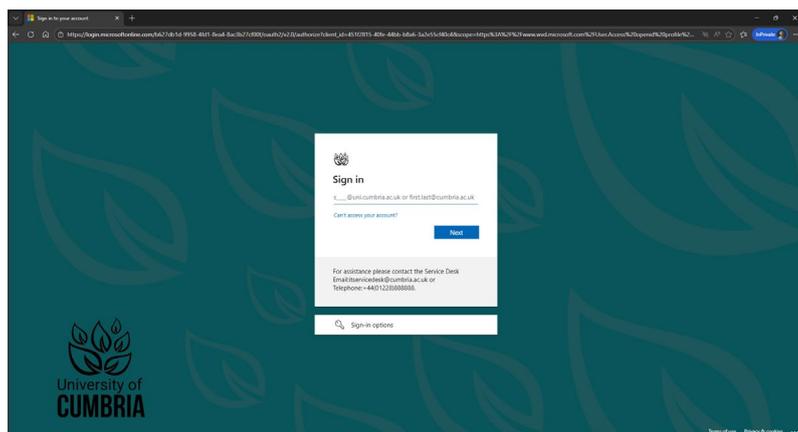
3. Enter your password, click 'Sign in'
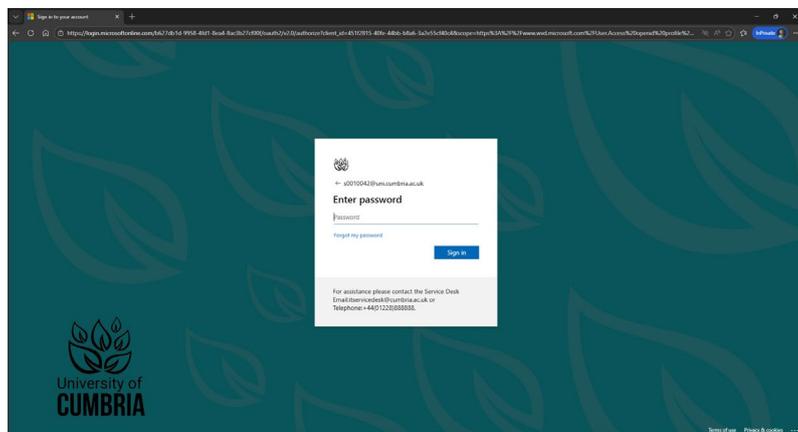
4. If accessing from off campus as you most likely will be, you will be required to use MFA (Multi Factor Authentication) so approve the sign in request. This may vary if you have configured the Authenticator app (our preferred method) or have opted to receive an SMS code.
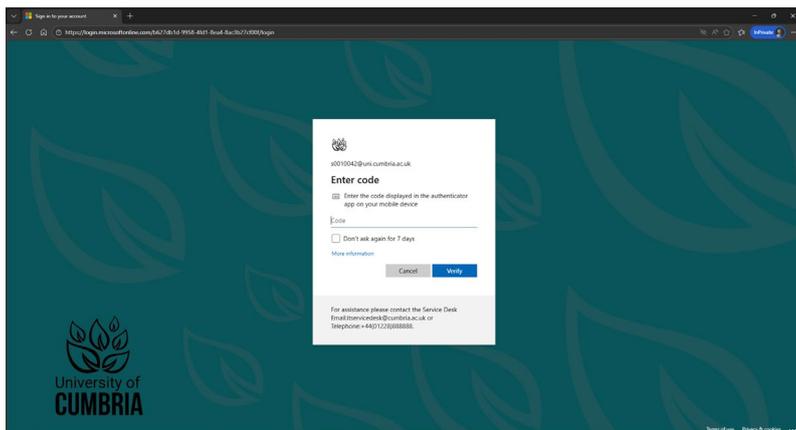

