

Citrix Virtual Apps

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.

Currently Supported Browsers

Apple Safari 7 or later

Google Chrome 50 or later

Microsoft Edge

Microsoft Internet Explorer 11

Mozilla Firefox 35 or later

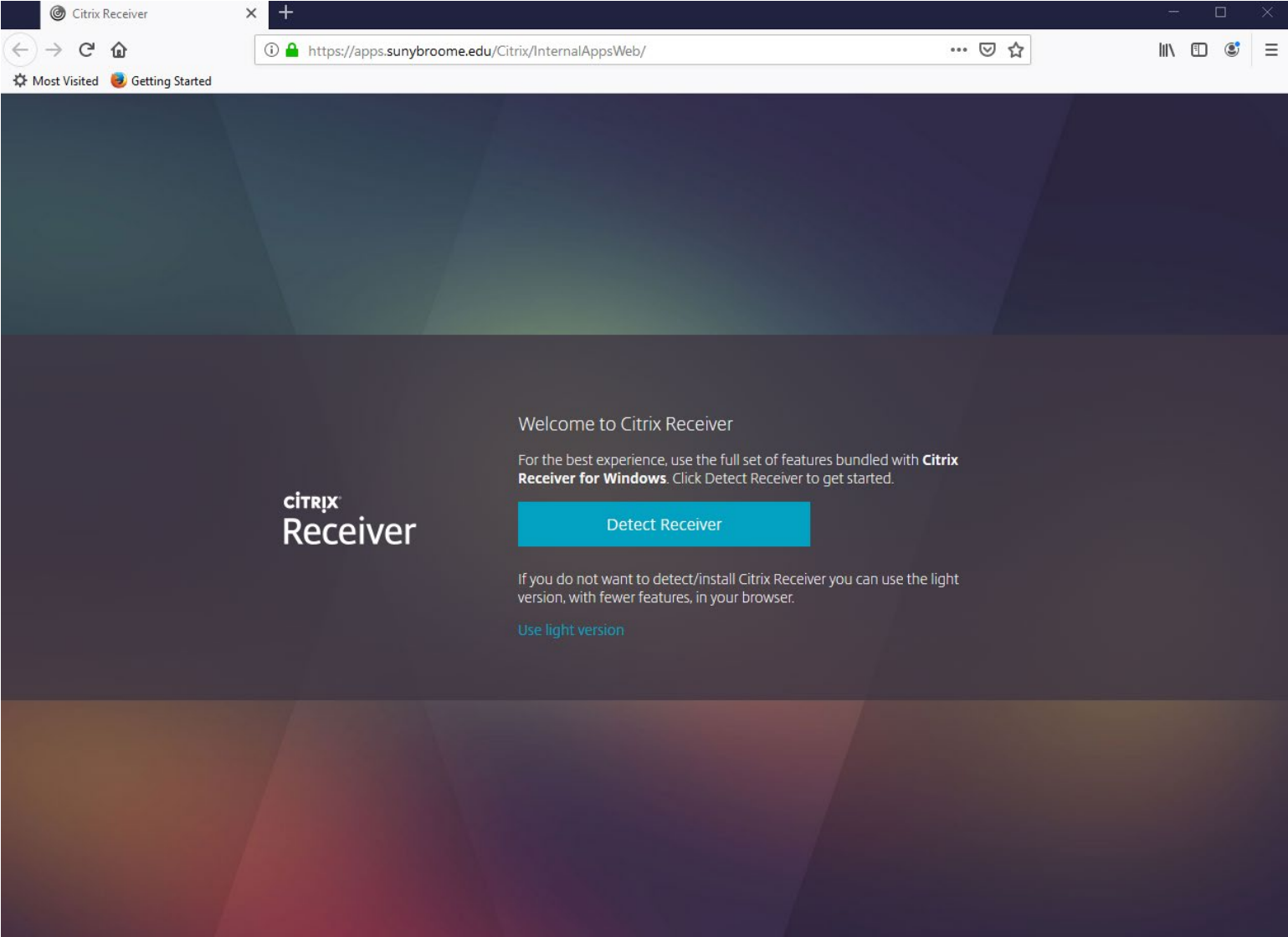
Step 1 - Please go to <https://support.citrix.com/article/CTX137494>

Download the Citrix Receiver Clean-Up Utility.

