

Citrix Receiver Usage guide (Internal and External)

Option 1 (External)

Browse to <http://webportal.dot.state.mn.us> and click on the **Log on** link.

The screenshot shows the MnDOT WebPortal Access page. At the top, there is the Minnesota Department of Transportation logo and the text "Minnesota Department of Transportation". Below this, there are navigation links: "MnDOT A to Z", "General Contacts", "Simple Search", and "Advanced Search". The main heading is "MnDOT WebPortal Access". Below this, there are links for "Webportal Home", "Citrix Clients", "FAQs", and "Contact Us". A section titled "First visit to this site?" contains text about updating the Citrix Client. Another section titled "Updates and notifications" includes a sub-section "Webportal and Internet Explorer 11" with instructions for users. A "Log on" button is visible. At the bottom, there is contact information for MnDOT and links to various resources.

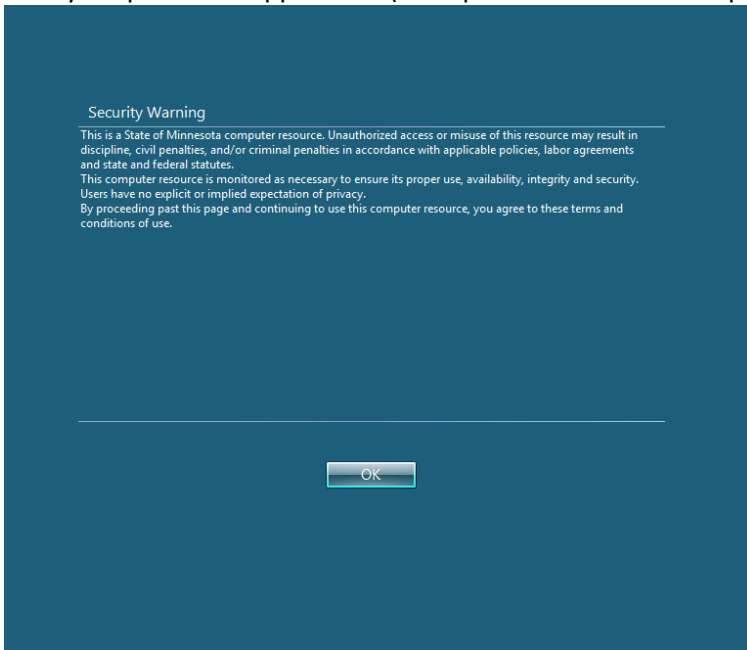
Type in your Windows Credentials

The screenshot shows the Citrix NetScaler Gateway login screen. It features a "Welcome" message and a "Please log on to continue" prompt. There are input fields for "User name:" and "Password:", and a "Log On" button. The background is dark with a blue lock icon.

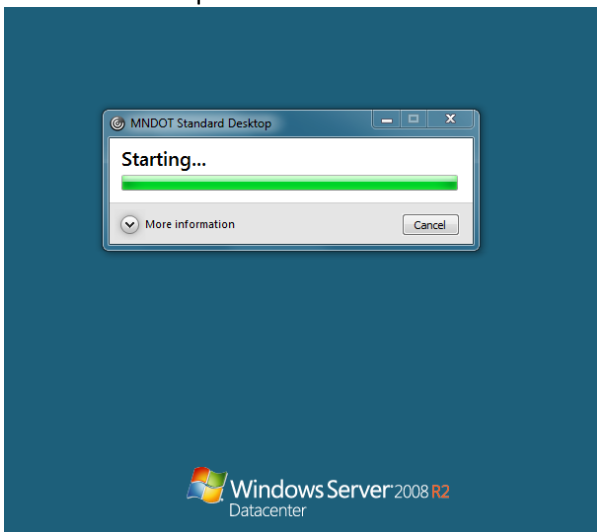
You will be greeted with a screen that looks similar to this (published icons vary based on department and access level)

The screenshot shows the Citrix Receiver main screen. At the top, it says "Logged on as: karn1jam". There are "Settings" and "Log Off" buttons. A message states: "Some of your resources have not been reconnected. Try reconnecting to your resources again and, if the problem persists, contact your system administrator." Below this, there is a "Main" section with a "Select view:" dropdown and a refresh button. A grid of application icons is displayed, including: "35W SmartBridge New Farm", "ArcGIS Test Applications", "CONSTRUCTION Office Applications", "Contract Management", "Department of Public Safety", "Human Resources", "Land Management", "Maintenance Applications", "Metro Applications", "Metro Office Applications", "MnRail Office Applications", "PPMS Programs - Production NEW", "PPMSC Dev_Test", and "Primavera Tools".

