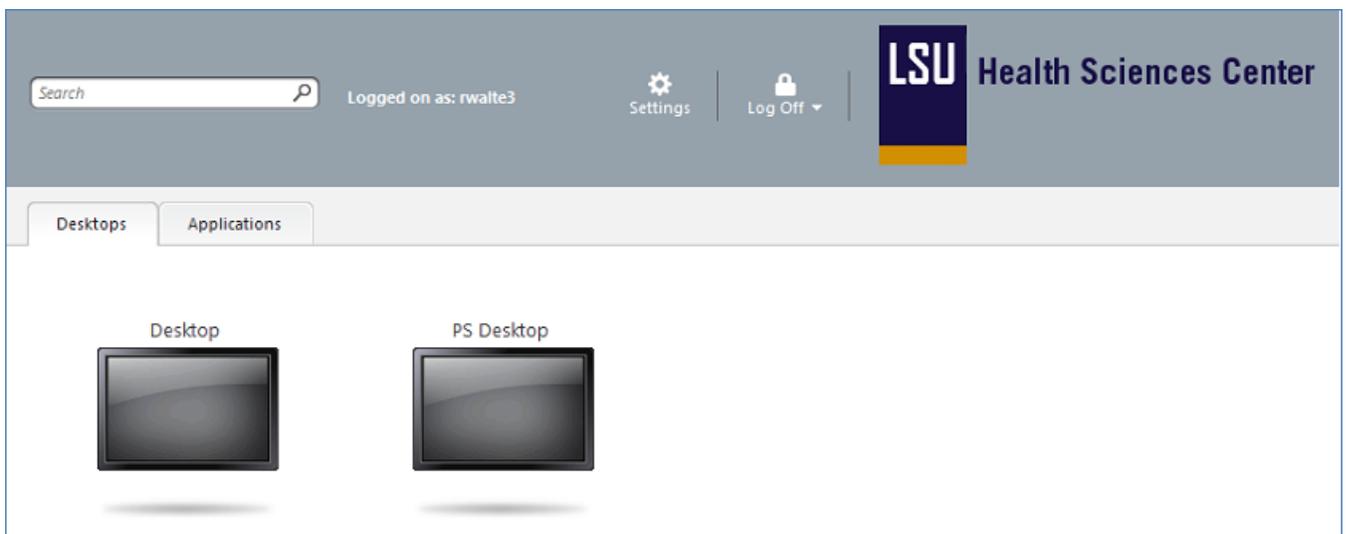


## ACCESSING CITRIX ON THE WEB

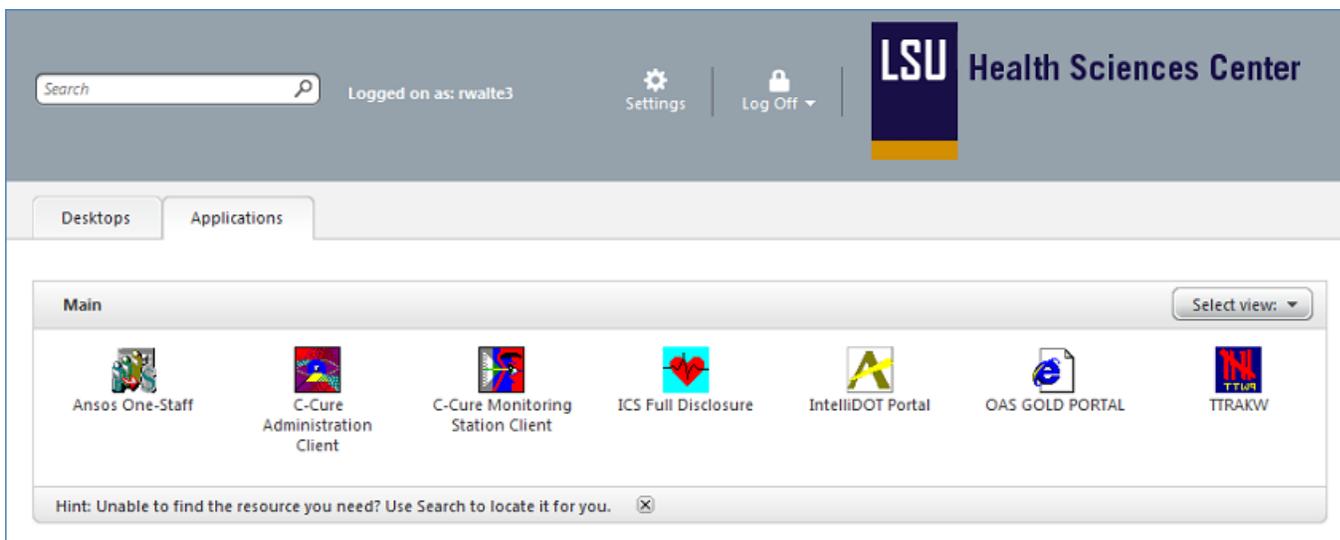
1. Website - <https://citrixweb.lsuhscenter.edu/>. You will be directed to the following page. Simply type in your LSUMC-MASTER user id and password and click “Log On”. (It is not necessary to specify a domain name.)



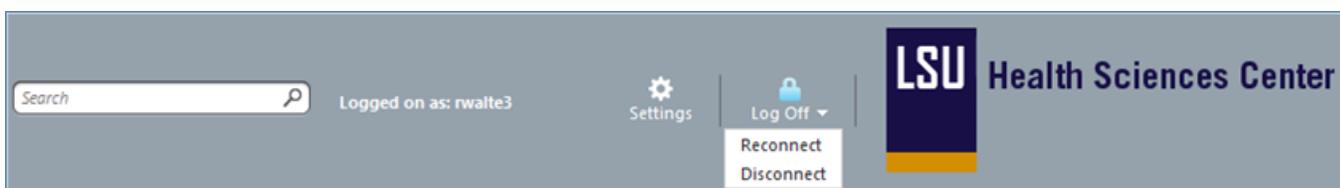
2. Once logged on, you should immediately see all the Citrix “desktops” that you have been granted access to. For example, if you have access to both Desktop and PS Desktop, you should see the page below. To connect to one of the desktops, just click the large icon that looks like a computer monitor that corresponds with your selection, and then wait a few seconds for a connection to be established. From this point, use of the particular desktop will be the same as it has been previously.



3. Some users may have access to individual Citrix applications. To access an individual application after logging on to the Citrix Web Interface, just click the “Applications” tab, and select and click the desired application icon, as pictured below. The application should load in a few seconds, and its use should be the same as before.



- If you wish to manually Reconnect to, or Disconnect from, your Citrix applications or desktops, simply hover your mouse pointer over the “Log Off” icon, then click on either Reconnect or Disconnect. (Note: Most people will not need to use this feature. The Citrix Web Interface typically automatically reconnects you to any outstanding unclosed applications or desktops.)



- If you wish to Log Off of the Citrix Web Interface completely, just click directly on the Log Off icon above. (Remember this alone will not log you off any individual Citrix desktops or applications. It only logs you off from the Citrix Web Interface itself.)
- If you wish to change your personal settings for how the Citrix Web Interface behaves, you can click on the Settings button. Most people will not need to adjust these settings, and we do not recommend doing so unless there is a specific need. In the event that you need assistance with Settings, simply contact the Help Desk at 504-568-HELP or [Helpdesk@lsuhsc.edu](mailto:Helpdesk@lsuhsc.edu) and ask to have a case assigned to the Server Group for this purpose.
- After logging into PS Desktop, if the Client File Security window appears, click in the circle next to *Full Access* and *Never Ask Me Again*, then click OK.

