Using the District 146 Citrix Environment

Connecting for the first time

1. Add https://adwi1.district146.org to your Internet Explorer's trusted sites zone:
    a. In Internet Explorer click on Tools→Internet Options
    b. Click on Security Tab
    c. Click on Trusted Sites, then click the Sites button to edit the sites

    d.
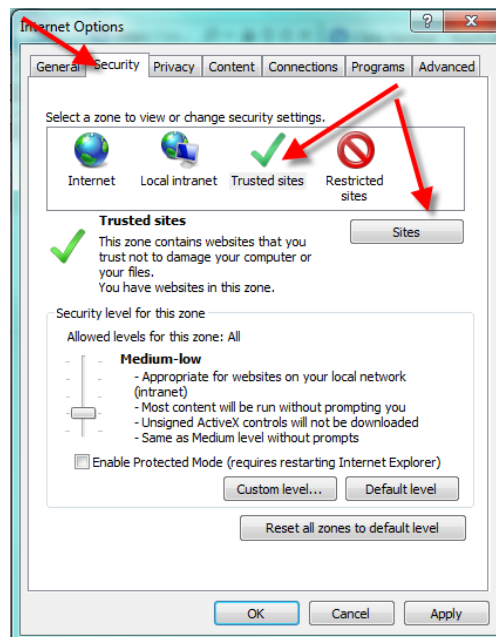
    e. Type in https://adwi1.district146.org into the site text box and click Add button:
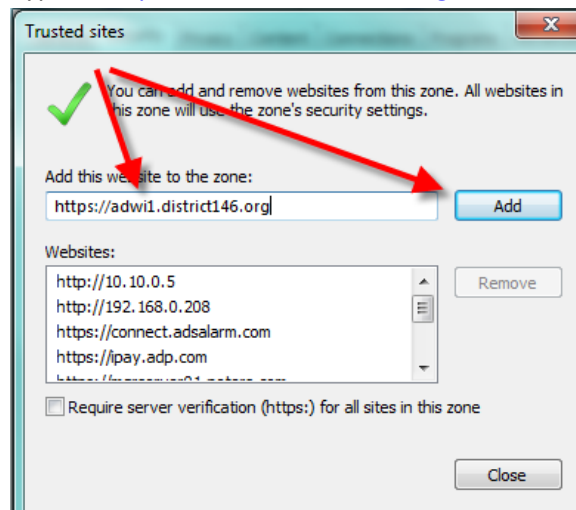
    f.
    g. Close the Window and close IE options window

2. Use your web browser to go to https://adwi1.district146.org . If you are using Internet Explorer, please add this URL to your Trusted Sites list.

3. Enter your user name and password and click "Log On" or hit "Enter" key on your keyboard.
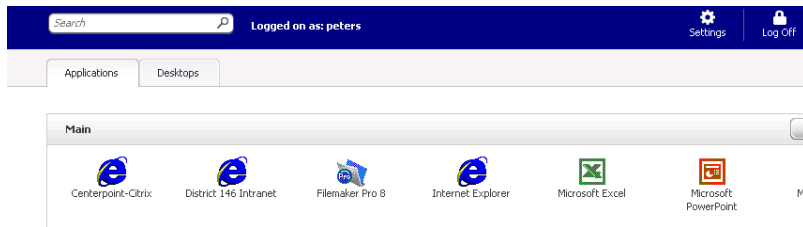

4. If you do not already have Citrix Client installed, if you have an older version of Citrix client installed, or if your browser security settings do not allow the website to run a Client Detection ActiveX control – you may get the following page:

To download and install the Citrix client check the box to acknowledge and accept the license agreement and click Download to download and install the client. Complete the client install before attempting to launch any application/desktop.

5. After you have logged in you will be presented with the following screen:

Note: Applications available to you may vary.

Click on one of the icons to launch the application or desktop.

6. If you see a prompt asking you to save the "launch.ica" file – then you either do not have Citrix client installed on your computer or you do not have the website's URL added to your list of trusted sites.

7. After you connect to the environment you may get a prompt asking you whether or not you'd like to give the server access to local resources (This will allow you to copy files back and forth between the local computer, use the local microphone, share clipboard, etc…). If you would like to enable these features – select the full access option and check the "never ask me again" box to not be prompted again.