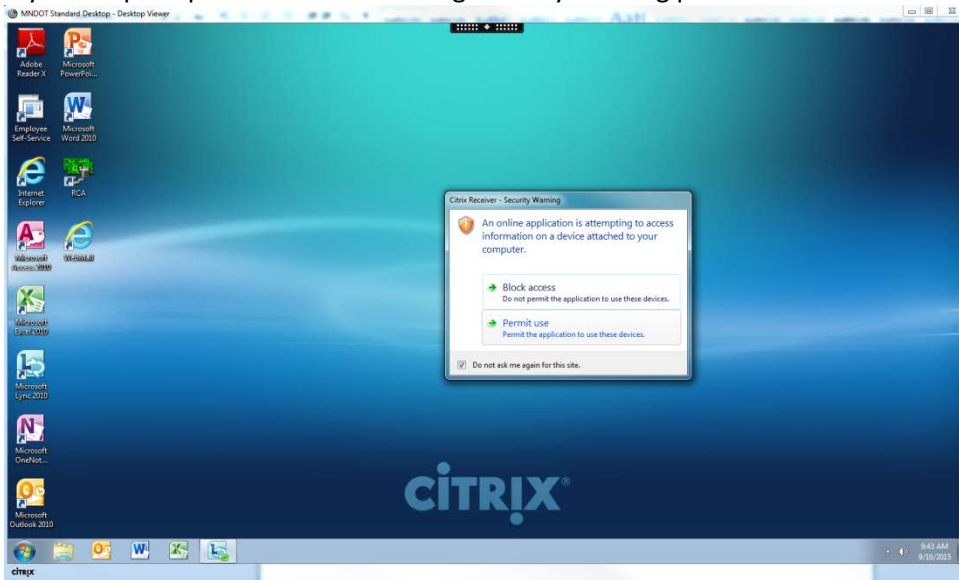
Click your published application (example is Standard Desktop as it is the most popular)



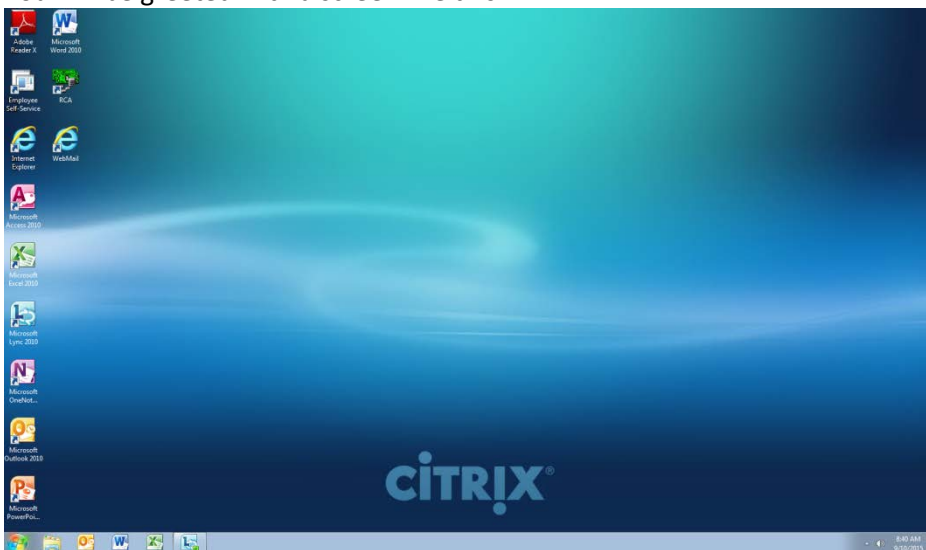
Click OK and be patient as it can take a few minutes depending on internet connection



If you are prompted with the following security warning please check "Do not ask me again" and select Permit Use.

