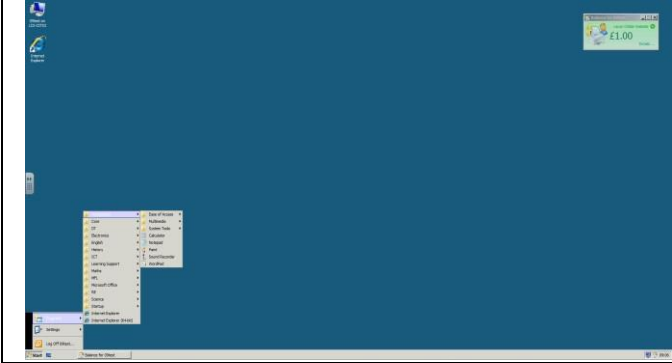



All staff and students have access to the school network through our Citrix portal from off site. All you need is a web enabled device and internet connection to do this.

There a few steps to follow to setup your access to the school system from off site, they are as follows:

1. Install the Citrix Receiver for your chosen device; this is available from the following website: <http://www.citrix.com/go/receiver.html> simply follow the instructions to install this application on your PC/laptop. This is the only extra software that you will need installed to access our School Portal.
2. Open up a web browser (Internet Explorer, Chrome, Firefox, Safari etc) and go to the following address: <https://remote.lacon-childe.org.uk> and you will directed to the below web page.

	<p>Now simply enter your usual username and password in the boxes provided and click Log On</p>
	<p>You will now be presented with the main Application page – click on 'Desktop' for a standard desktop session or 'VDI Desktop' for a Windows 7 session (Please only click once or it will attempt to load multiple sessions)</p>
	<p>If you get a prompt when launching either 'Desktop' or 'VDI' click on Open to launch the session. (This may only appear with certain browsers)</p>

	<p>‘Desktop’</p> <p>This screenshot shows the standard desktop session. You can access all your programs, documents, shared drives as if you were in school. You can even print your work and collect it when you are next in school.</p>
	<p>‘VDI’</p> <p>This screenshot shows the VDI desktop (Windows 7) session. As with ‘Desktop’ you can access all your programs, documents, shared drives as if you were in school. You can even print your work and collect it when you are next in school.</p>

Important Notes:

- Please remember to always save your work, you have access to your ‘Home Drive’ through the School Portal – this is your H Drive and saves on to the school network.
- You should always remember to log off once you have finished as this frees up the session for another user and PLEASE remember to follow the school ICT guidelines on safety and security.

The latest Citrix Receiver has been tested with the following browsers with no problems:

- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10
- Mozilla Firefox
- Google Chrome
- Safari (Apple)

Please note: If you had the original Citrix Web Plugin (Sept 2011) installed you should first uninstall this before installing the latest Citrix Receiver (in case of conflict). Please see below:

Windows XP – Start → Control Panel → Add/Remove Programs → find the Citrix Web Plugin → Uninstall

Windows 7 – Start → Control Panel → Programs & Features → find the Citrix Web Plugin → Uninstall

Any problems/questions please email: small.h@lacon-childe.org.uk

Rev 1.5 (Feb 2015) Harry Small