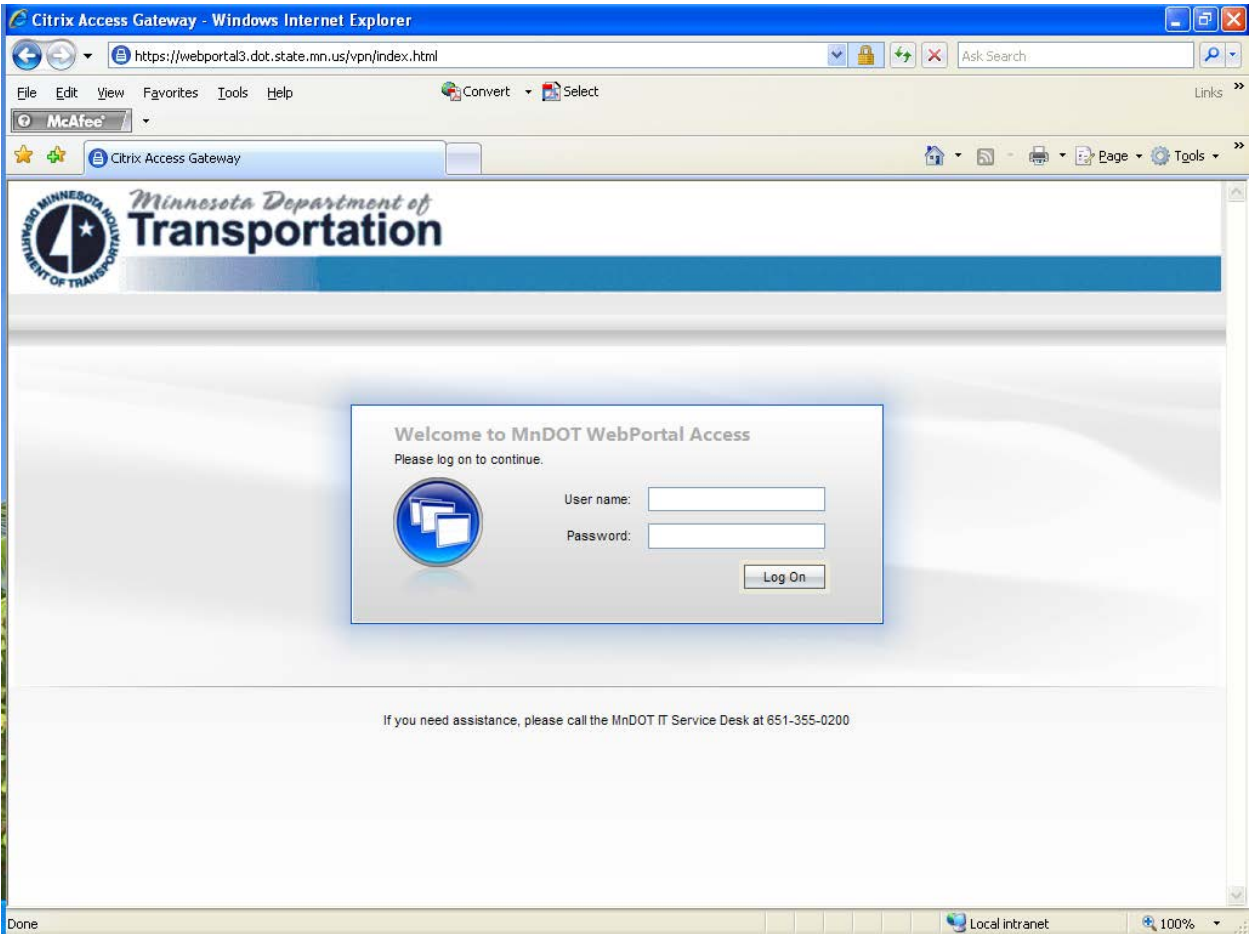


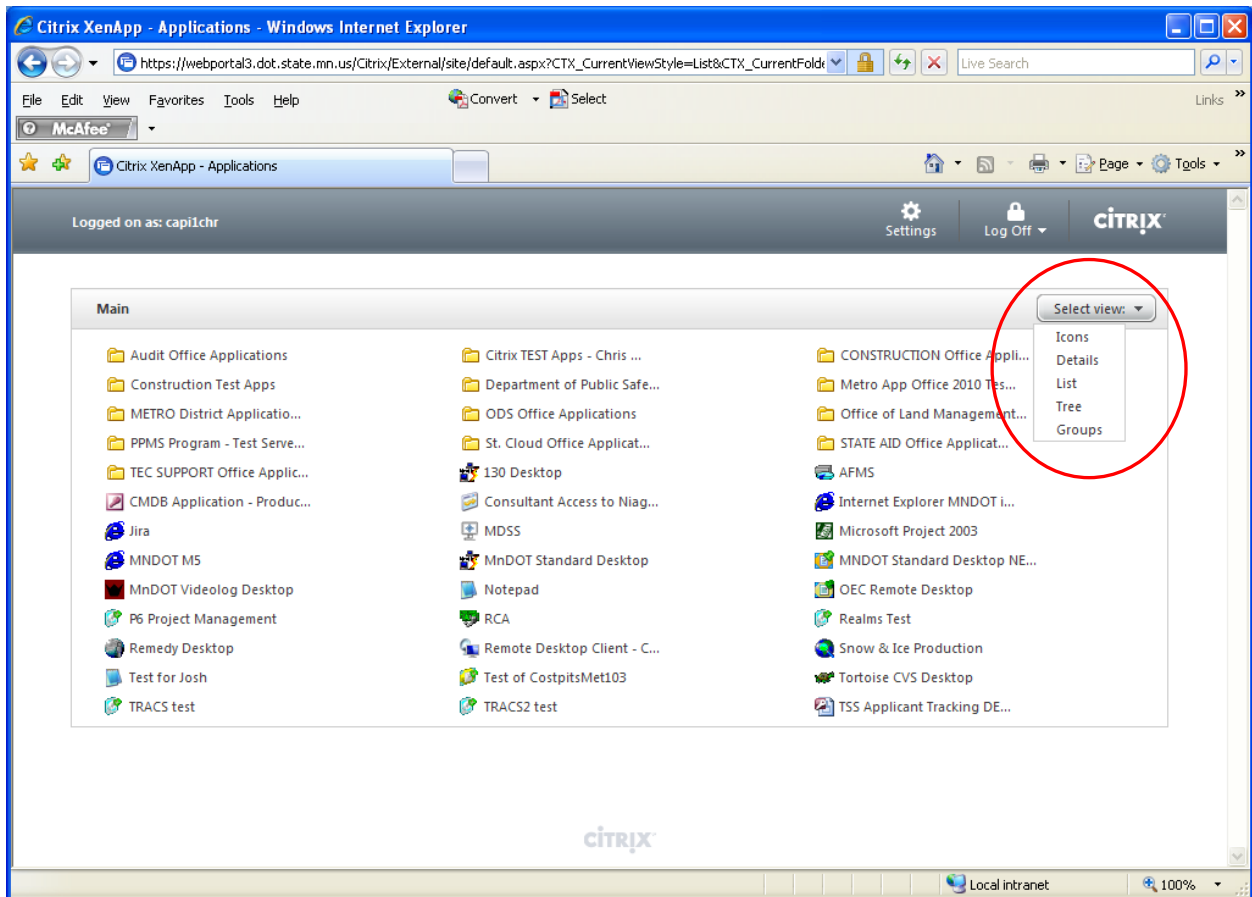
New WebPortal Access Page

Below is the new look of the WebPortal login screen. Enter your AD UserName and Password and choose Log On to continue.