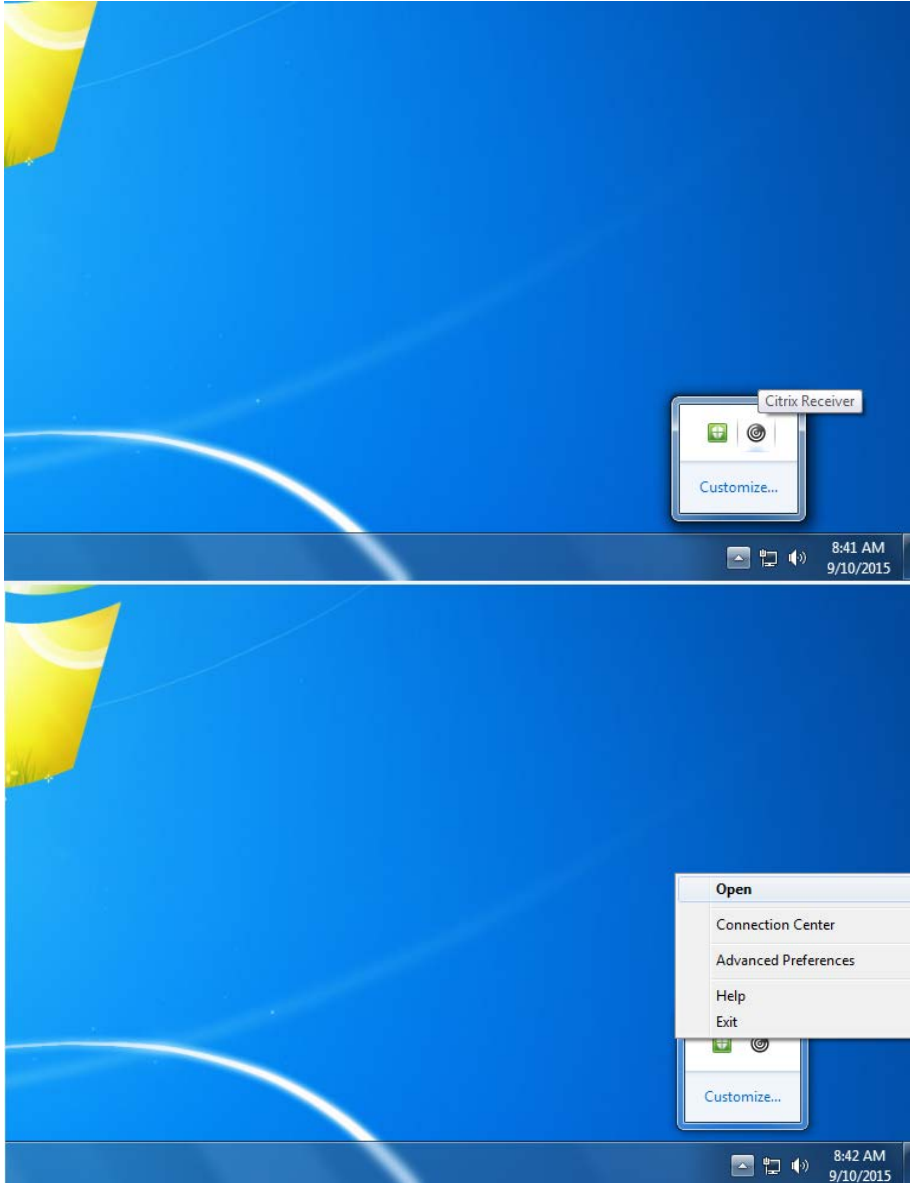


You will be greeted with a screen like this

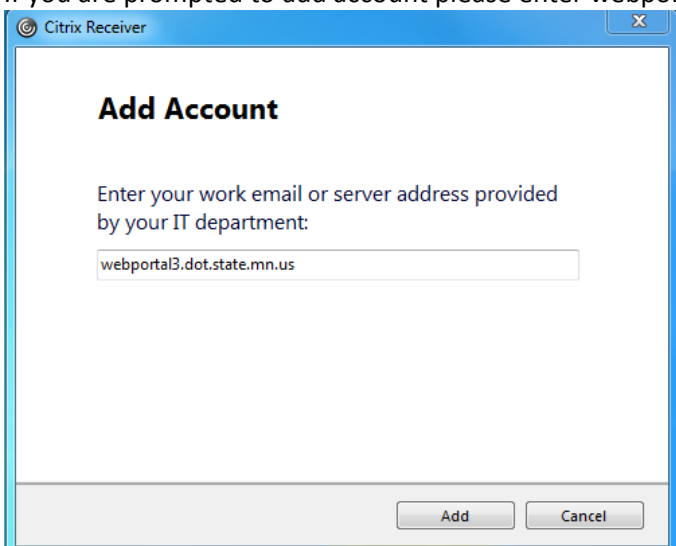


Option 2 (Internal or External)

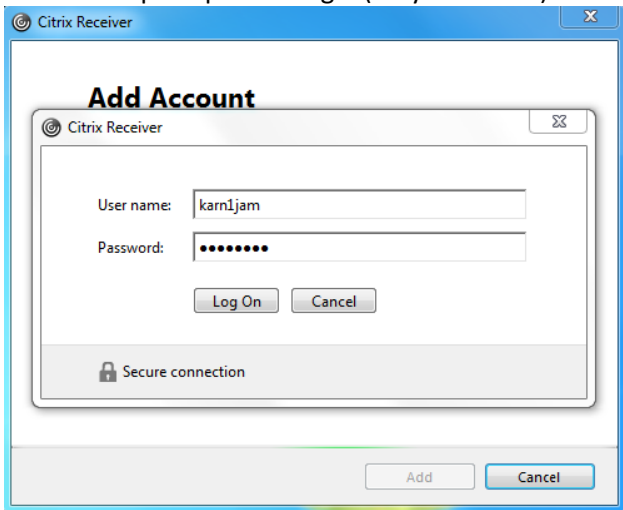
Click your system tray and right click the