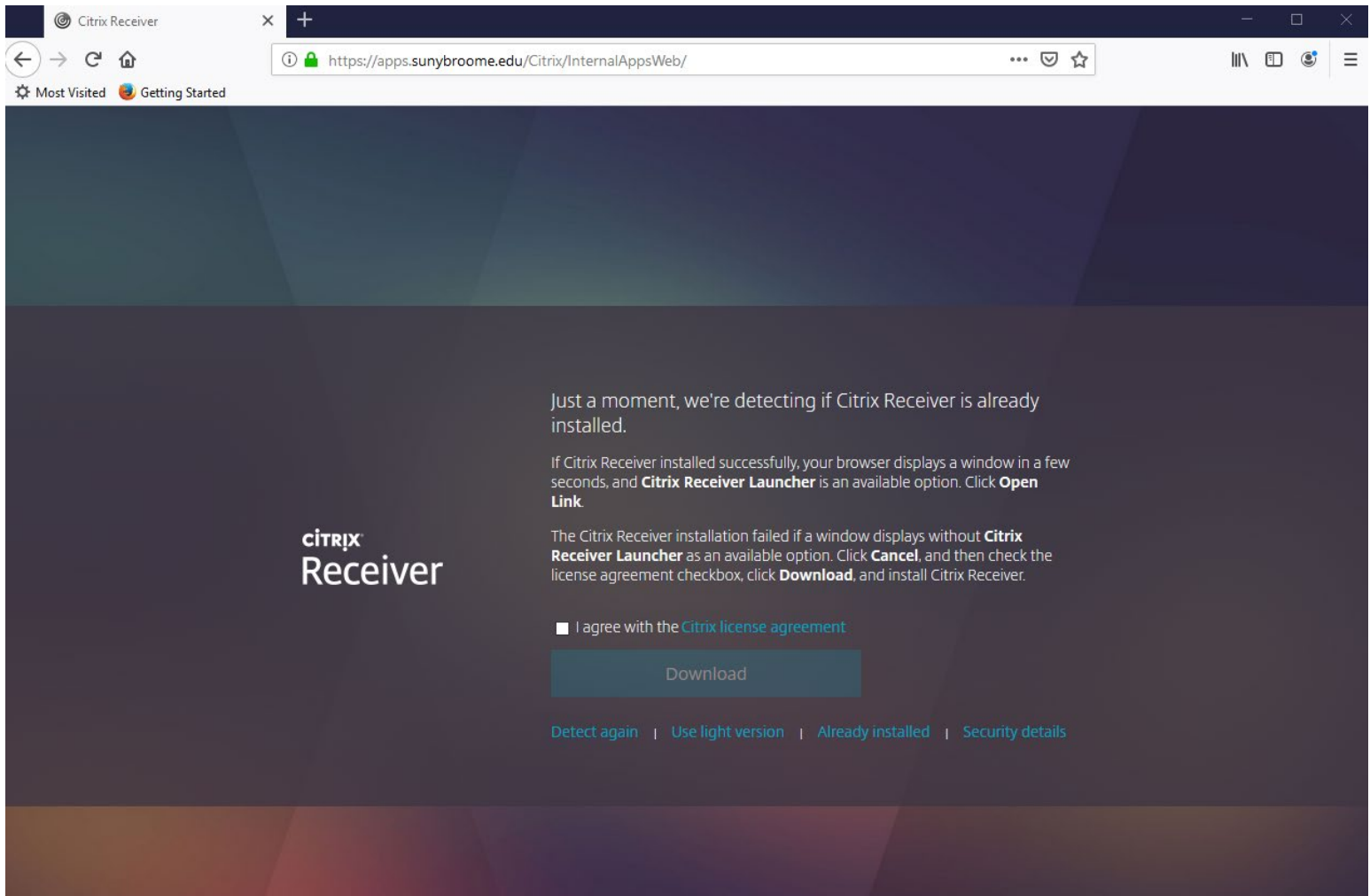
Run the Utility, follow the on-screen instructions and then reboot your computer.

Step 2 - Open the web browser of your choice and go to apps.sunybroome.edu

Step 3 – Follow the on-screen instructions and click the Detect Receiver button.



Step 4 – Click the checkbox to agree, click the Download button and save the file.



