

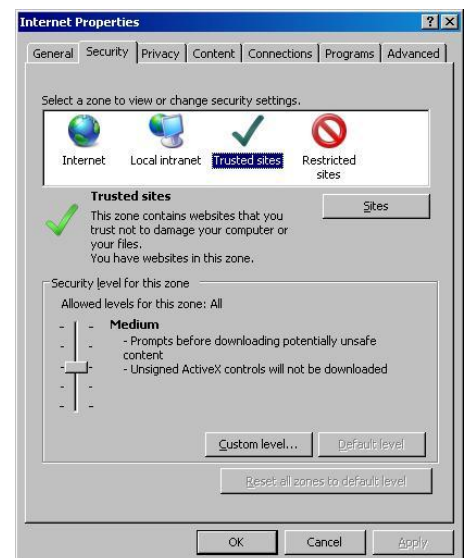
Introduction

This user guide details connecting to New College Telford Remote Access System. The purpose of this system is to provide access to college resources from locations remote to the College; it works in Windows XP, Vista and Windows 7 and has been tested using Internet Explorer versions 7 & 8. Firefox version 3.5 has also been tested see Appendix 1.

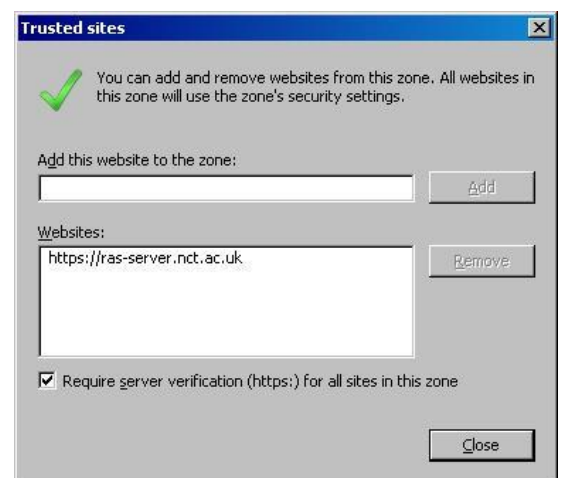
1. Enter the site's URL in the list of trusted sites on your computer

This step is not required—however, there is a good chance that it will make the Citrix Access Gateway website load faster, to complete this step: -

- Open Internet Explorer.
- From the Tools menu select 'Internet Options'.
- Select the security tab.
- From the security tab, select the 'Trusted sites' icon.
- Click the <Sites> button which is displayed after selecting the trusted sites icon.