Citrix Receiver icon and choose Open



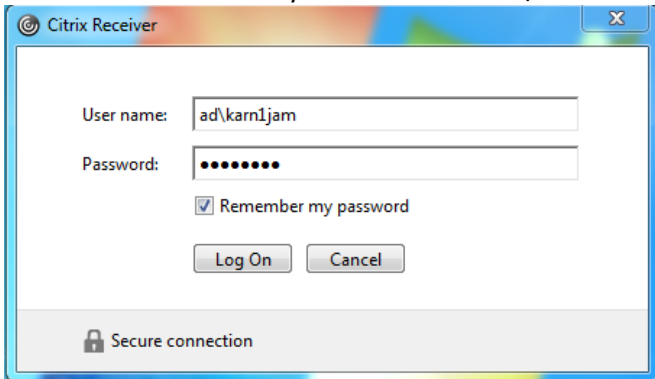
If you are prompted to add account please enter webportal3.dot.state.mn.us



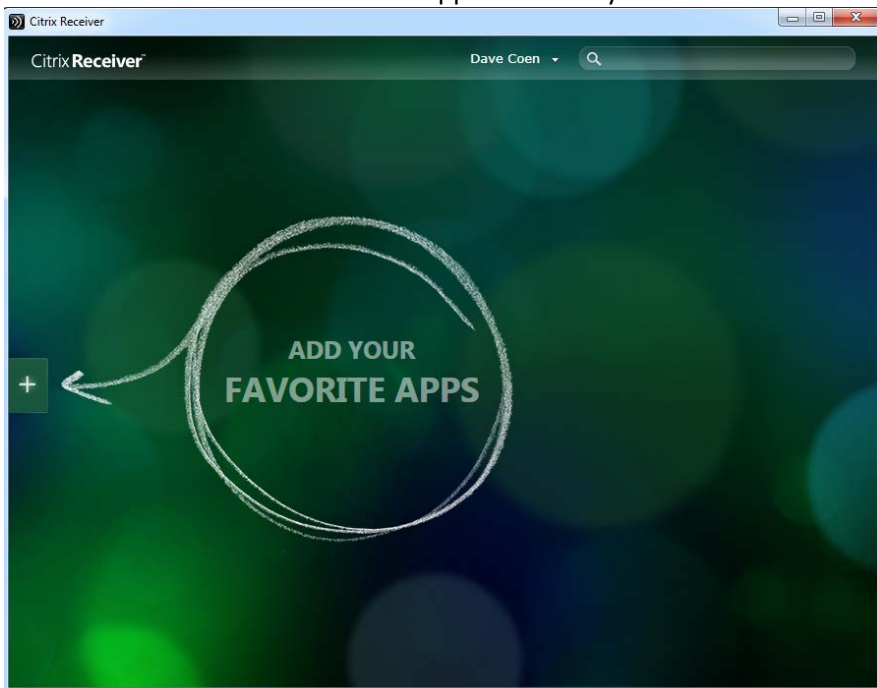
You will be prompted to login (may ask twice)