The screenshot shows a web browser window with the title "Citrix Receiver" and the address bar containing "https://apps.sunybroome.edu/Citrix/InternalAppsWeb/". The page content includes the Citrix Receiver logo on the left. The main text reads: "Just a moment, we're detecting if Citrix Receiver is already installed." Below this, it states: "If Citrix Receiver installed successfully, your browser displays a window in a few seconds, and **Citrix Receiver Launcher** is an available option. Click **Open Link**." It then says: "The Citrix Receiver installation failed if a window displays without **Citrix Receiver Launcher** as an available option. Click **Cancel**, and then check the license agreement checkbox, click **Download**, and install Citrix Receiver." There is a checkbox labeled "I agree with the [Citrix license agreement](#)". Below the checkbox is a "Download" button. At the bottom, there are links: "Detect again", "Use light version", "Already installed", and "Security details".

CITRIX
Receiver

Just a moment, we're detecting if Citrix Receiver is already installed.

If Citrix Receiver installed successfully, your browser displays a window in a few seconds, and **Citrix Receiver Launcher** is an available option. Click **Open Link**.

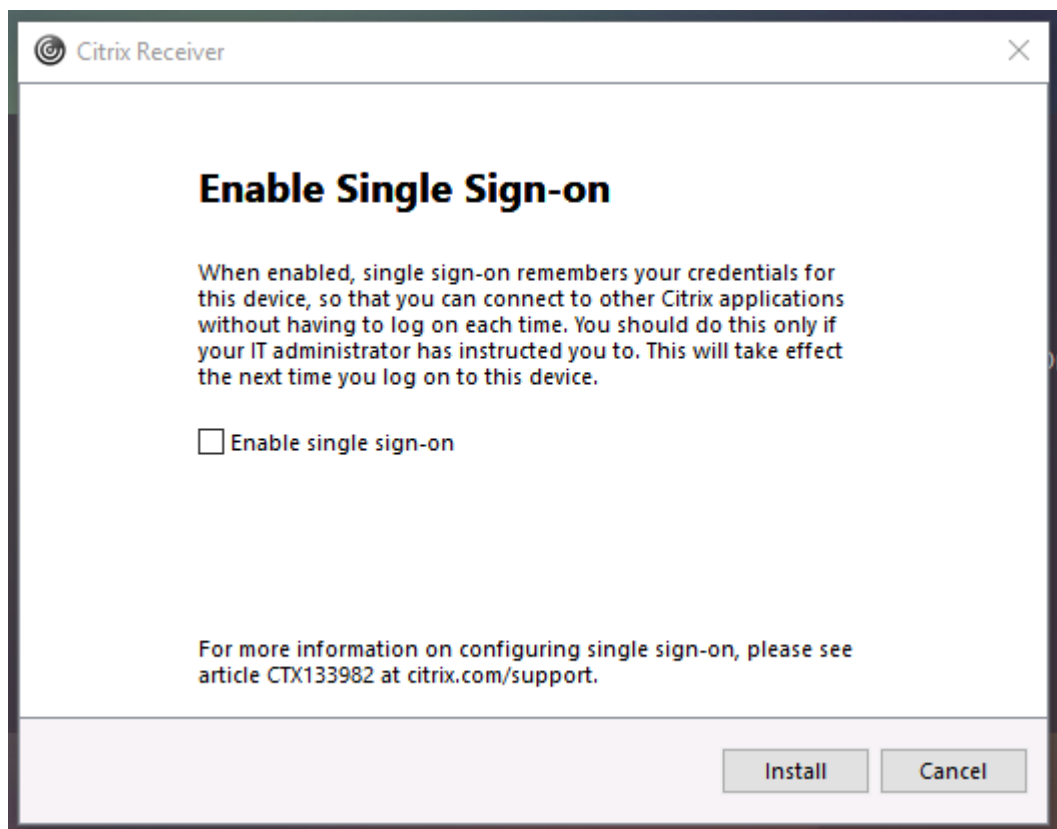
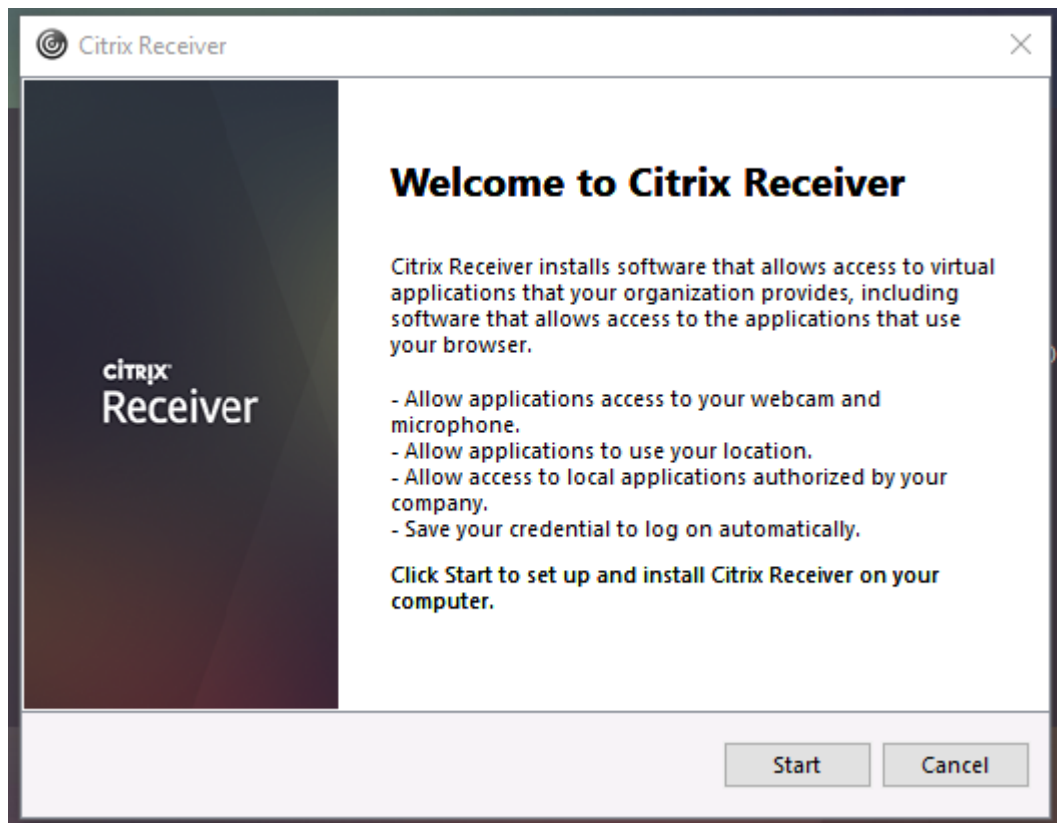
The Citrix Receiver installation failed if a window displays without **Citrix Receiver Launcher** as an available option. Click **Cancel**, and then check the license agreement checkbox, click **Download**, and install Citrix Receiver.

