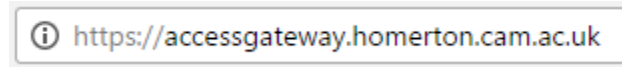## Citrix Remote Connection Guide – Staff
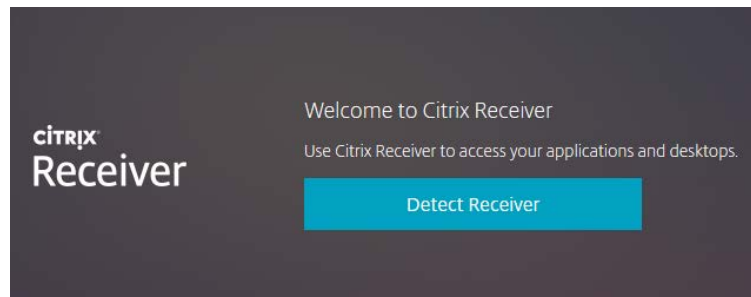
1. Type the link below into the URL bar of your web browser

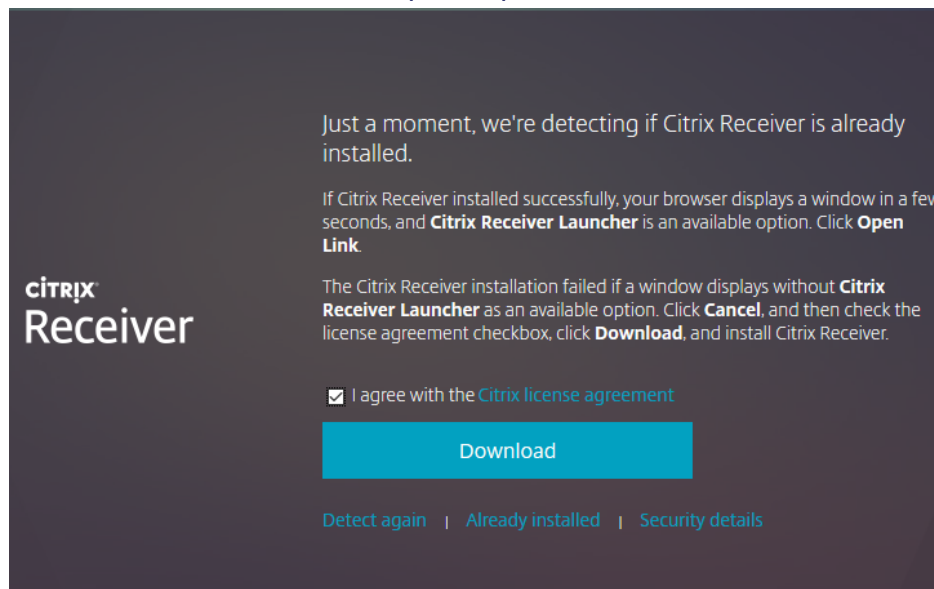   ⓘ https://accessgateway.homerton.cam.ac.uk

2. Log into the portal using your usual PC login details.
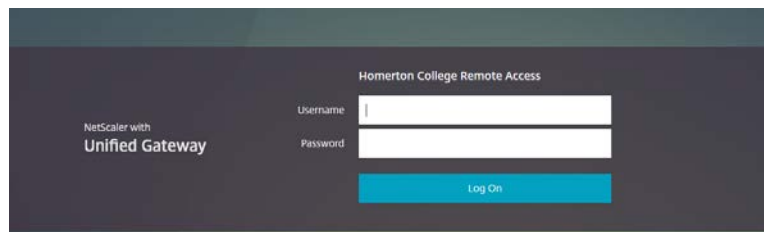
3. Click on "Detect Receiver"

4. Agree to the terms and press Download. This will start to download the Citrix Workspace app, if you have already gotten the workspace app installed click on the "Already Installed" button below the Download area and skip to step 10.

