

<u>Citrix Virtual Apps</u> Instructions for Remote Access to the Application Portal (apps.sunybroome.edu)

SUNY Broome's Application Portal provides remote access to licensed campus software such as Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word), Minitab and many other applications.

Please note that Citrix is constantly updating their software, so different browsers will often yield different results.

Step 1 - Open the web browser of your choice and go to apps.sunybroome.edu



Step 2 – Follow the on-screen instructions and click the Detect Receiver button.

Step 3 – Click the checkbox to agree, click the Download button and save the file.

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🌣 Most Visited 🥘 Getting Started				
		Just a moment, we're detecting if Citrix Receiver	is already	
		seconds, and Citrix Receiver Launcher is an available option	n. Click Open	
		Link		
		Receiver Launcher as an available option. Click Cancel, and t	then check the	
	Receiver	license agreement checkbox, click Download , and install Citri	x Receiver.	
		I agree with the Citrix license agreement		
		Download		

Step 4 – Locate the saved file you just downloaded. Run the installer and DO NOT enable single sign-on. Click Install.

Citrix Receiver	×
сітяра: Receiver	Welcome to Citrix Receiver Citrix Receiver installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser. Allow applications access to your webcam and microphone. Allow applications to use your location. Allow applications to use your location. Allow access to local applications authorized by your company. Save your credential to log on automatically. Citck Start to set up and install Citrix Receiver on your computer.
	Start Cancel

Citrix Receiver	×
Enable Single Sign-on	
When enabled, single sign-on remembers your credentials for this device, so that you can connect to other Citrix applications without having to log on each time. You should do this only if your IT administrator has instructed you to. This will take effect the next time you log on to this device.)
Enable single sign-on	
For more information on configuring single sign-on, please see article CTX133982 at citrix.com/support.	
Install	ncel

Step 5 – After the installation is complete, return to the open browser window and click the Continue button.



Step 6 – Use your	campus	computer cre	edentials to lo	og in.					
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		user name.	teststudent		-				
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Step 7 - You will see this page. Click on APPS icon to see all the available applications.



You do not have any favorite Apps yet. To get started, go to Apps and click or tap the star to favorite an item.

Step 8 – Click once on the icon of the application you need to run.



Step 9 – Remember to save your work to your Z drive.

<u>Important!</u> If you want your data to be available to you from anywhere, and backed-up, always make sure you are saving your work to your campus Z drive.

Failure to do so may result in lost data!

To verify where your data will be saved, choose Save or Save As... from the File menu and make sure you choose your

Z: drive location. Example teststudent (<u>\\clarion\users</u>) (Z:)

Please SAVE here...



Z drive on college server -<u>SAVE HERE !</u> Step 10 – Remember to log off when you are done. Go to the gear icon and choose Log off.

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