GC
Gloucestershire College
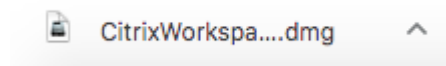
Installing Citrix Workspace and accessing GC Portal via home using an Apple MAC.

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 on your Apple MAC?

- Search in Google Chrome or internet explorer for the Citrix installer use the Link attached for install. (https://www.citrix.com/downloads/workspace-app/mac/)

Download Citrix Workspace app for Mac

- Once you have clicked the blue button, wait for the application to download. Once complete double click.

CitrixWorkspa....dmg

- After double clicking on the download, a new window will pop up – Click **install** Citrix Workspace.
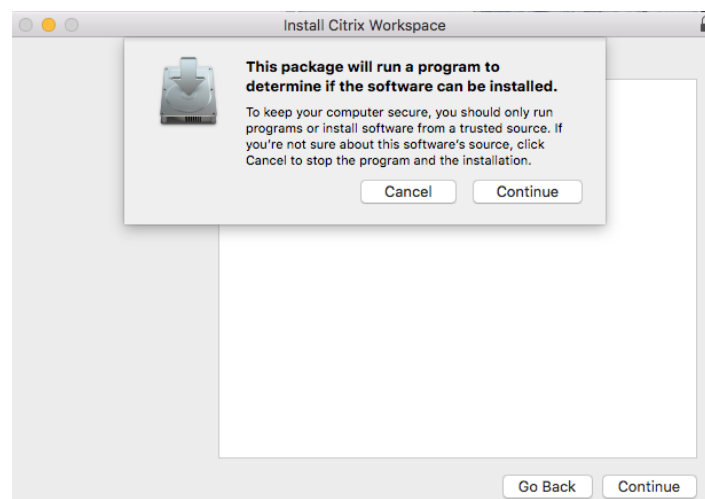

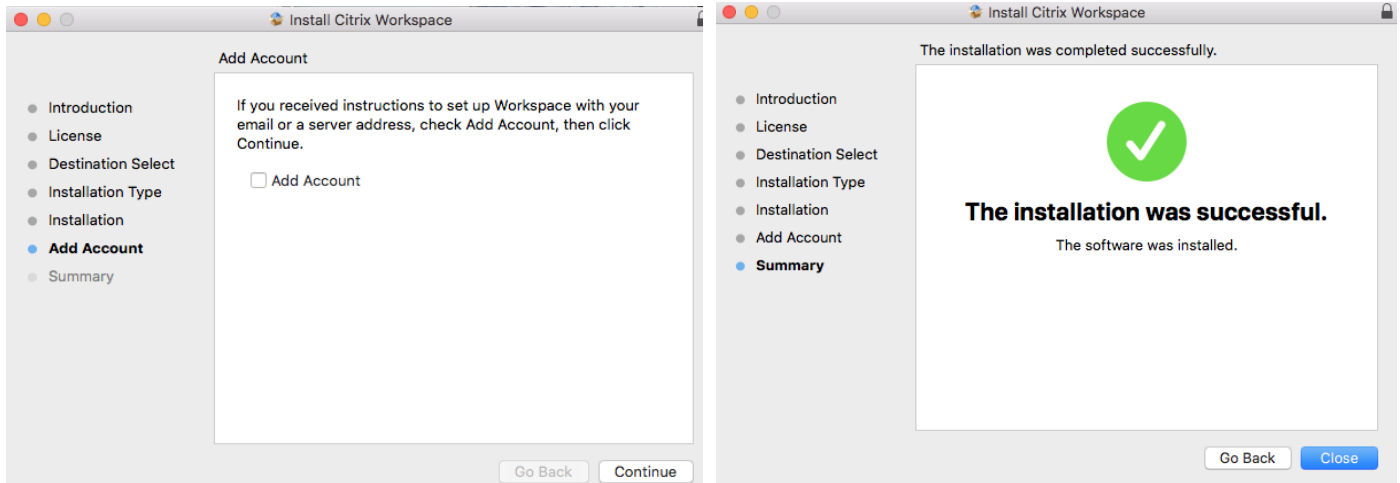Install Citrix Workspace   Uninstall Citrix Workspace

- After the install has begun a new window will pop up on the screen to determine if the application can be run. Click continue on the window. At this point it is self-explanatory, follow the install clicking next and continue where necessary.
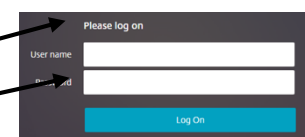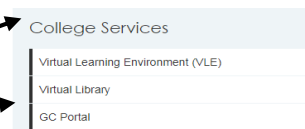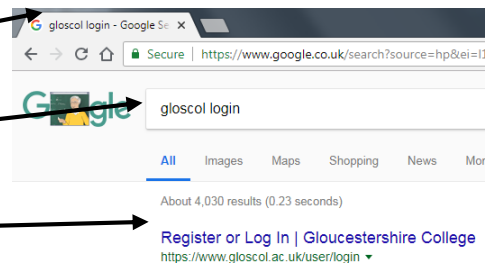
- Once successfully completed, this penultimate window will pop up. Do **NOT** tick the box, leave it empty and click continue and the click close and the installation will have been successful. Follow the steps below to log into the portal using the Citrix application you have just Installed.

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 - Username is your Student Number **Only**.

- 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, emails etc., as if it were in college.

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