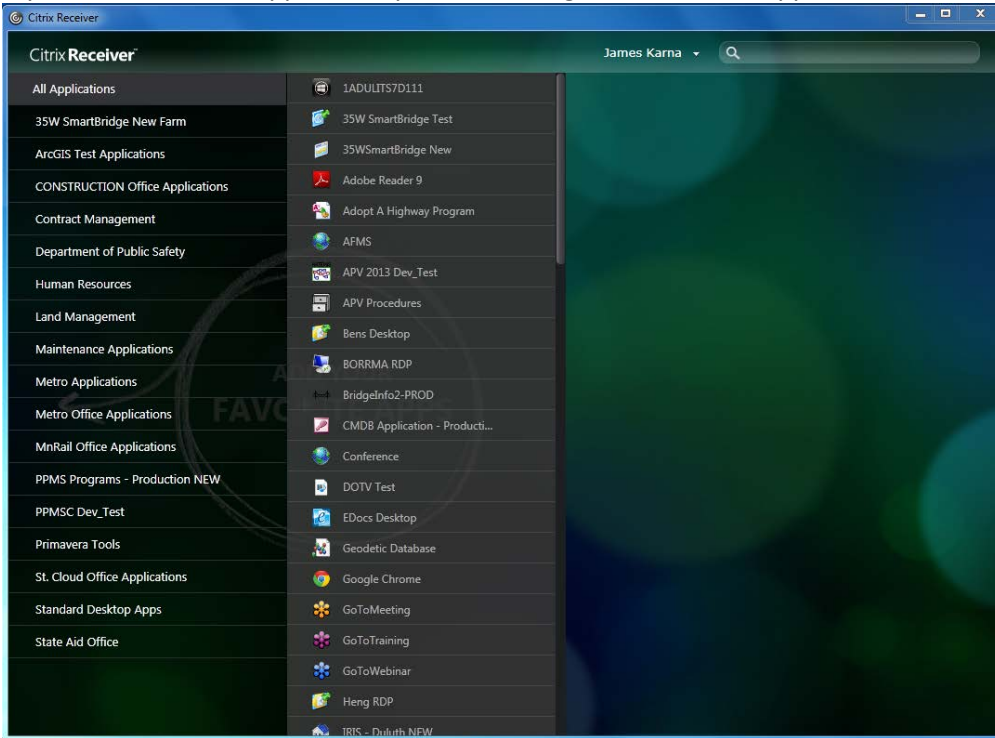
Notice the second time you need to add ad\ for the domain prefix



