Neston High School

Citrix Portal Setup, using Google Chrome & Citrix Workspace on desktop/laptop.

Download the Chrome browser from https://www.google.com/chrome/ and install it on your computer.	
Open the Google Chrome browser	
Click in the address bar, and type: www.bit.ly/nestoncitrix	**www.bit.ly/nestoncitrix**
This will load this page. Click on the blue **Add to Chrome** button at the top right	
Chrome will ask you to confirm the installation. Click the **Add app** button.	
There should be a 'Bookmarks' bar at the top of your Chrome window. If so, click on the Apps button at the left of it. If not, click on the address bar and type in **chrome://apps** – this will show a list of all the apps installed within Chrome. **Citrix Workspace** will be shown. Click on it to set up Citrix.	

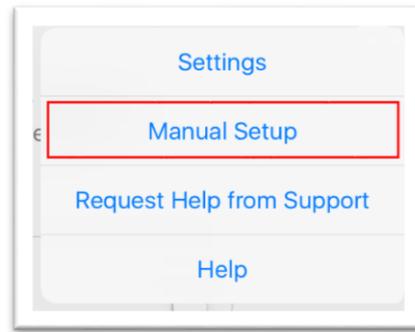|	
A short welcome guide will now run. Click the blue **Got it** button to skip it.	
This will open a screen where you can set the Citrix server address up. Type **https://portal.nestonhigh.com** into the **Account/URL** box and click the Blue **Connect** button. You should only need to do this once.	
This will take you to the Citrix login screen. You can login as usual from here.	
To speed up access to Citrix in the future, consider creating shortcuts to it. To do this, click on the **Apps** button in the Bookmarks bar at the top of the window, or click on the address bar and type **chrome://apps** **Right-click** on the **Citrix Workspace** app and select **Create shortcuts…** from the menu.	
You will be asked if you want to create shortcuts to Citrix on the Desktop and Taskbar of your computer. Click on the **Create** button to do this**.**	
This will add a **Citrix Workspace** icon to the Desktop of your computer, and the Taskbar at the bottom of your screen. Simply click on either of these to go to the Citrix logon page.	
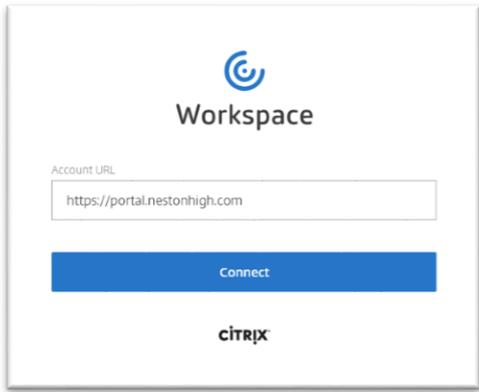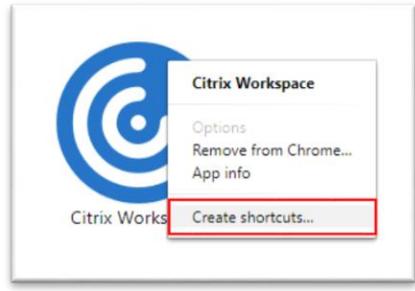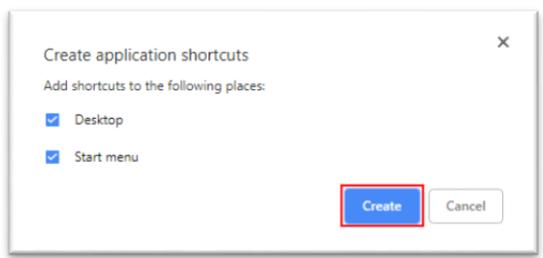
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Citrix Portal Setup on an Apple iPhone/iPod/iPad Device

Download the **[Citrix Workspace]** app from the app store. You will need a working apple account to do this.	
When you first load the app, skip the tutorial	
Do not fill anything in at this point	
Tap on the 3 dots at the top right of the screen **[...]**	

