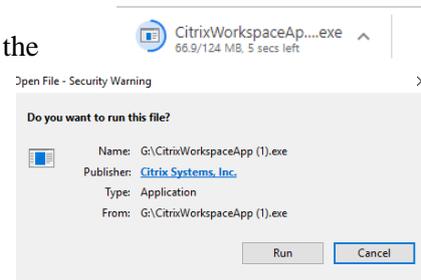


## Installing Citrix Workspace and accessing GC Portal via home using a Windows Machine.

This is a technical instruction on how to install Citrix Workspace and how to access GC portal from a home PC for end users. Before accessing the GC Portal externally all users will need to download Citrix Workspace and this document will explain how.

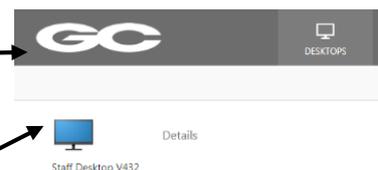
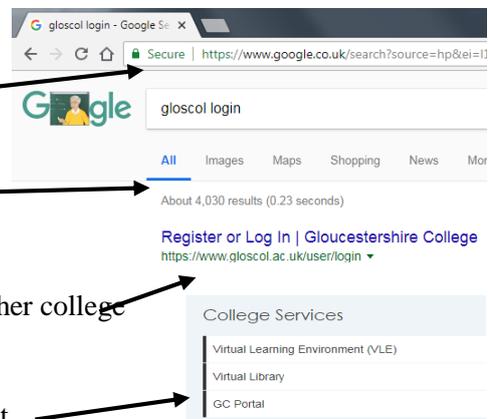
### How to install Citrix Workspace at Home?

- Search in google or internet explorer for the Citrix installer use the Link attached for install. (<https://www.citrix.com/downloads/workspace-app/windows/>)
- Click on the link and then click the big blue “Download Citrix Workspace” for windows button.
- Let the installer download to the machine and then double click.
- Once complete the Citrix installer window will pop up on the screen. Click run to install.
- Follow the rest of the instruction on the screen to continue with install – this is self-explanatory.



### How to access GC Portal from Home?

- Open google Chrome.
- Search for Gloscol Log in.
- Click on the First Search.
- Once the page has loaded scroll down until you get to the option on the right hand side where it offers other college services.
- Click on the GC Portal option at the bottom of the list.
- Once click on the GC Portal option it will produce the log in page.
- Enter your college log in details and press enter.
- This will then log you into the Citrix application that you have installed as per instructions above.
- By clicking the little screen this will then log you into the College Portal which will allow you to access your files, email as if it were in college.



**\*\*\* MAKE SURE INSTALLTION OF CITRIX WORKSPACE IS INSTALLED \*\*\***