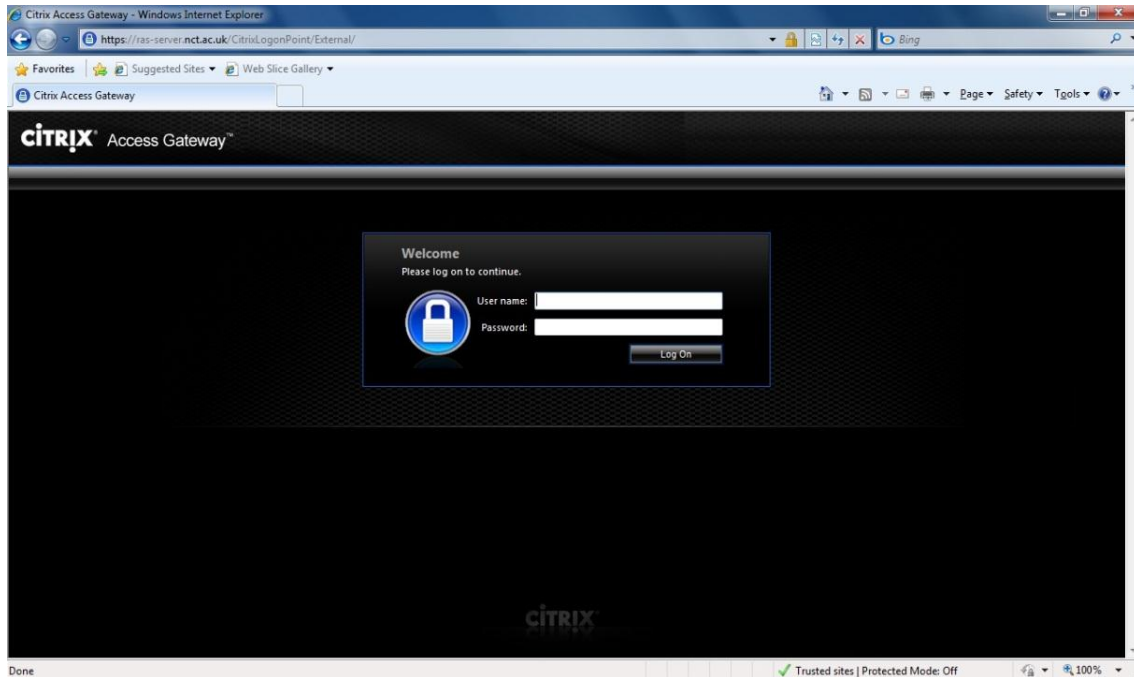


- Enter `https://ras-server.nct.ac.uk` in the window below the text label 'add this website to the zone' (be sure to include the "s" in "https").
- Select the add button. The address `https://ras-server.nct.ac.uk` will now appear in 'Websites:' list in this window.
- Click the <Close> button at the bottom of the window, which returns you to the Internet Properties window.
- Click the <OK> button from the bottom of the Internet Properties window.

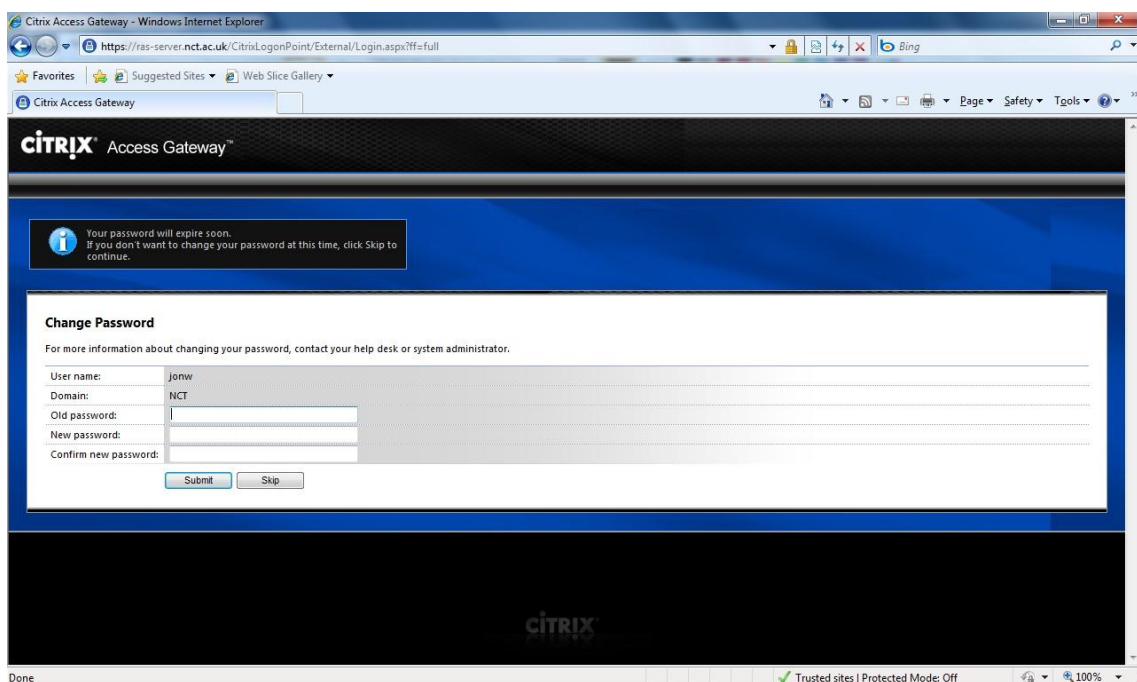


2. Initial connection to New College Telford Remote Access

Open Internet Explorer and enter <https://ras-server.nct.ac.uk> on the address line of Internet Explorer. At the Citrix Access Gateway Log In prompt use your New College Telford User Name: and Password: for staff this is usually forename and first letter of surname i.e. fredb, for students it is their student id i.e. 0912763 and relevant password (do not use format fredb@nct.ac.uk or 0912763@nct.ac.uk).