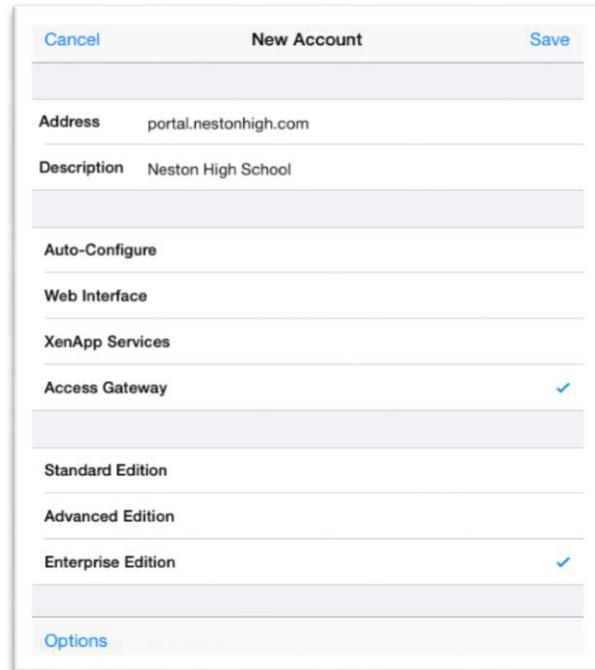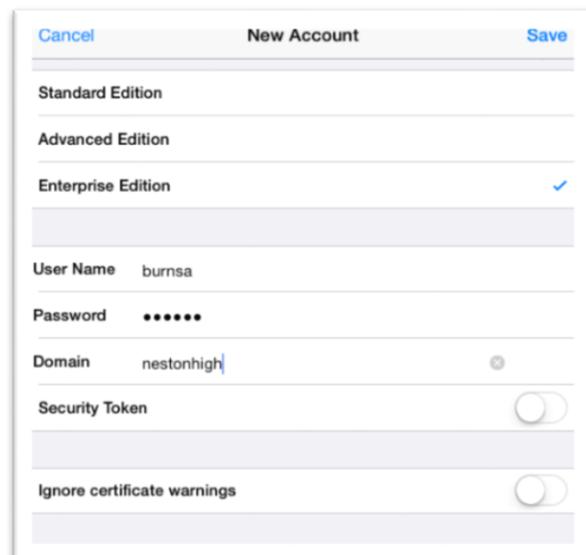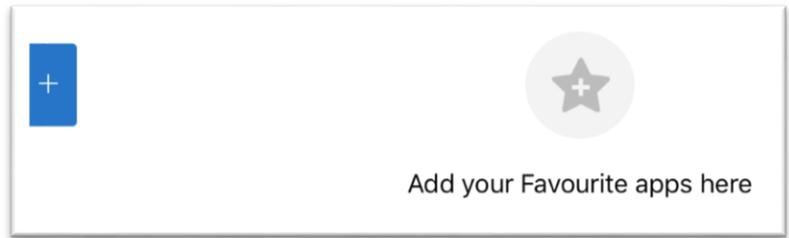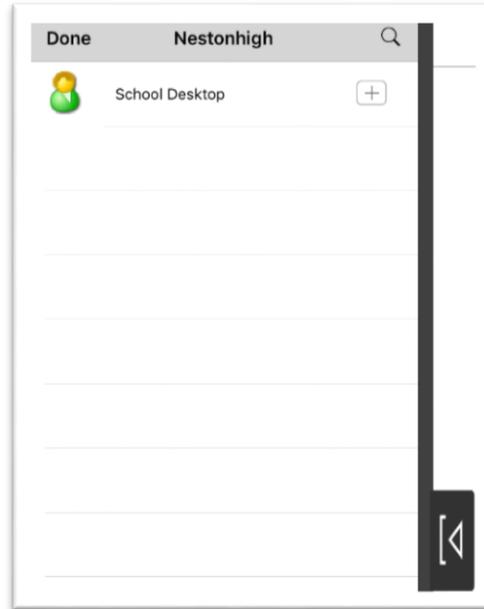|	
Now a menu similar to the one pictured will appear. Tap on **[Manual Setup]**	Settings Manual Setup Request Help from Support Help
Complete the following form out by entering the details pictured, please make sure that you have correctly entered the address, the description is purely for reference. On the lower half of the screen first select **[Access Gateway]** then select **[Enterprise Edition]** **Do not tap save yet!** There's more information to enter	Cancel New Account Save Address portal.nestonhigh.com Description Neston High School Auto-Configure Web Interface XenApp Services Access Gateway ✓ Standard Edition Advanced Edition Enterprise Edition ✓ Options
Scroll down the page to enter your user account information Enter the username and password you use to log into your network account (school computer account) Please make sure that the domain is **nestonhigh** all one word, all lower case. After you've entered and checked all of the details tap **[Save]** in the top right corner to complete the process	Cancel New Account Save Standard Edition Advanced Edition Enterprise Edition ✓ User Name burnsa Password ●●●●● Domain nestonhigh Security Token ⚪ Ignore certificate warnings ⚪