5. After it has finished downloading you will need to install it. Open the file that has been downloaded and click "Start". If you are struggling to find the file, check your "downloads" section of your file explorer. It will be called "CitrixWorkspaceApp.exe"
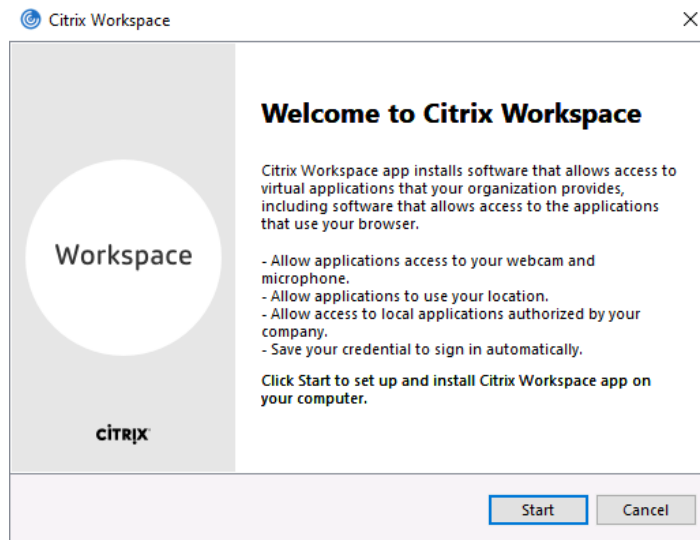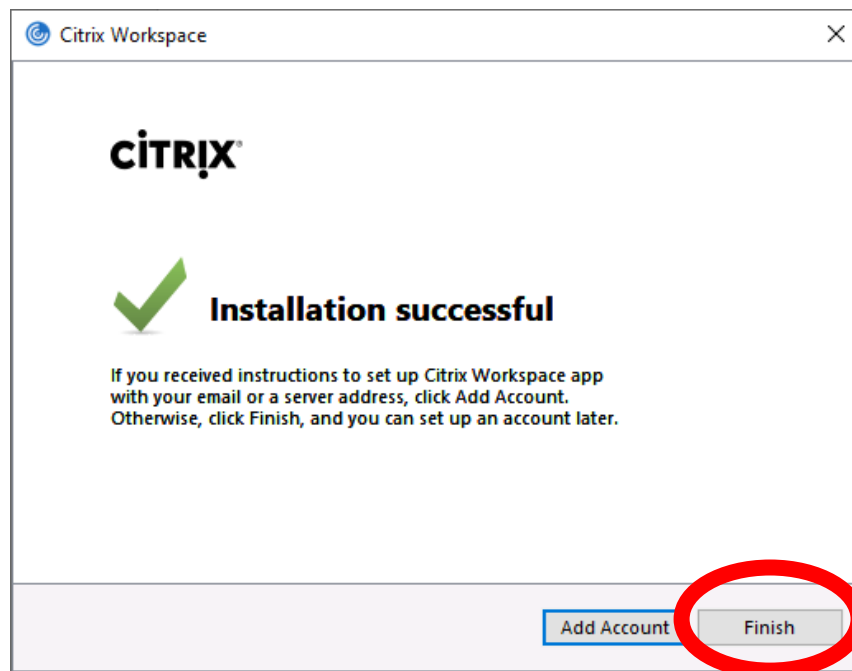