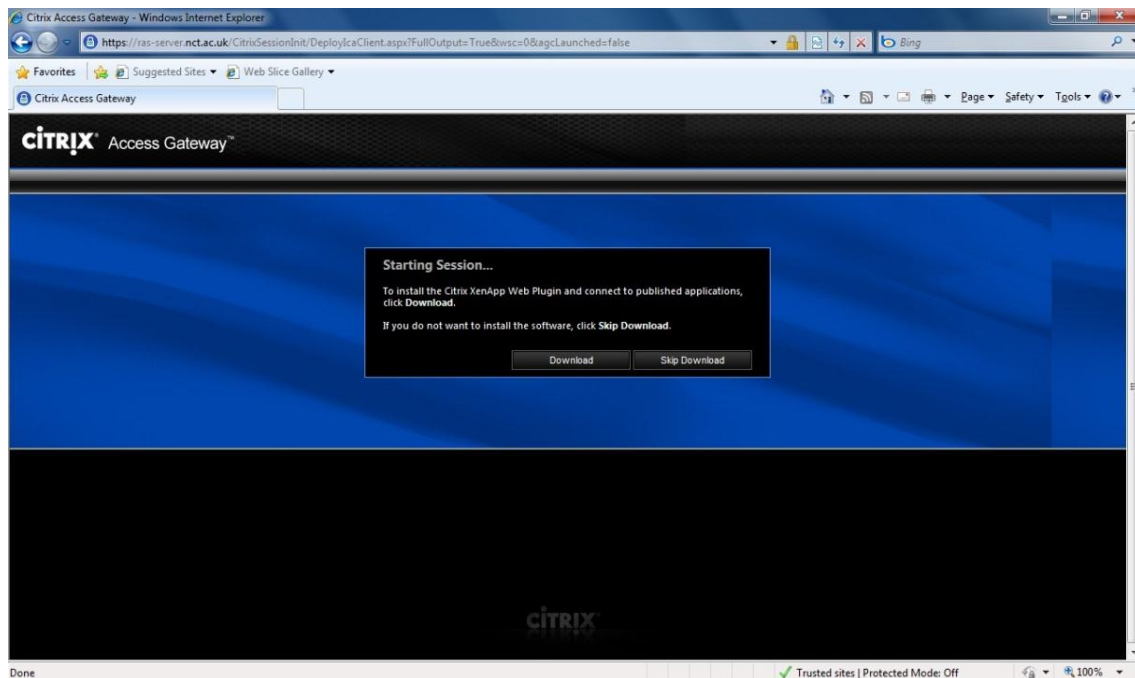


If your password is due to expire during the next seven days you are prompted to change password, you can click <Skip> if you do not want to change your password at this time.



3. Download Citrix XenApp Web Plugin

On the next screen you will be requested to install 'Citrix XenApp Web Plugin', if you haven't loaded it on this computer before click <Download>, otherwise you can click <Skip Download> or wait for next screen automatically.



You will be prompted 'Do you want to run or save this file?' click <Run>. At this point a 5MB file is downloaded which may take from a few seconds to several minutes depending on the speed of your Internet connection.