I agree with the [Citrix license agreement](#).

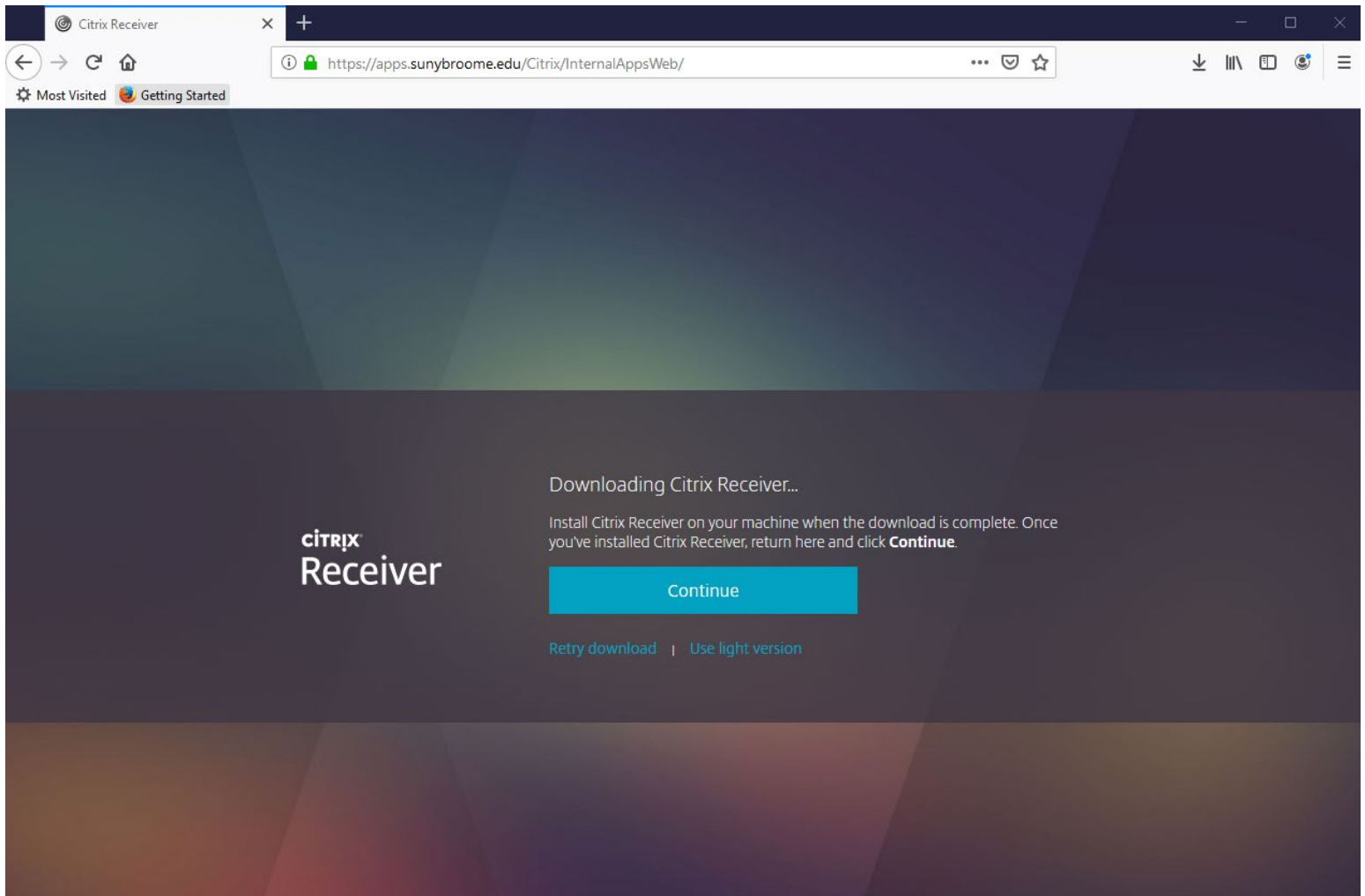
Download

[Detect again](#) | [Use light version](#) | [Already installed](#) | [Security details](#)

