

# Accessing the New At Home System

- The New at home system is compatible with most browsers. This instruction manual is **based on Google Chrome.**
- The at home system will **ONLY** work if you have changed your temporary password for the new system

## **STEP 1**

Open a Web Browser and Navigate to  
<https://remote.ctkcc.co.uk/RDWeb>

You should see an image like the one below..

# STEP 2: Enter Username (CTKCC\Username) & Password



CTKCC

RemoteApp and Desktop Connection

[Help](#)

ctkcc\user name:

Password:

#### Important Notice

Please ensure that username is entered in the format ctkcc\username

[Sign in](#)

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

# STEP 3: Confirm you can see (Documents & SIMS) Icons



CTKCC

RemoteApp and Desktop Connection

[RemoteApp and Desktops](#)

[Connect to a remote PC](#)

[Help](#)

[Sign out](#)

Current folder: /

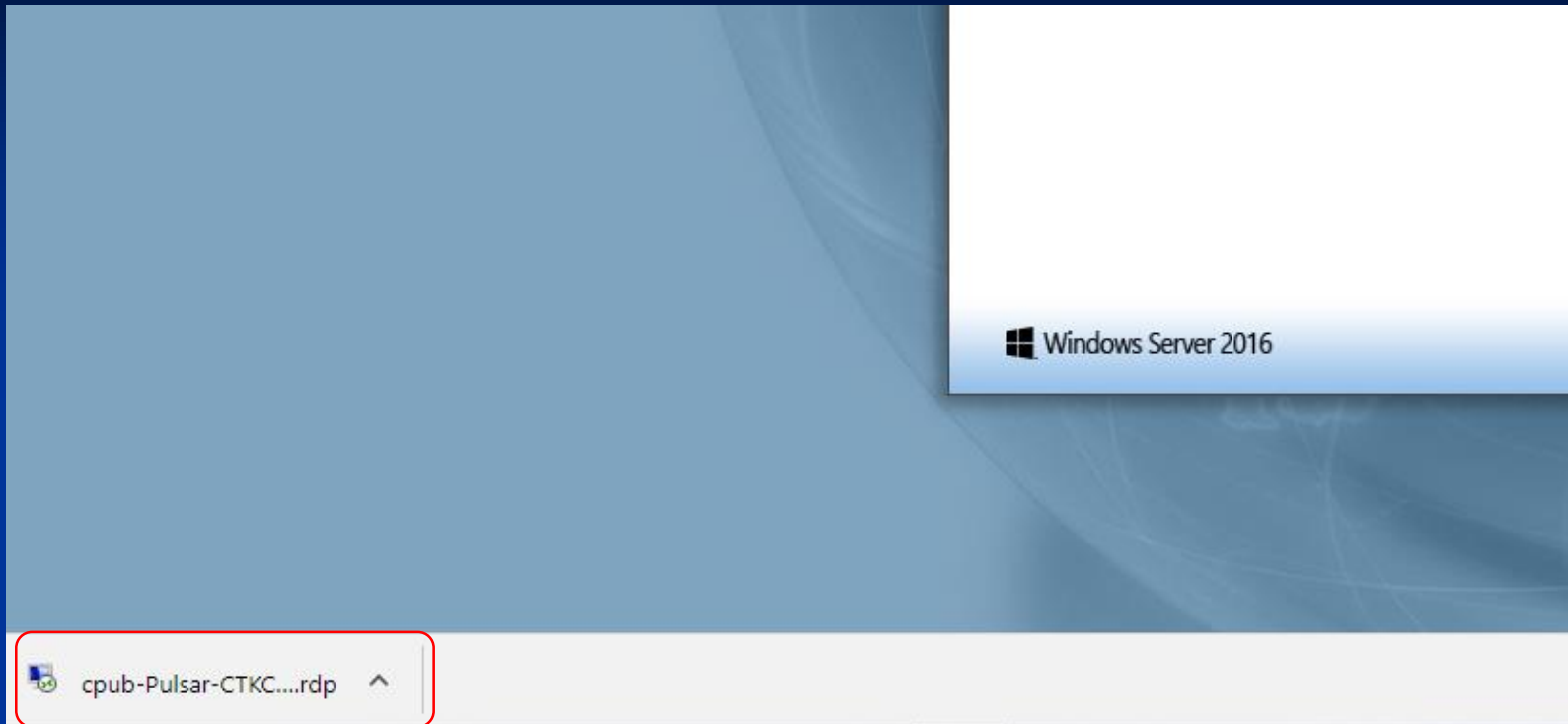


Documents

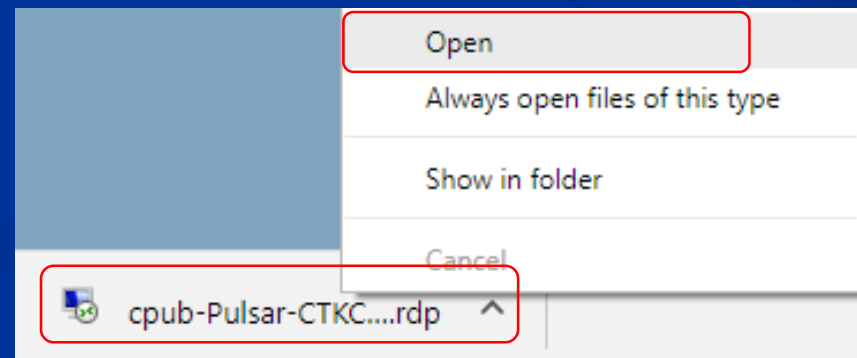


SIMS.net

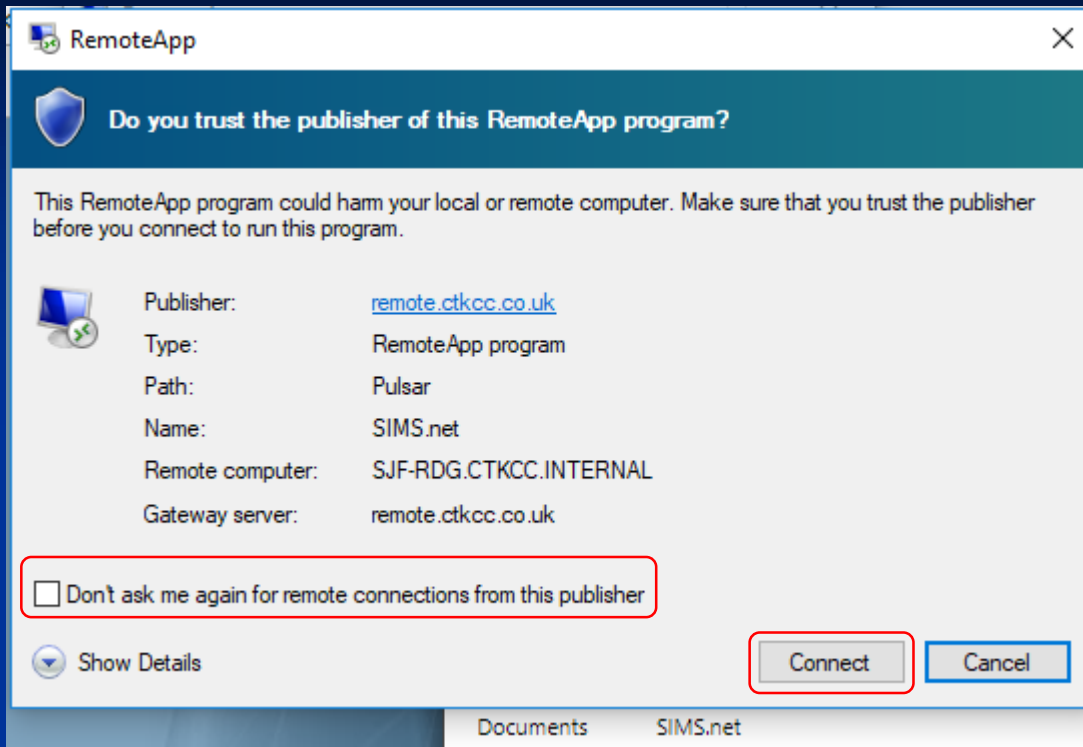
## STEP 4: Using SIMS Application, Click SIMS Icon



A file will be downloaded as shown above. Right Click on the file and Click Open



# Processing your connection, it may take few seconds



Click on Don't ask me again, then Connect. If you are asked to verify your login Credentials please do so.