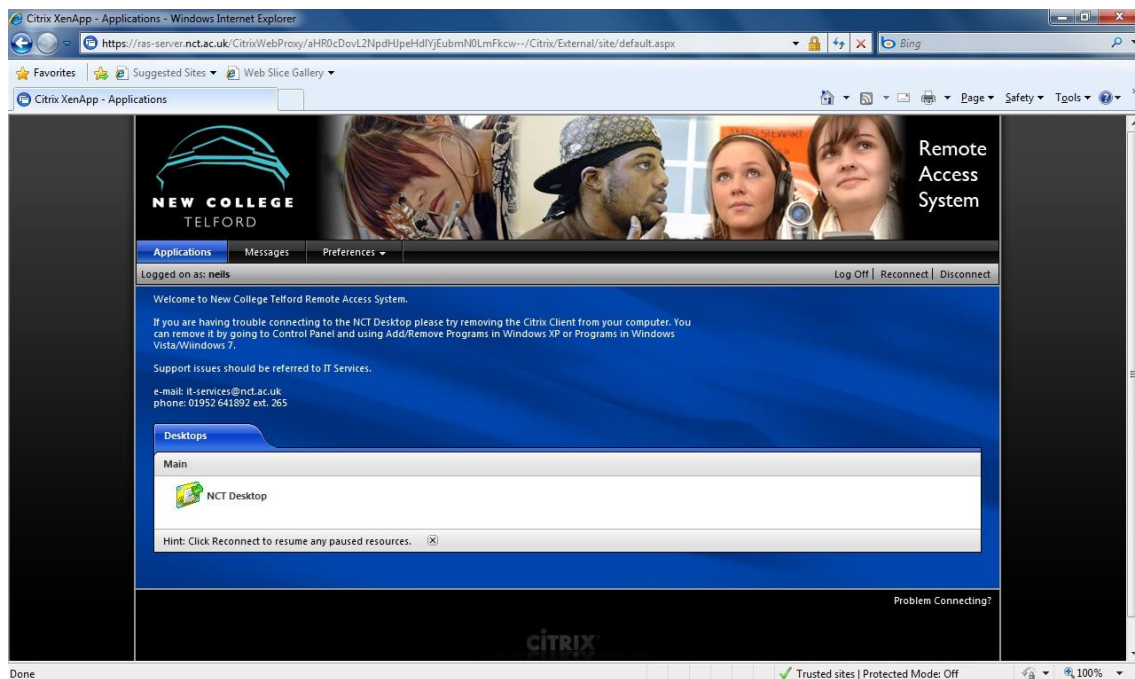


You will be prompted 'Do you want to run this software?' click <Run>.



4. Using the New College Telford Remote Access System

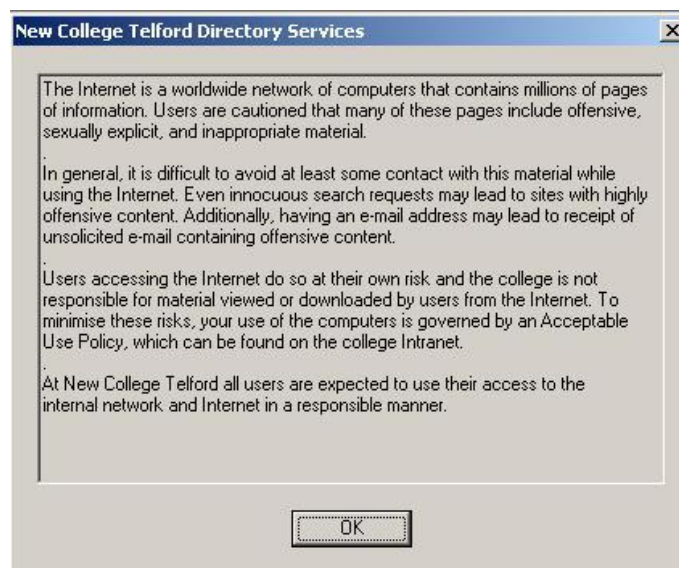
The "redirection" screen will likely appear for anywhere from a second or two to a full minute. Do not click on the link that says "click here" - you will proceed to the New College Telford Web Interface automatically.



Click on the NCT Desktop icon and because the Desktop will open full screen and therefore hide your own computer desktop the following tip will be displayed. To change from full screen to a window press the <Shift> + <F2> keys, press <Shift> + <F2> keys again to go back to full screen, click <OK>.



You will be prompted with the New College Telford security message, read and click <OK>.



You are now logged into a remote desktop with applications below available, you will also have access to your Documents and network drives; you should be able to work as if you were logged on to a college desktop computer.