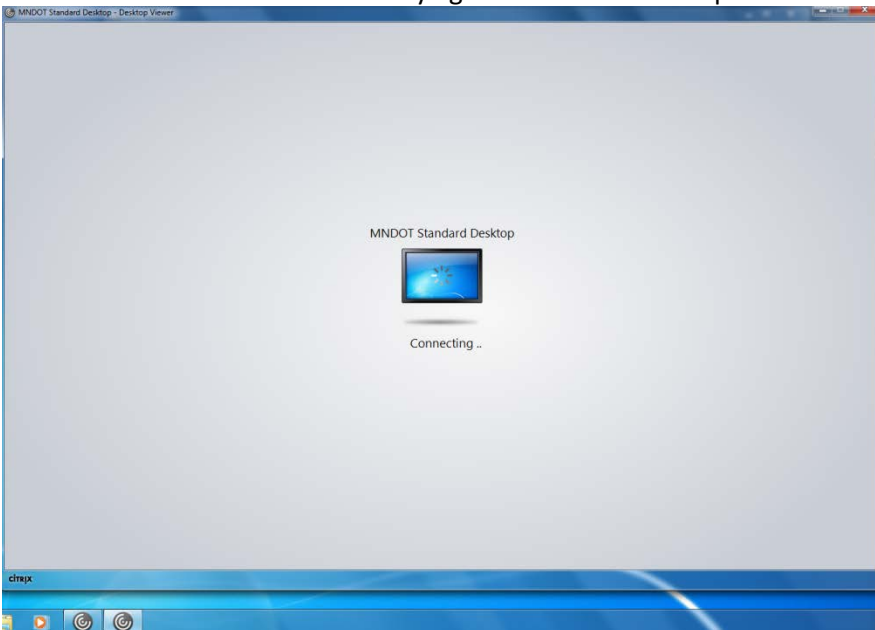
You will then be given a screen like this. We call this the Citrix Receiver dashboard. You can launch any published application you have access to in this screen with the click of your mouse. To begin, you need to click the + sign on the left side of the screen to add some applications to your dashboard.



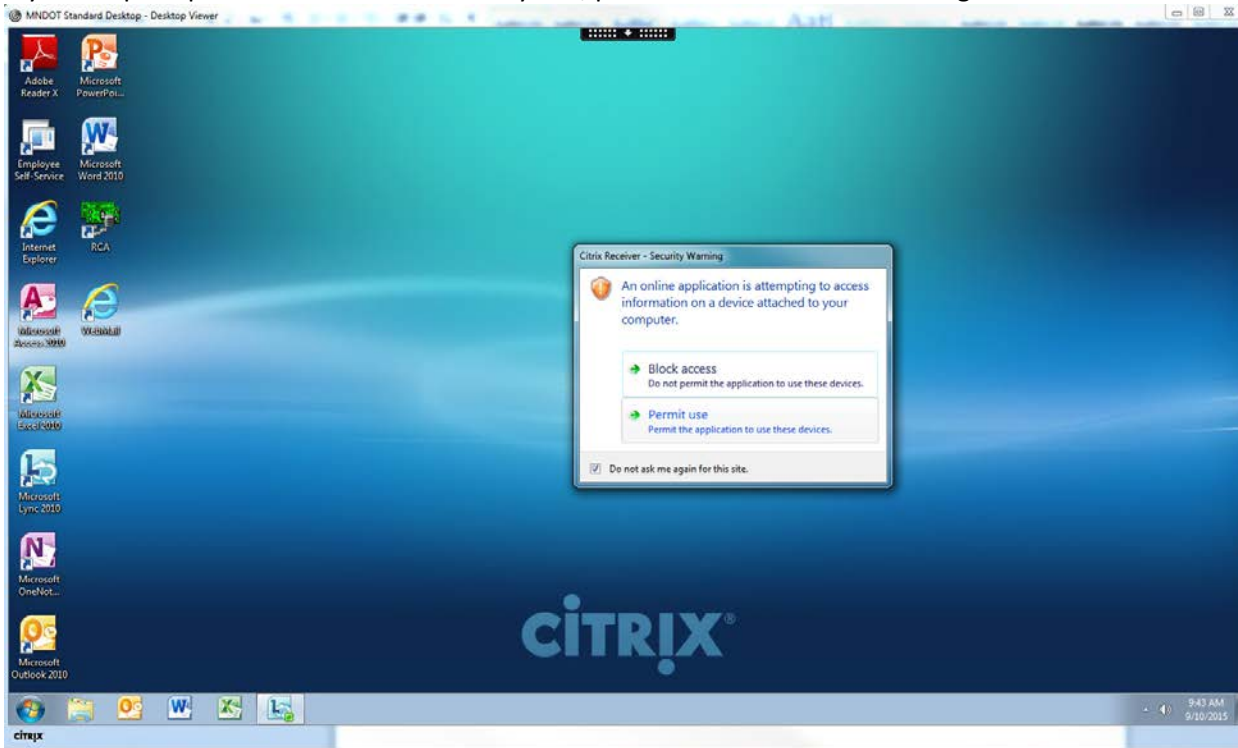
If you do not see the application you are looking for, choose All Applications and find it there.



