

Gloucestershire Colleg

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.		Download Citrix Workspace app for Windows (124 MBexe)			
-	Let the installer download to the machine and then double	click.				
-	Once complete the Citrix installer window will pop up on screen. Click run to install.	the Dpen File - See	C C C C C C C C C C C C C C C C C C C	itrixWorksj 6.9/124 MB, 5	oaceApex secs left	.e ^
-	Follow the rest of the instruction on the screen to continue with install – this is self-explanatory.	Do you war	nt to run this file? Name: G:\CitrixV Publisher: <u>Citrix Sy</u> Type: Applicati From: G:\CitrixV	VorkspaceApp stems, Inc. on VorkspaceApp	(1).exe (1).exe	Court
How to	o access GC Portal from Home?				KUN	Cancel
-	Open google Chrome.	loscol login - Goo > C 合	gle Se ×	www.google.	co.uk/search?	source=hp&ei=l
-	Search for Gloscol Log in. G	gle	gloscol login	Mana	Chapping	Neuro Me
-	Click on the First Search.		About 4,030 res	ults (0.23 sec	onds)	News Mo
-	Once the page has loaded scroll down until you get to the option on the right hand side where it offers other co services.	olle ge	Register or https://www.glo Colle	Log In G scol.ac.uk/us ge Servi	loucesters ser/login ▼ ces vironment (VLE	hire College
-	Click on the GC Portal option at the bottom of the list		GC Po	ortal		
-	Once click on the GC Portal option it will produce the log	in page	e. User name	Please log or	1	
-	Enter your college log in details and press enter.		Passman		Log On	
-	This will then log you into the Citrix application that you have installed as per instructions above.		GC	>		LESKTOPS
-	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.		Staff Desktop V432	Details		

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