- Adobe Reader
- Autograph
- Careerscape
- DLK Maths Work
- Europe In The Round
- Focus Education
- Geometer's Sketchpad
- Higher Ideas

Kudos
Microsoft Office 2007
Omigraph
Open Office
Power Tab
ProLog
RSC Data Bank
Skills for Life
Spanish Myself, Family and Friends
Standards Unit Maths
Tarsia
Teddy Tronics
Ten Quick Questions
Turbo Pascal
Zeitgeist Grammar Workbook

Note:

More applications will be added in the near future

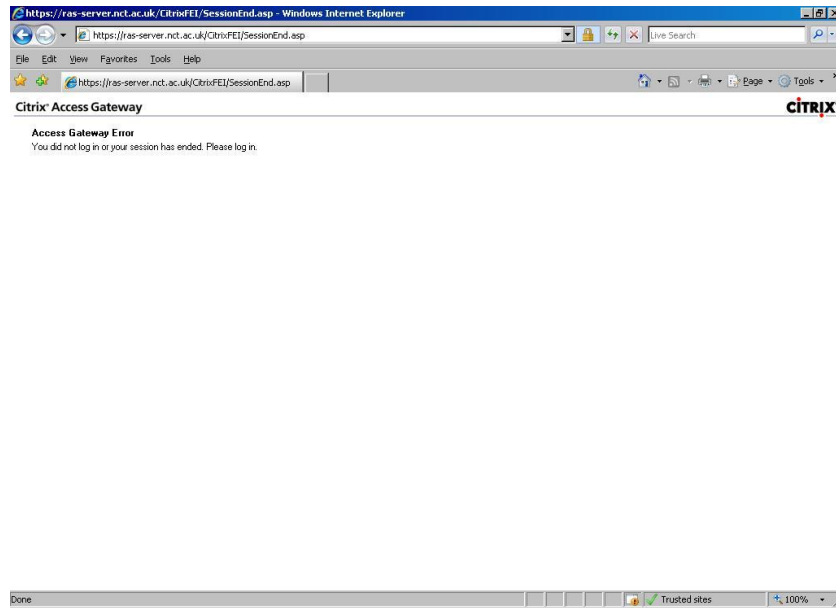
If you open explorer to access network drives the system will open the 'Client File Security' window asking if you wish to have access to the local disk drives on your computer whilst you are using the remote desktop. If you select "no access" Windows Explorer will only give access to files and folders on network drives. If you select either "read access" or "full access", Windows Explorer will show drives on your local system as follows: C\$ on 'Client' (drive letter may vary).



5. Disconnect from the New College Telford Remote Access System

When you have completed working from the Remote Access System navigate Start Menu, Log off and click <Log off>.

You will now be returned to the New College Telford Web Interface click <Logout, the following browser window will be displayed and can be closed.



6. Important Note for Wireless Users

A wireless connection to the internet is always less stable than a wired connection. If you find that your sessions disconnect (that is, first the session freezes, followed by a message that the Citrix server is not available), try connecting directly to your wireless router with an Ethernet network cable.