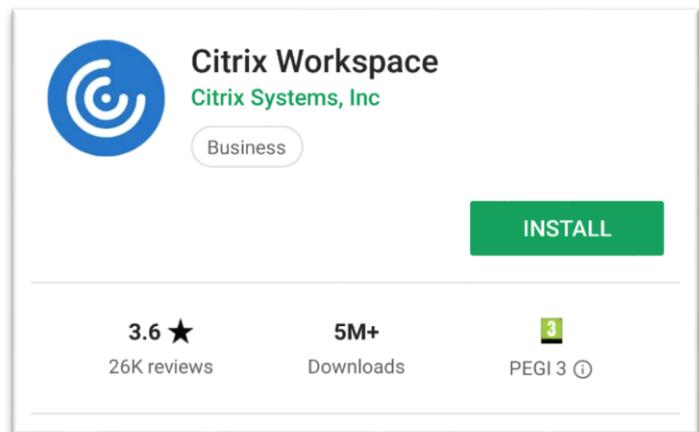|	
Now you simply need to add the **[School Desktop]** to your Citrix Workspace dashboard Tap on the **[Blue Plus Icon]** pictured, which is on the left side of your screen.	<table><tr><td>+</td><td>⭐ Add your Favourite apps here</td></tr></table>
A side menu will open and there will be a link called [**School Desktop**] with a plus button next to it, If you tap the **[Plus Button]** then it will move the link to the **[Workspace]** and show a blue tick. You can now hide the menu.	Done Nestonhigh 🔍 👤 School Desktop ⊞
You should have a **[School Desktop]** icon on your dashboard if you've completed all of our instructions correctly, tap on the icon to log into our Citrix Portal	👤 School Desktop
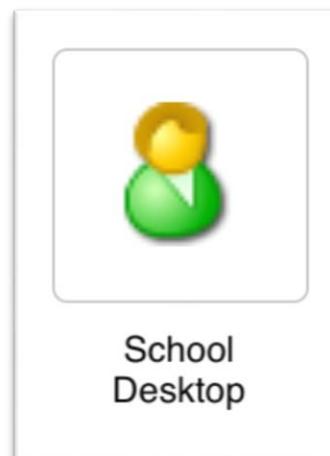
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Citrix Portal Setup on an Android Device
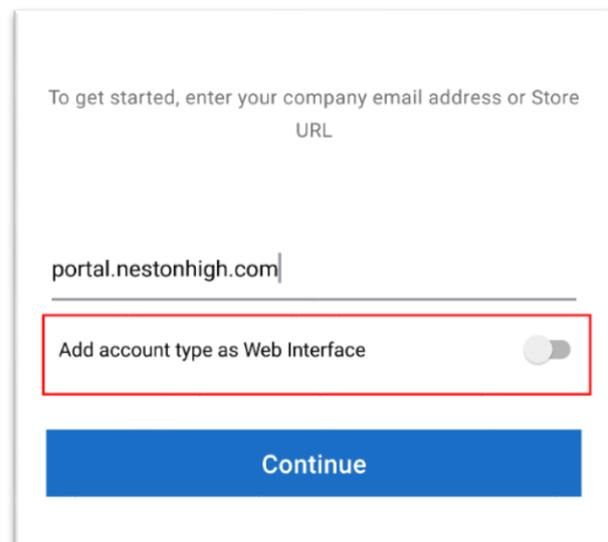
Download the **[Citrix Workspace]** app from Google Play You will need a working Google Play account to do this. Please **Allow** any **permissions** the app requests	**Citrix Workspace** Citrix Systems, Inc Business **INSTALL** 3.6 ★ 5M+ PEGI 3 ⓘ 26K reviews Downloads
Add the school Citrix address: **portal.nestonhigh.com** Make sure **Add account type as Web interface** is selected – the button will normally turn blue	To get started, enter your company email address or Store URL portal.nestonhigh.com| Add account type as Web Interface **Continue**
You can now log in as usual with your school user account.	CITRIX Access Gateway Welcome Please log on to continue. User name: Password: Log On