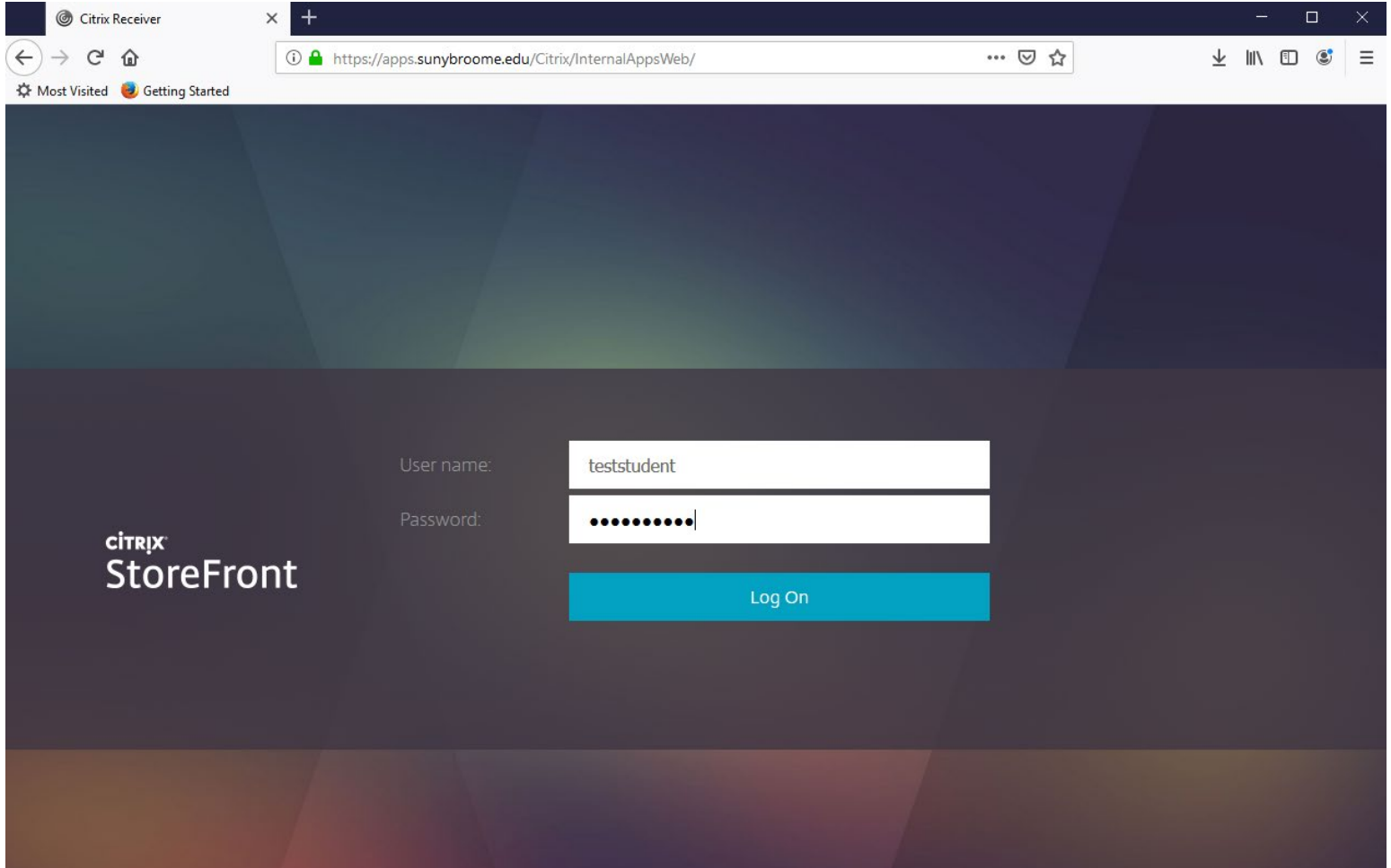
Step 5 – Locate the saved file you just downloaded. Run the installer and DO NOT enable single sign-on. Click Install.