SIMS Application will as for a login

# Enter your SIMS Login Credentials. SIMS will load successfully.

RD Web Access



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Current folder: /



Documents



SIMS.net

SIMS SIMS .net

User name

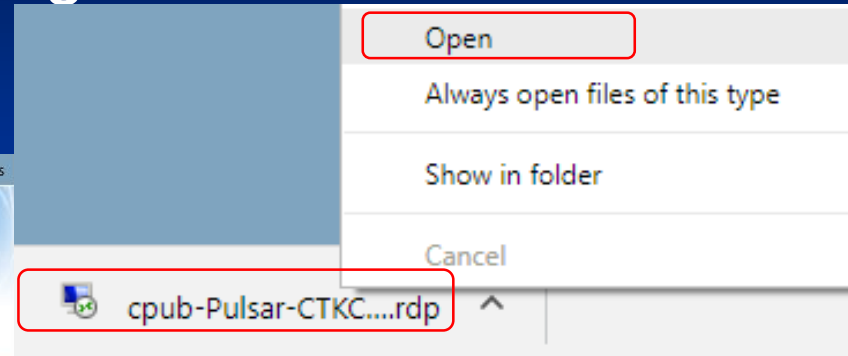
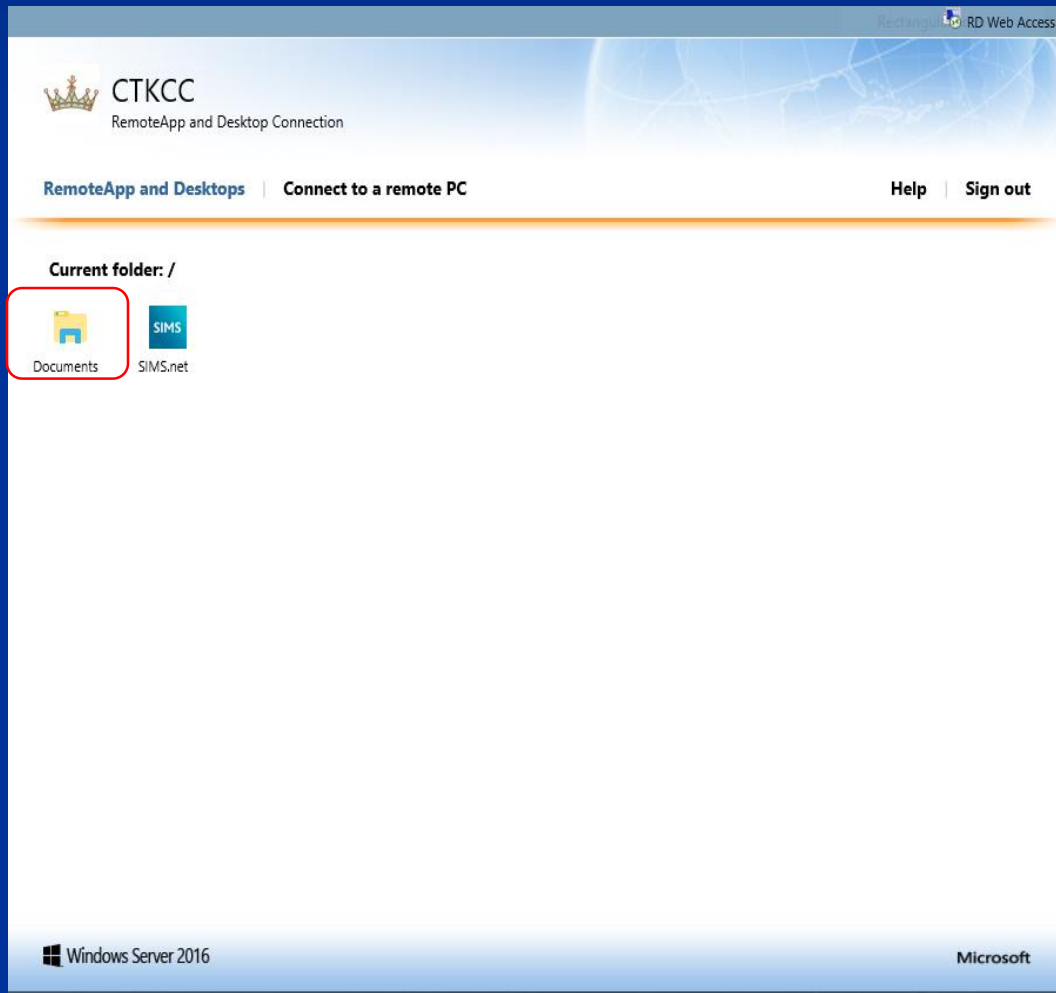
Password

