

Accessing your School Work from Home

- 1) Go to this link <https://remote.ormistonsandwell.org.uk/RDWeb>
- 2) Type in the username and password you use to log on to the computers at school. Make sure "osca\" is in front of your username.

Domain\user name:

Password:

- 3) You will then see this screen.



- 4) Click on whichever app you want to use. In this case we'll use My Documents.
- 5) You may be prompted to enter your username and password again. Type in the same as in instruction No.2.



- 6) The remote connection will open and your My Documents windows will appear. From here you can access your documents and the student resources drive (r:drive).
- 7) The same process applies for Excel, Internet Explorer, PowerPoint and Word.

If you need any help please contact OSCA Student Support at studentsupport@ormistonsandwell.org.uk