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: <u>http://stir.ac.uk/1ql</u>)
- 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.

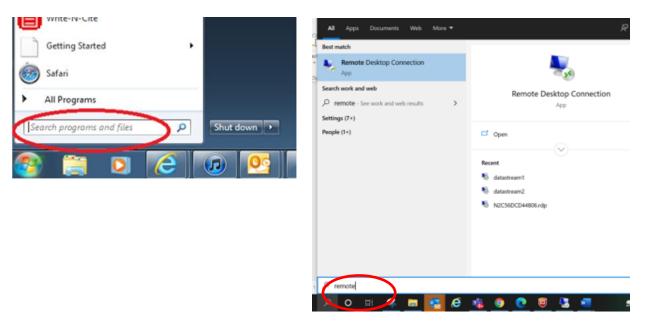
How to Connect to Datastream

2) Go the Start button

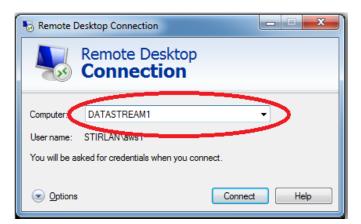
- 1) Depending on whether you are on Campus or not:
 - a. If you are working remotely open a VPN FortiClient connection.
 - b. If you are in the University and using your own laptop you must be connected to the University network via EDUROAM .



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.

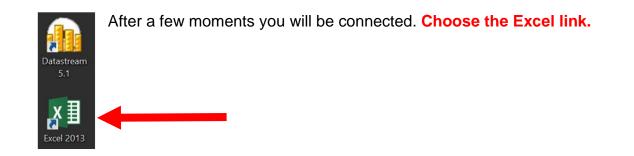


You will then see a login box. Enter your username and password.

- 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**

Windows Security	
Enter your These credenti	credentials ials will be used to connect to datastream2.
	STIRLAN\aws1 Password
	Use another account
🔲 Reme	mber my credentials
	OK Cancel



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.

1 - 5 - 6 - 8	• •						→ + @					datastream	
FILE HOME IN	SERT PAGE LAYOUT	FORMULAS DATA R	REVIEW VIEW	Thomson Reute	ers Datastrea	m					_		
		New Request Table •				BRefresh +		🔄 Help 🔹	*	100			
Time Series Request	Edit Request	New UCTS & RT Sheet				Edit Selected		Contact Us	a1				
Find Series	DRefresh Data ~	UCI Manager -	🚺 Lists (Create fr	rom range) -	Manage	L Run Template	Generate Report	- About	Options	Extrans	t Online		
Series Requests	Manage Requests	Templates	Utilitie	15		Charts		Help	Options	Extrane	Logon		

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.