

IT Services and System access

Oldham College Gateway

All staff can access the Oldham College Gateway Service by searching google for Oldham College Gateway or via this link <http://gateway.oldham.ac.uk/>

The Oldham College Gateway provides access to the following services, and can be accessed from any device with an internet connection. The following services are available on the gateway:

- Staff Email
- SharePoint
- Vital
- Moodle
- My College Desktop Guide
- IT Guides

For accessing the above services, you can use a PC, Laptop, Phone or Tablet device. All devices require an internet connection to use these services.

You do not need to access the VMware to use these services

VMware Access (To only be used if Z drive or S drive access is required)

The VMware is the provision that allows users to connect to a college desktop from outside of the college environment. College staff with laptops have the VMware client installed; users can also install the client onto their personal devices. A guide on this is available on the Oldham College Gateway page. Click the link below, or Visit the Oldham College Gateway, and select My College Desktop Guide

[My College Desktop Guide](#)

The VMware provision provides users access to a college desktop, and provides access to the users Z drive, S Drive and college programs including Microsoft office. There is a maximum of 80 external staff desktops available. You can save documents from your Z drive or S drive to a USB Bit locked pen drive, and work on these files without the need to stay logged on to the VMware. To Bitlock a pen drive please use the following guide:

[Bit Locker Guide](#)

Access to the VMware should only be used if you require access to your Z drive or S Drive access

Google Classroom

To access Google classroom and resources you need to:

Login to Google classroom or resources using your college user details that you logon to a college pc.

Username: yourfirstname.yoursurname@oldham.ac.uk

Password: your usual college password.

For guides and information on how to use and access Google Classroom and its resources please use the following link [Google Classroom](#)

For accessing the Google Classroom, you can use a PC, Laptop, Phone or Tablet device. All devices require an internet connection to use Google Classroom.

You do not need to access the VMware to use these services

Office 365

Office 365 will give you access to Microsoft office products on the web, and also the ability to download office products including word, excel and PowerPoint to your own personal device. It also gives you access to 1tb of cloud storage. These products will only be likened whist you are an employee of the college.

To access these products use the following link <https://www.office.com/> and login using your college credentials

Creating WhatsApp Groups

An alternative way of communicating is WhatsApp. User groups can be created to allow staff to create department groups. You will require:

- WhatsApp installed on your phone.
- Users to be a contact in your phone address book

Guides are available on how to create groups by clicking the appropriate link below

[WhatsApp for iPhone](#)

Diverting your College desk phone to an alternative number

If you require your college desk phone landline to be diverted to an alternative number, a guide is available by clicking the below link

[Divert a college Phone](#)

Video and Live Chat (Skype account not required)

If you are require a video call or have a live chat session, the below are the best methods to perform these tasks:

- Google Meet – Video Call
- Google Chat – Live chat messenger.

The above can be accessed by logging into google classroom. You can also download the apps to your Phone or tablet devices by visiting the App store or Google play for android

devices. For information on this and other resources on google classroom please use the following link:

[Google Classroom](#)