5. The first time you connect, you will see this popup window. Click 'Next' and then 'Not now' unless you particularly want the tour of the new application experience.
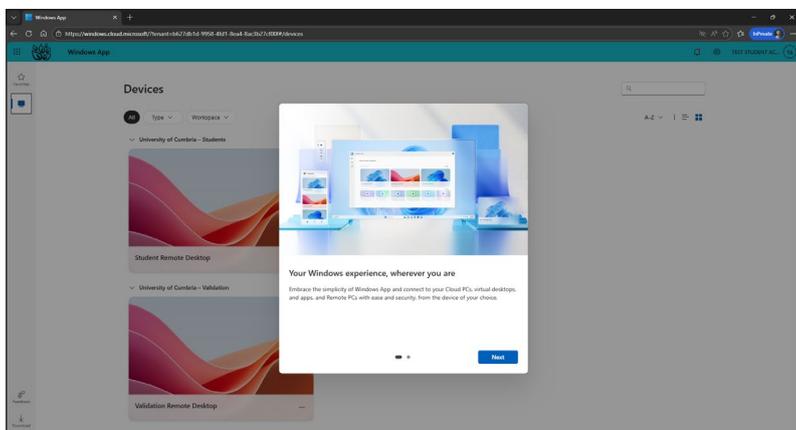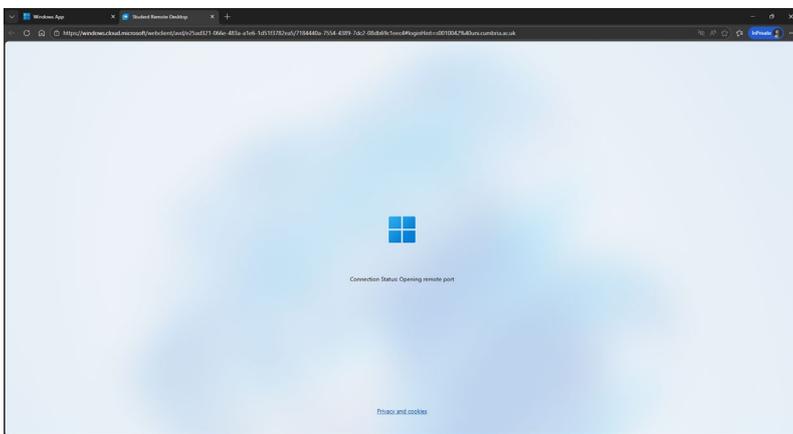

6. Click on 'Student Remote Desktop' under 'University of Cumbria - Students' to start the remote desktop session.
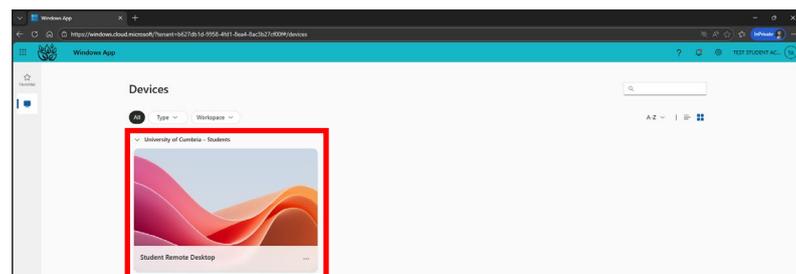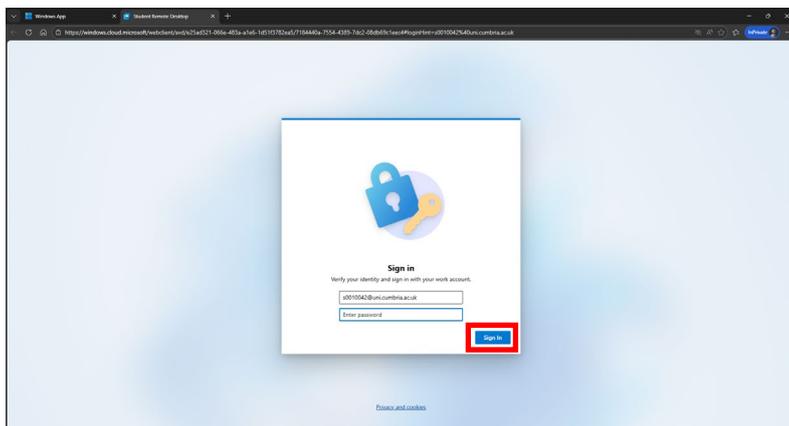
7. You are then prompted to confirm if you want your local clipboard, printer or file transfer available in the remote desktop session. By default, they are ticked so you can untick if required and then click 'Connect'.
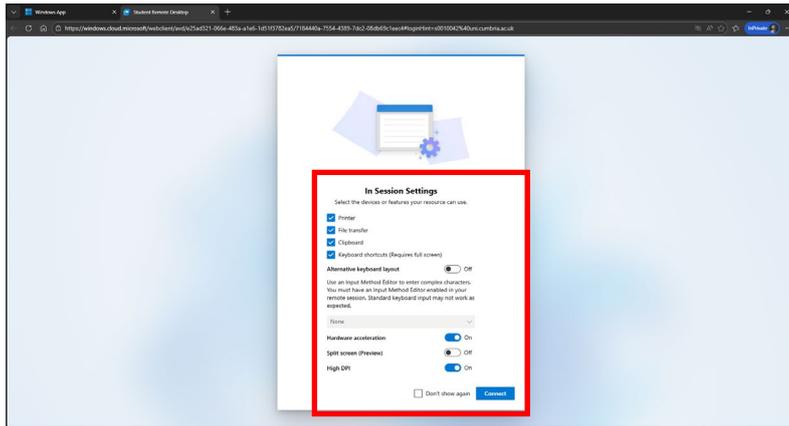
8. The connection will then be established.