I chose Standard Desktop for this example. Remember to be patient as it can take a few minutes depending on internet connection. Do not hit the X and try again as it will cause duplicate sessions.

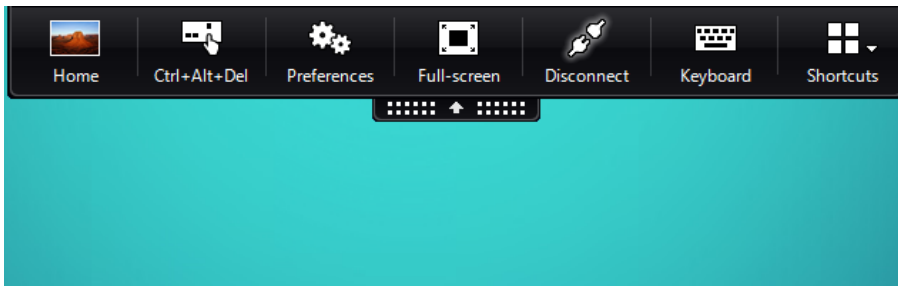


If you are prompted with the follow security box, please check “Do not ask me again for this site” and click Permit Use.

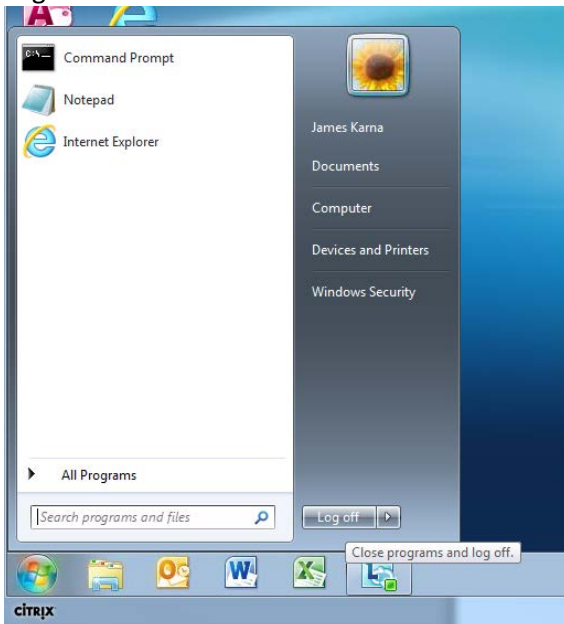


When you are done with your Citrix session please choose log off or disconnect.