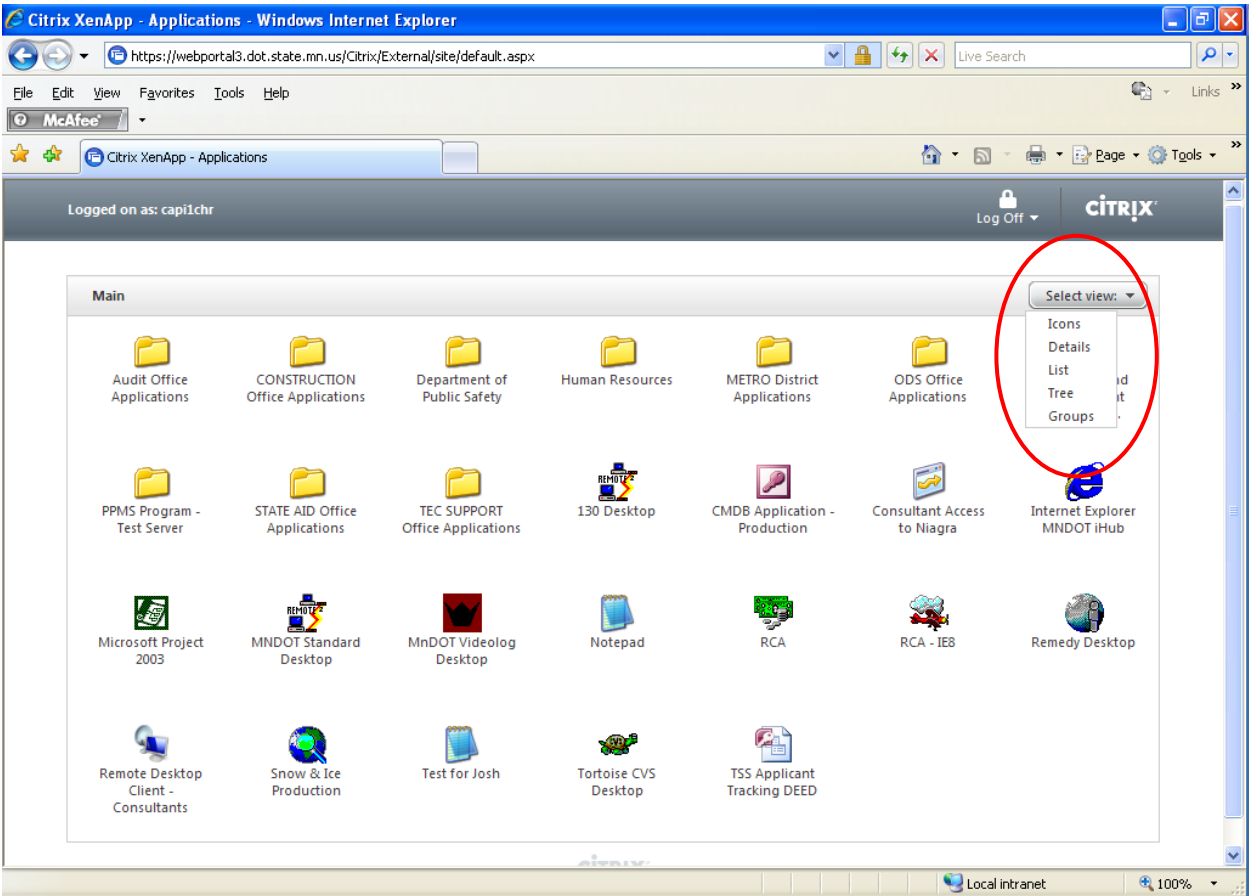
Application Screen:

All of your published applications will be available from this screen. The only difference is that you are allowed to customize how you would like your application icons to display. This is explained in the Application Settings section of these instructions.



APPLICATION SETTINGS:

On the Applications Window in Web Portal, you have an option to select how you would like to view your icons and folders on the Applications Window. Please note the menu circled below. Notice that there are several different options for viewing your Icons and Folders. Because this is a User preference, I would advise you to select anyone of these options to see what works for you.