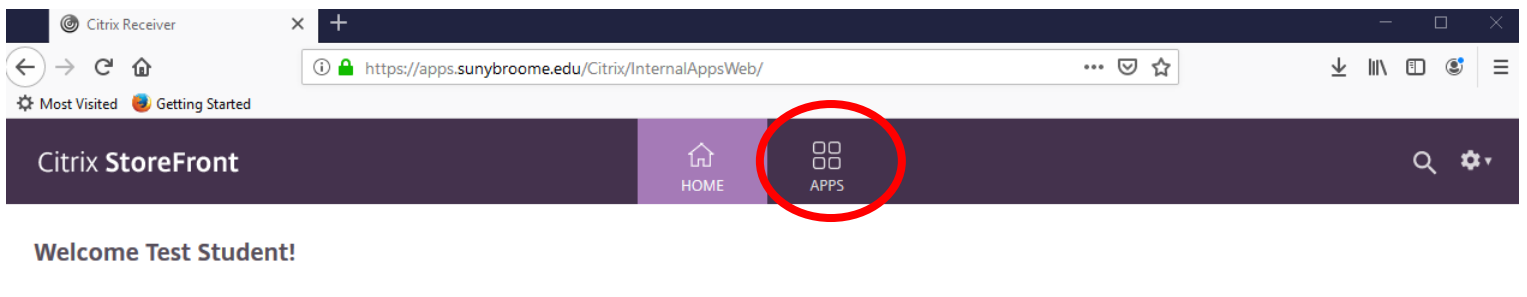
Step 6 – After the installation is complete, return to the open browser window and click the Continue button.



Step 7 – Use your campus computer credentials to log in.



Step 8 - 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 9 – Click once on the application you need to run.

Step 10 – Remember to save your work to your Z drive.

