How to access Datastream for Office
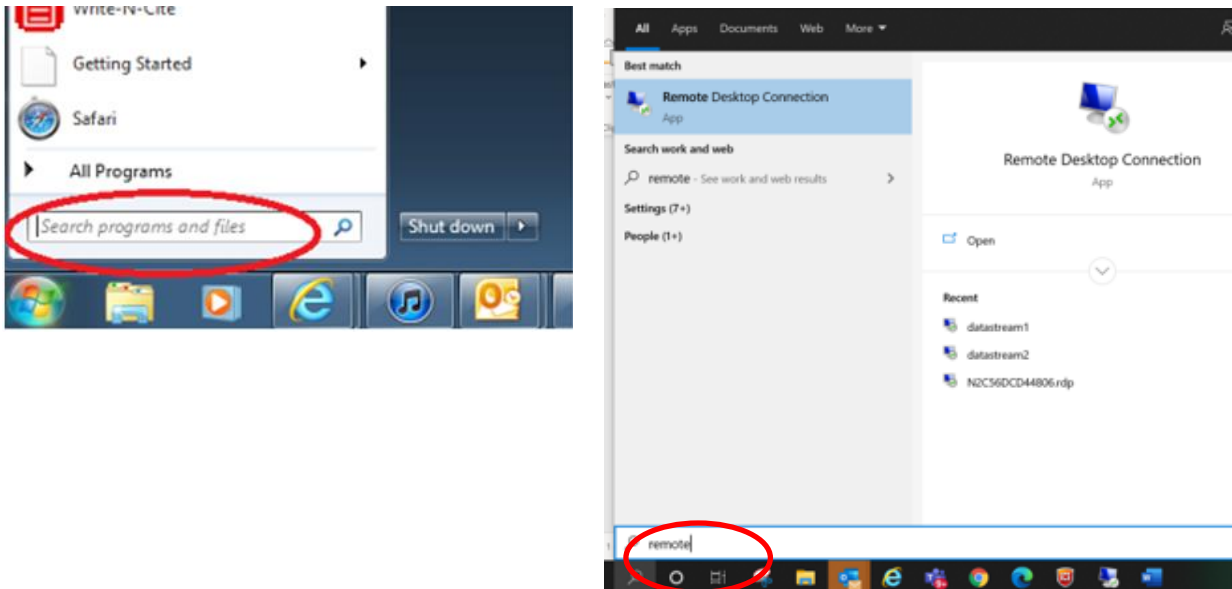
Datastream for Office **(Excel)** can be accessed on any networked PC on campus or on your own device by using a **'Remote Desktop Connection'**.

- If you are not in the University you will first need a VPN (FortiClient) connection (see guidance to install and open a FortiClient connection at: http://stir.ac.uk/1ql)
- You must also be set up for **Multi-Factor Authentication** (MFA) via the Microsoft Authenticator App (see guidance at http://stir.ac.uk/36f)
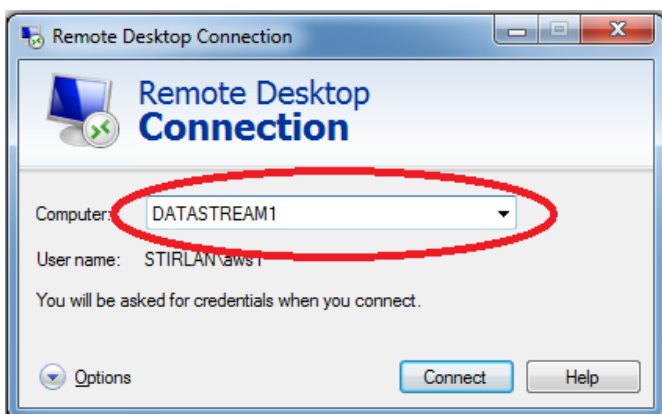- There are 4 accesses – DATASTREAM1 – 4.

How to Connect to Datastream

1) Depending on whether you are on Campus or not:
   a. If you are working remotely open a VPN - FortiClient connection.
   b. If you are in the University and using your own laptop you must be connected to the University network via EDUROAM .

2) Go the Start button or Search
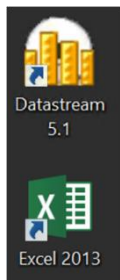3) In the "Search programs and files" box type "remote"

4) Click on the "Remote Desktop Connection" link
5) A box will appear. Type **Datastream1** OR **Datastream2** OR **Datastream3** OR **Datastream4**. Then click on the 'Connect' button.

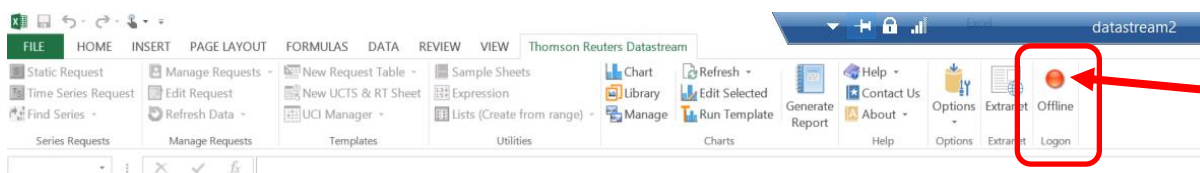You will then see a login box. Enter your username and password.

- If you are an undergraduate or taught postgraduate, make sure **"Log on to" is set to STUDENTS**.
- If you are a research postgraduate or **staff member, set this to STIRLAN**.

If you are connecting from your own laptop then you must include **STUDENTS** OR **STIRLAN.** For example type **STUDENTS\trd00001** or **STIRLAN\aws1**

 After a few moments you will be connected. **Choose the Excel link.**

When you will see the Datastream for Office tool bar, click the Offline option to go to Online mode.

Datastream will now be Online and you can start working.

IMPORTANT – You must reset Datastream to Offline at the end of your session and before closing the Remote Desktop connection. Just click Online to toggle to Offline.