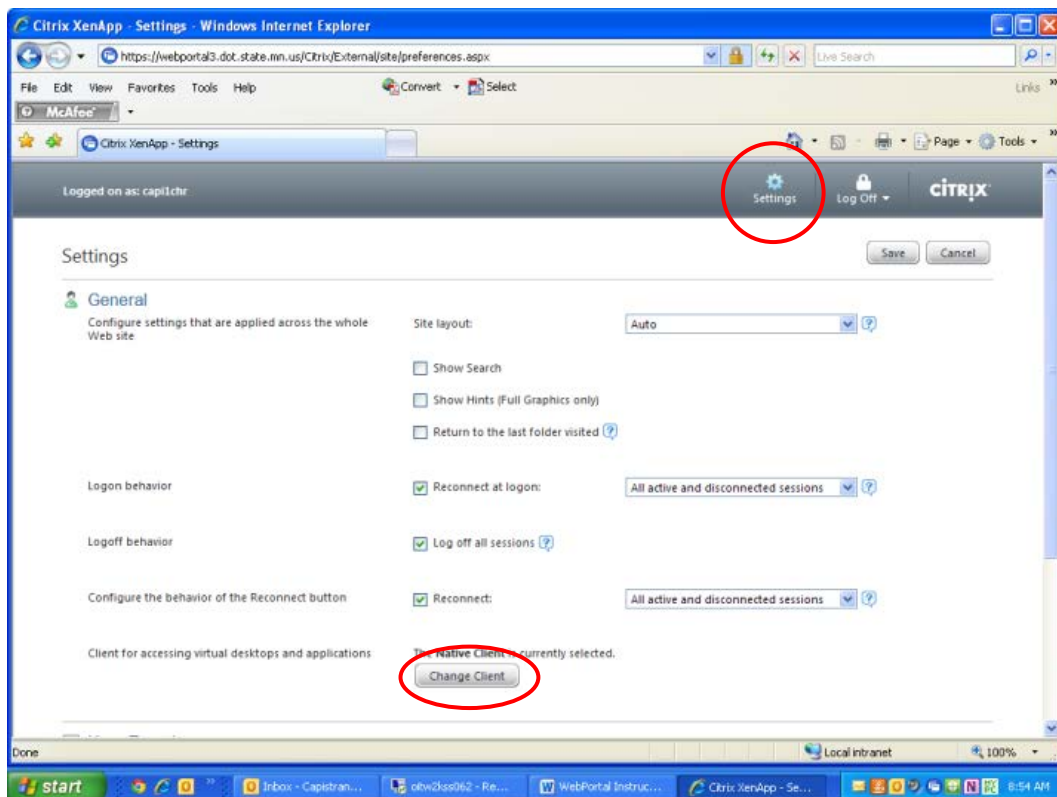
Settings tab:

Click on the Settings Tab located on the top right hand side of the current window (circled in red). You will find some settings that you have permission to change. They are mentioned below:

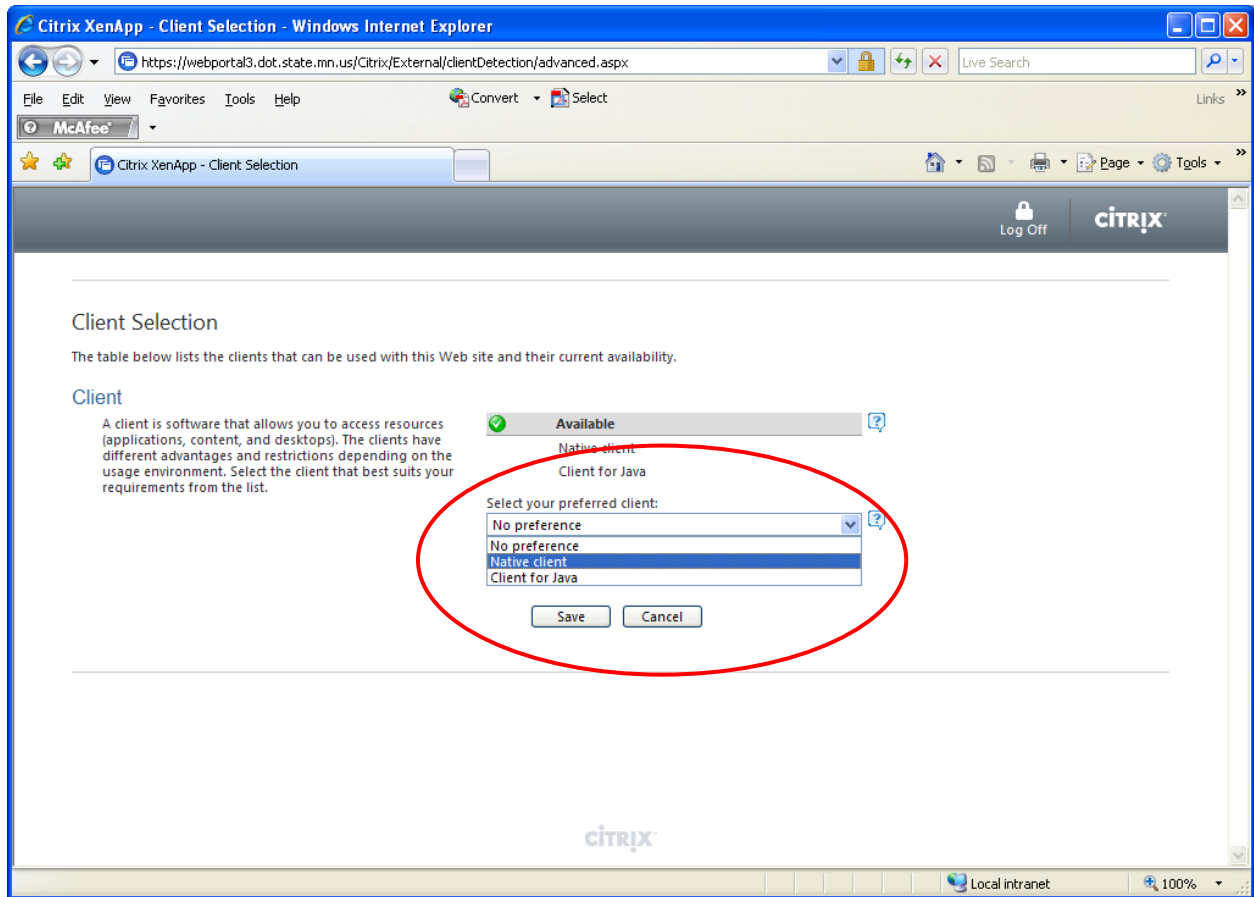
Settings Under General:

There are several different settings under the General Tab. The first section has to do with settings that are applied to the whole web site. They include Site layout, Logon behavior, Logoff behavior and behavior of the Reconnect button. Feel free to experience with these settings to see which settings work for you.

The second one under General is Change Client (circled in Red). It is the recommendation by the Citrix Administrator that you choose the Native Client as your default client. This is a citrix plug-in that is used for accessing your applications through WebPortal, other client options are Java Client. Choose Change Client (circled in red below).



From the drop down menu (circled in red below) select Native Client and then choose Save.



User Experience:

Under this option, you can adjust your Application window viewing settings. You can adjust your viewing size to Seamless, Full Screen, Custom dimensions (Note: This will allow you to adjust your application window to the display options set on your computer, for example for people with larger monitors or dual monitors, usually you need to set the view options higher than 1600 x 1200, you can do this by choosing the Custom dimensions option and manually typing in your display settings on your computer. Again you may want to go through some of these options to see which setting best fits your needs. After you have configured all of your settings, choose the Save button location at the bottom right-hand corner of this window.