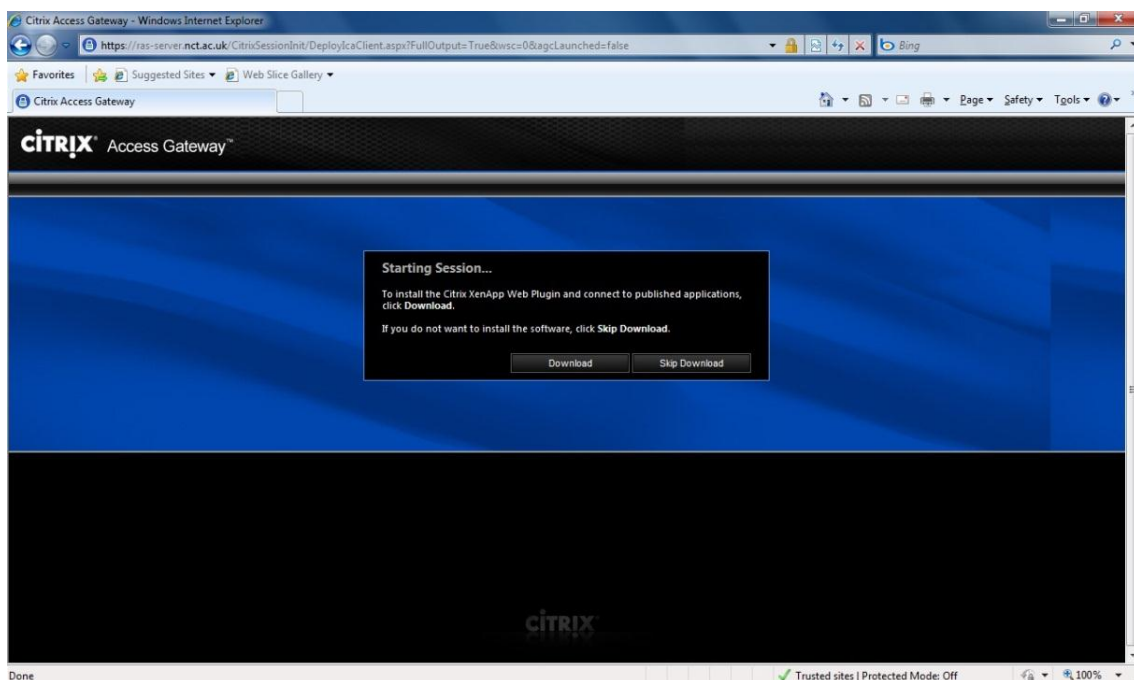
Appendix 1

Using Firefox Browser for Connecting to New College Telford Remote Access

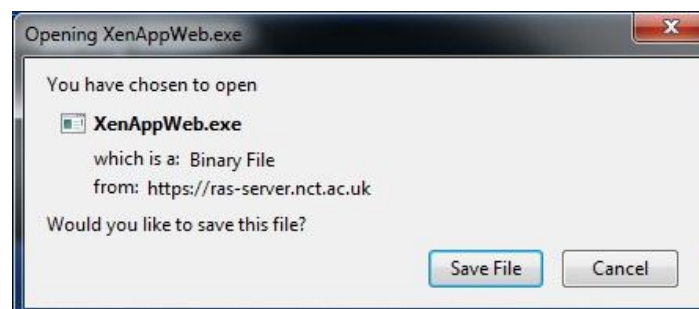
Use of the Remote Access System with Firefox browser is very similar to using Internet Explorer start at section 2, and replace section 3 as below.

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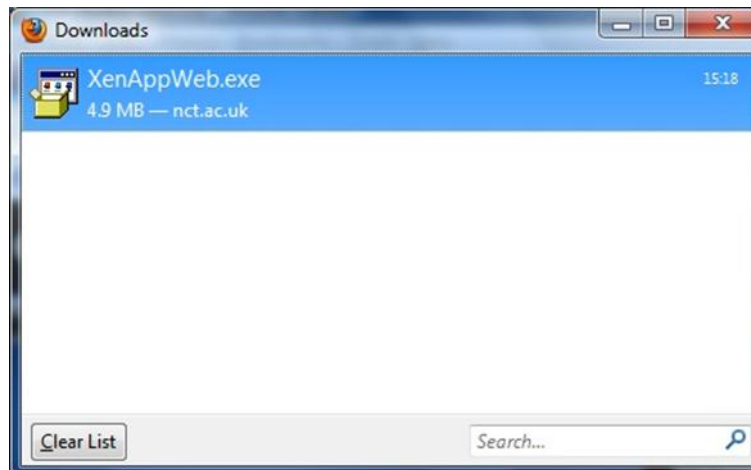


You will be prompted 'You have chosen to open XenAppWeb.exe', 'Would you like to save this file?' click <Save File>.



At this point a 5MB file is downloaded which may take from a few seconds to several minutes depending on the speed of your Internet connection.

Double click XenAppWeb.exe shown below.



You will be prompted 'Do you want to run this file?' click <Run>.



Continue with section 4 of Internet Explorer instructions.