



TGS IT Support

TGS @ Student Home User Guide

This document will guide you through connecting to a Tolworth Girls' School desktop environment outside of the School

Please Note: The TGS IT Support team cannot offer support for non TGS IT Equipment

What is TGS @ Student Home?

This facility allows you to connect securely to TGS at home and access the same resources that you have here at TGS for example Microsoft Office, Adobe Premier Pro, your Y Drive, etc.

Which systems will this work on?

- MS Windows 7
- MS Windows 8
- MS Windows 10
- Mac with OSX
- iPhone/iPad/Android Device

Note for MS Windows systems only if you are using an Apple or Android Device skip to page 3:

Please ensure your MS Windows system has all the latest Windows Updates installed on it. Windows Update can be found from the Start Menu.

How to connect to TGS @ Student Home

- Go to <https://www.tolworthgirlsschool.co.uk/tgshome-remote-access>
- Download the TGS@Home Student Link and save it to your desktop
- Double click on the TGS@Home Student file you have just saved
- You may get a security warning
 - Tick the "Don't ask me again for connections to this computer"
 - Click Connect

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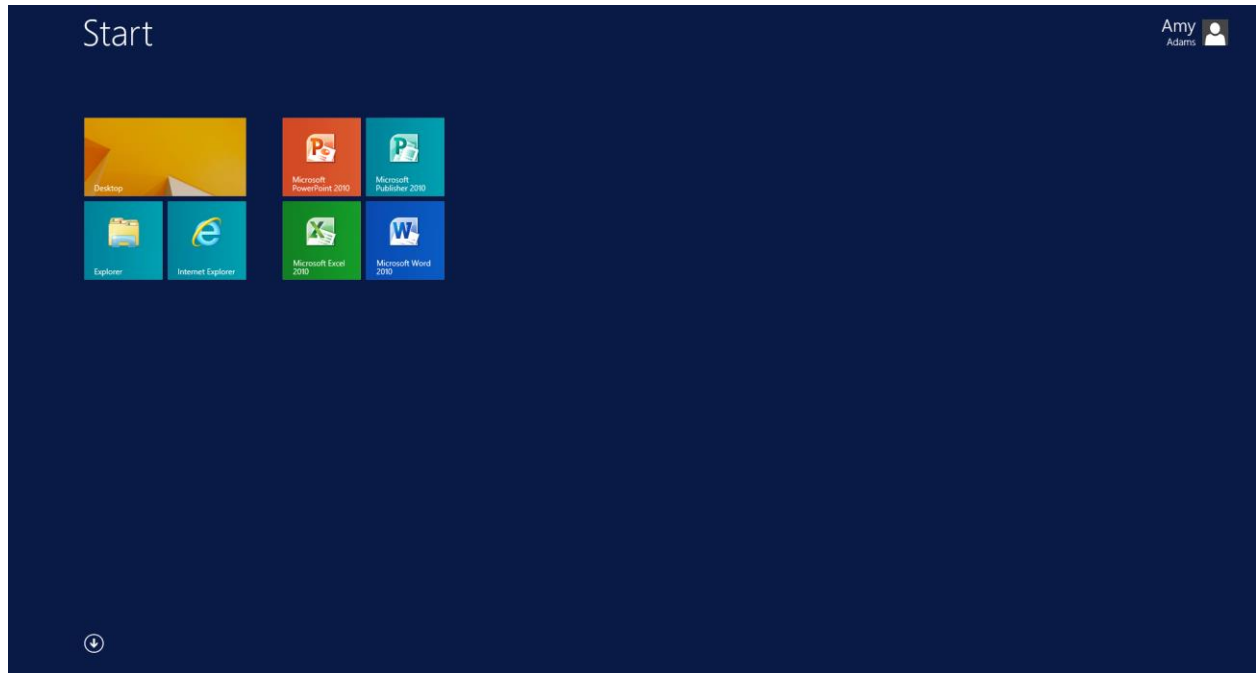
- You should see a similar screen to the one below



- Login using your TGS user name and password that you use for logging into a PC at the school.
- You should then get a desktop similar to below



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- When you have finished please click on bottom left start menu and select Log off
- Please do not click on the X button top right hand side of screen as shown below as this doesn't log you off correctly.



How to connect to TGS @ Student Home on non-Windows Devices.

For Mac OSX

- On your Mac open App Store and Download Microsoft Remote Desktop

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Once downloaded open the application and populate the PC Name field as shown below:-

PC Name: tgnetts

Click on the No gateway Configured and select add Gateway and fill in as below:-

Gateway Name: student.tolworthgirlsschool.co.uk

Server: student.tolworthgirlsschool.co.uk

Double Click TGS

For iPad/iPhone

- Search for Microsoft Remote Desktop on the App Store via your iPad/iPhone and Download - follow the same instructions as shown for Mac OSX above.

For Android

- Search for Microsoft Remote Desktop in Google Apps on your Android and Download

The settings required are shown below. Please enter these as required by the App you have downloaded.

- **Computer Name:** tgnetts
- **Gateway address:** student.tolworthgirlsschool.co.uk
- **Domain Name:** tgnett
- **Username/Password:** Your school username/password

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Points to note:-

- You cannot save to your local PC Hard Drive when using this facility
- You cannot print to your local printer at home - please select the Copier Printer and release your print out at School.
- Not all applications have been installed on this remote access facility.
- Your files/shared drives are the same ones you use at TGS so if you save a file using the remote facility at home or over write a file it will be the same here at TGS when you next come in.
- At peak times demand may be high and you may get refused a connection - if this happens please try again later.