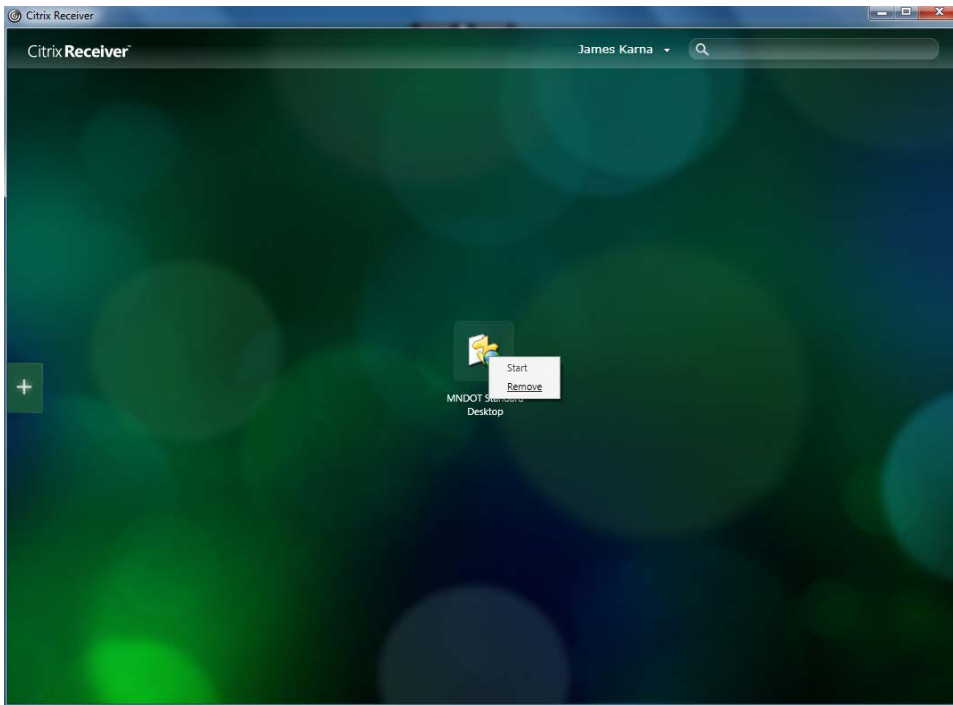
Disconnect



Log off

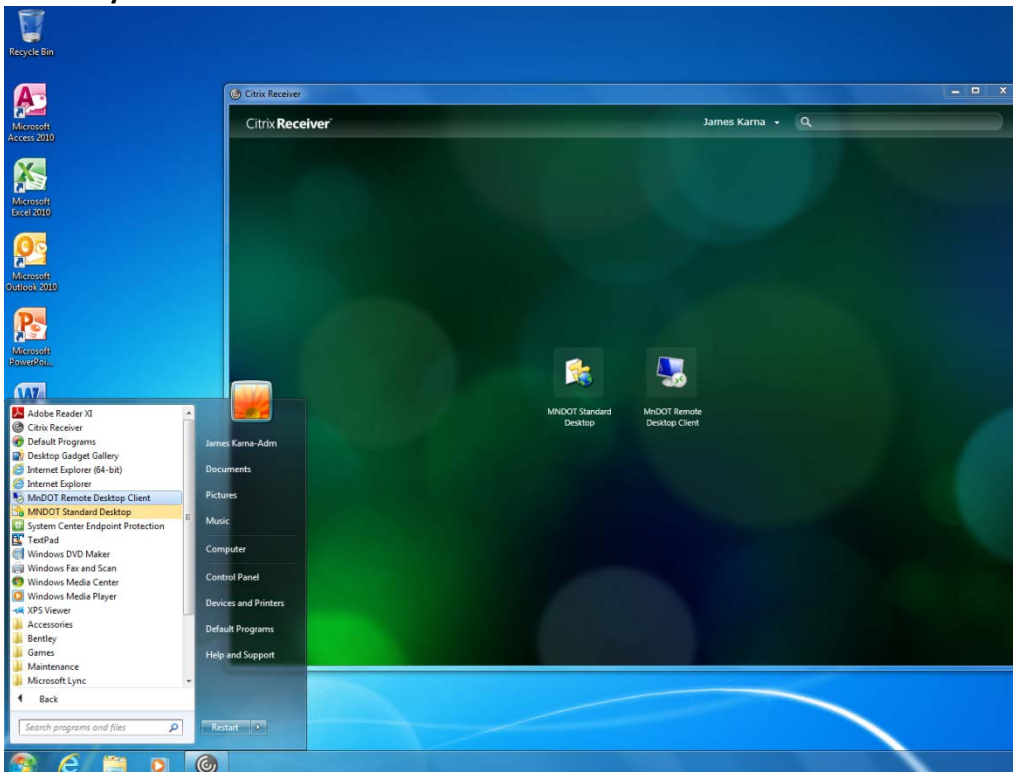


You can remove apps on your dashboard by right clicking them and click remove.



One new feature in Citrix Receiver is the dashboard (shown above) will also publish the same applications to your start menu where you can click and start them as well (may be prompted for your Windows Credentials). This is taking the place of the old way you would launch applications from the Blue Icon in the system tray that is shown below for comparison purposes only.

New Way



Old Way (No more)