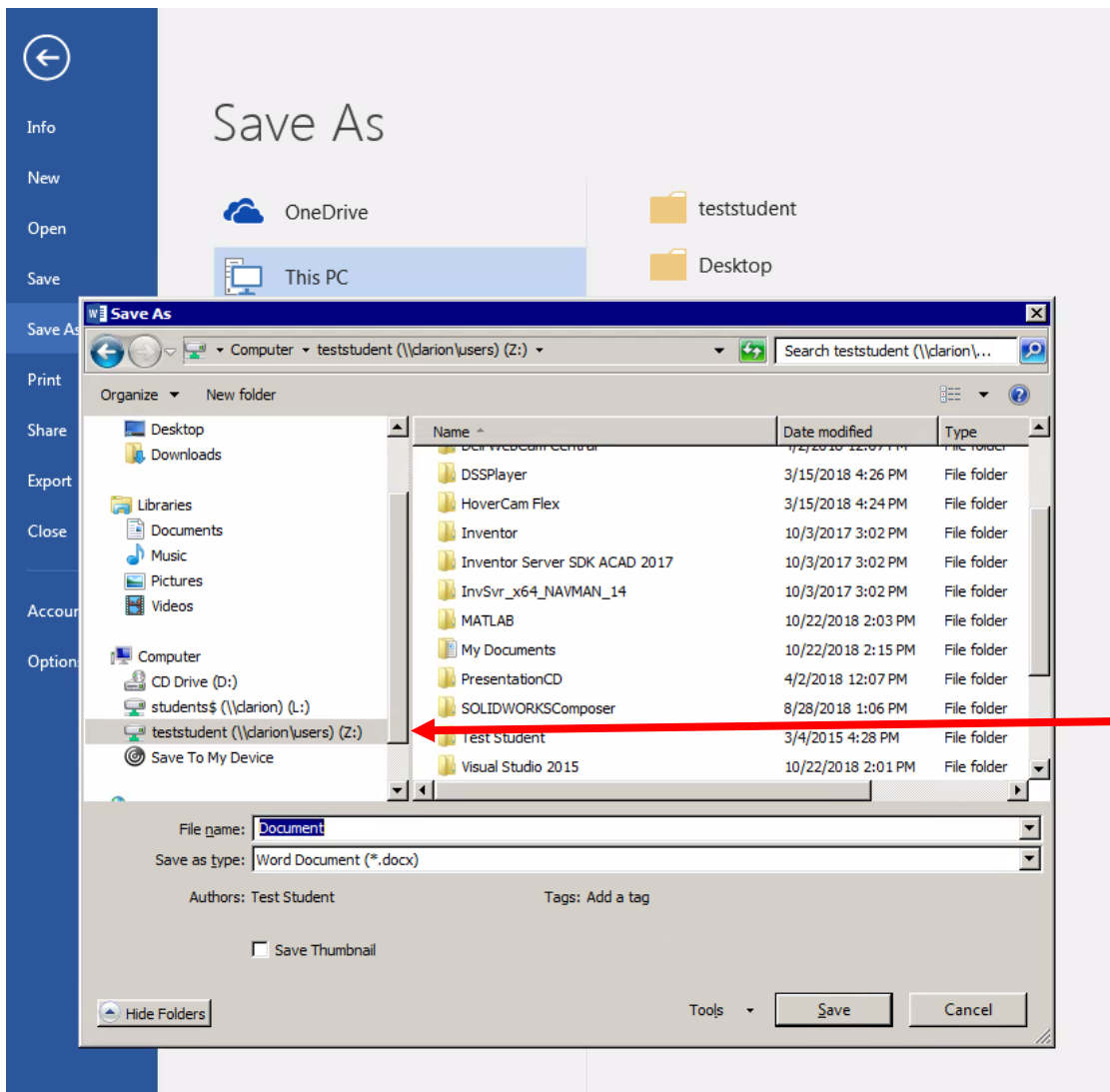
Important! If you want your data to be available to you from anywhere, and backed-up, always make sure you are saving your work to your campus Z drive.

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 (\\clarion\users) (Z:)

Please SAVE here...



Step 10 – Remember to log off when you are done. Go to the gear icon and choose Log off.

The screenshot shows the Citrix StoreFront web interface. At the top, there is a navigation bar with 'HOME' and 'APPS' buttons. The main content area displays a grid of application tiles, each with an icon and a title. A user profile dropdown menu is open in the top right corner, showing the user's name 'Test Student' and options for 'Account Settings', 'About', and 'Log off'.

Citrix StoreFront

HOME APPS

Apps

All (26) Favorites (0)

Test Student

- Account Settings
- About
- Log off

Application Name	Application Name	Application Name	Application Name	Application Name	Application Name	Application Name
Access 2016	Access 2019	Banner 8 access	Banner 9 access	Excel 2016	Excel 2019	Gradekeeper
MATLAB R2014b	Minitab 17 Statistical...are	Minitab 18	NI Multisim 14	NI Ultiboard 14	Notepad - Group A	PowerPoint 2016
PowerPoint 2019	Project 2016	Project 2019	Publisher	Publisher 2016	Remote Desktop Connection ...p A	Remote Desktop Connection ...p B