9. When prompted please enter your password again, the username should be prepopulated and then click 'Signin'.

10. You will then be signed into the remote desktop session host.
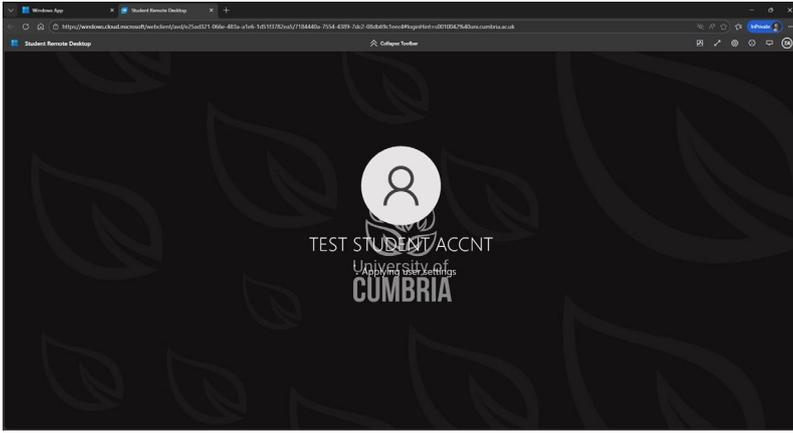
11. A Windows 10 desktop will appear, at this point you have successfully logged into the remote desktop service.

You can make the remote desktop full screen by clicking here;

Applications can be accessed just like using one of the desktops or laptops on campus.

Note:

This service uses mandatory user profiles, this means anything you save on the computer will not be saved / kept when you log off or a disconnected session times out. Please ensure anything you want is uploaded to your OneDrive or any alternative cloud storage solutions you may use.
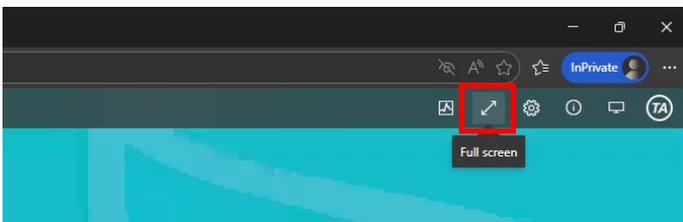
12. When you have finished select 'Sign out' as you normally would on campus.

13. Then either close the browser tab(s) or select 'Sign Out' after clicking in the top right on your name.

END OF INSTRUCTIONS

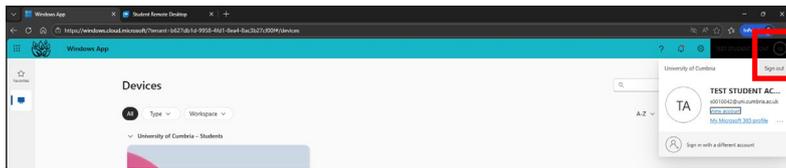| Author	Version Number	Reason for Change	Effective From
Martyn Burgess	0.1	Initial Draft	14th April 2020
Martyn Burgess	0.2	Updated for AVD	9th October 2023
Martyn Burgess	0.3	Updated for Windows App web client	24th March 2026

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