6. Tick the box that saids I accept the licensing agreement. Then Install
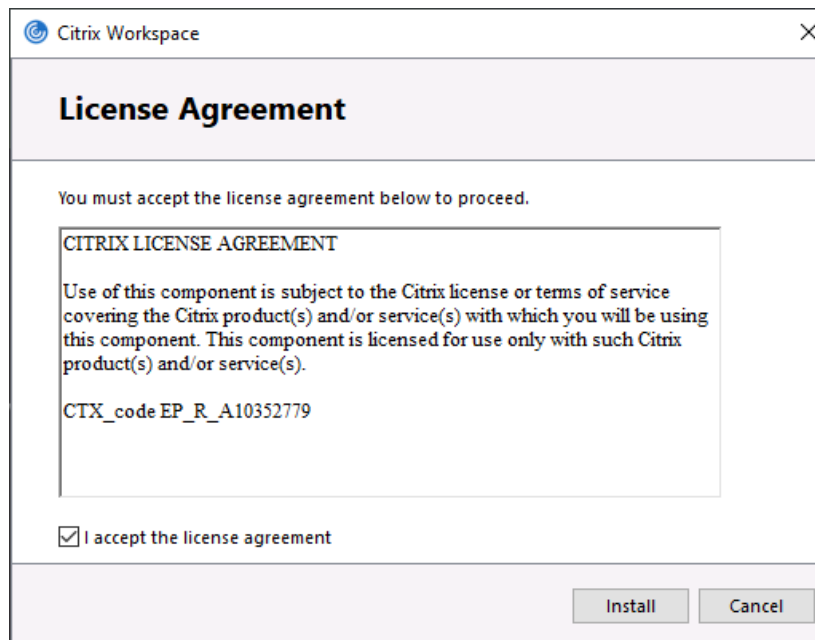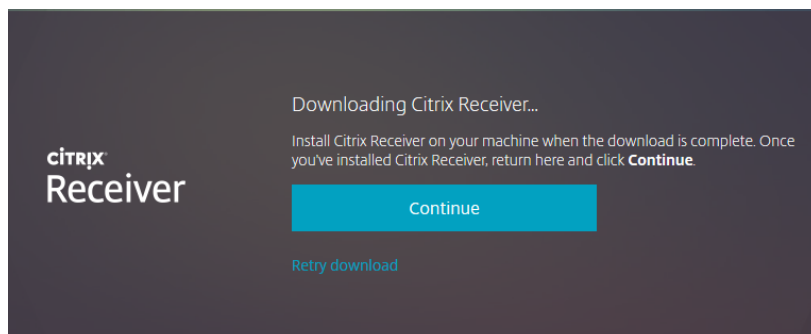

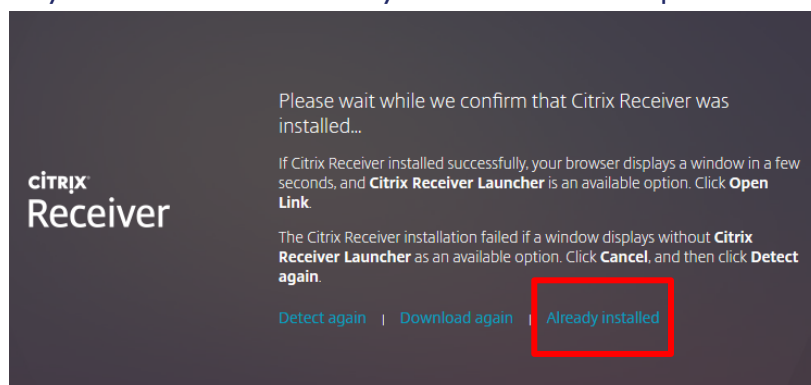(You may get prompted for Citrix sign in to remember your credentials. This is personal preference)

7. Once it has installed press "Finish". **<u>Don't Add Account</u>**.
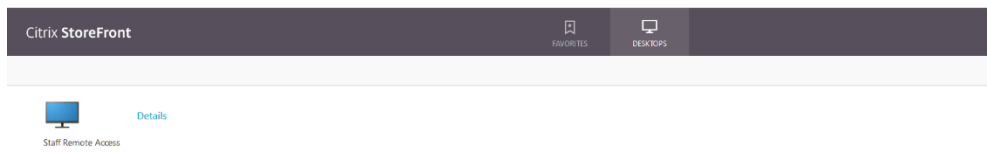

8. Now you have installed the workspace app you can return to the web browser you had open with Citrix and click Continue.

9. Click on Already Installed and this will take you to the main desktop area of Citrix

10. From here you will need to choose Desktops that is located in the top centre. Once you have chosen Desktop you will be able to see and open "Staff Remote Access"

11. After Opening the Remote Access you user profile will start to login.

12. **To sign out you will need to right click the start button and select sign-out.**

Please note: You will need to run the downloaded Citrix Client by clicking on 'Staff PCs' and then running the newly downloaded file each time you would like to connect. If it doesn't run automatically you will need to go where your download files are.

Running a previously downloaded client will not work.