Change Password

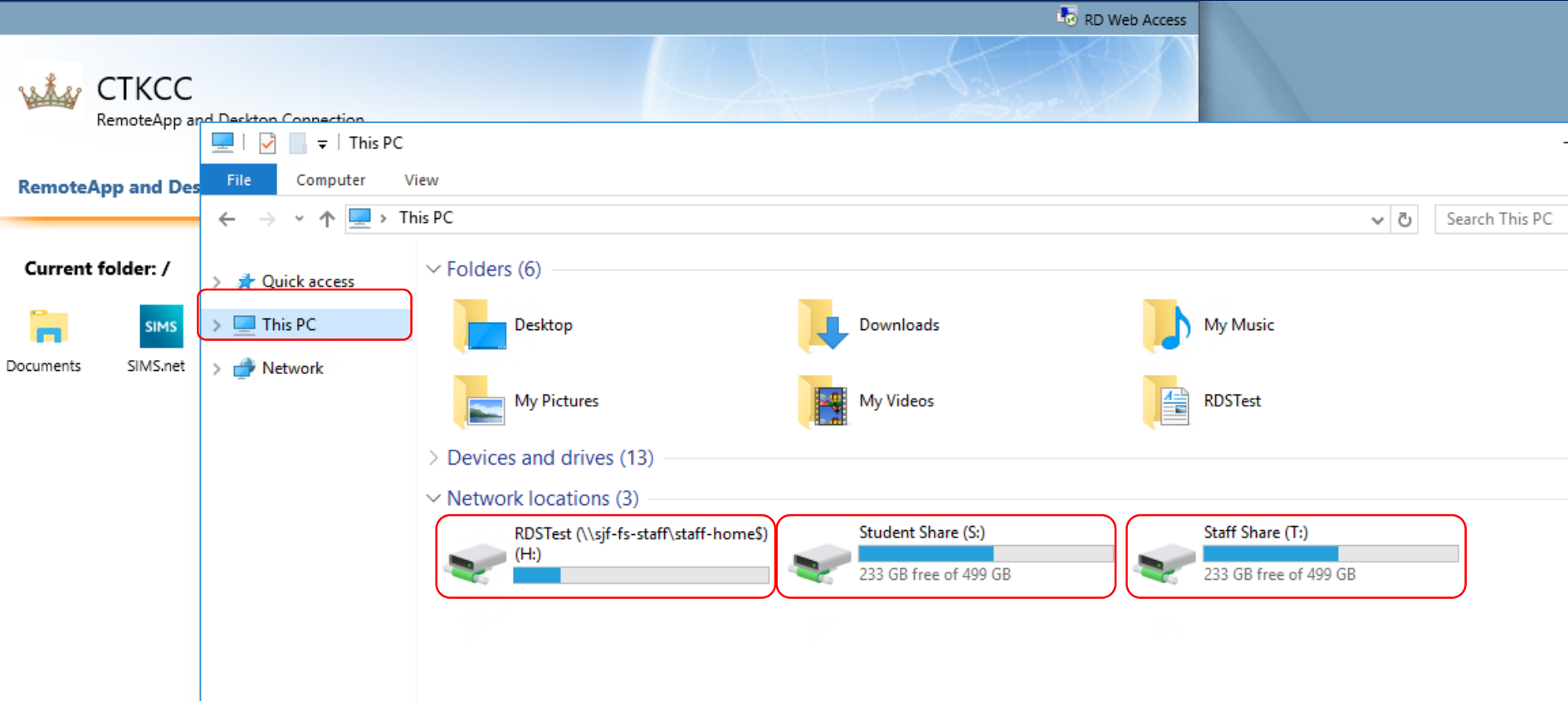
OK Cancel

# STEP 5: Documents and Mapped Drives

Double Click Documents then Right Click downloaded File and Click Open



# Documents and Mapped Drives Shown



Enjoy working from Home.

Any Questions or comments please email [itsupport@ctkcc.co.uk](mailto:itsupport@ctkcc.co.uk)