

Remote Access Instructions

Step by step process for logging in to Citrix via the WelTec Web page using Internet Explorer

Install the Citrix Web App Plug in

Open Internet Explorer

Left click on the "Citrix" button:- see below image.



Then click on the "Login to Citrix" link at the top of the page. See below image



The following page will open

Left click in the **User Name** box

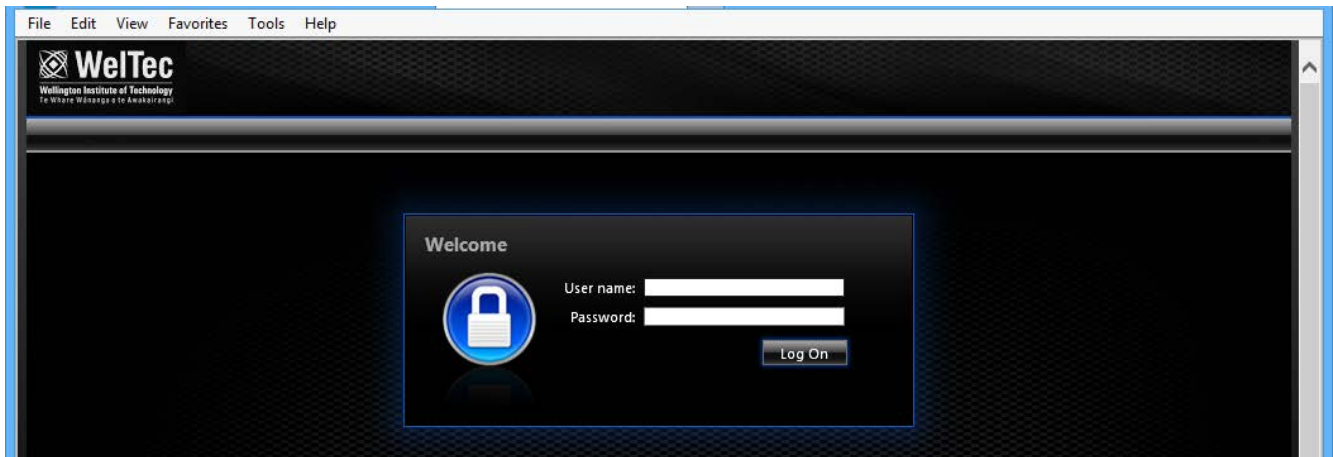
Enter in your WelTec network username

Left Click in the **Password** box

Enter in your WelTec network password

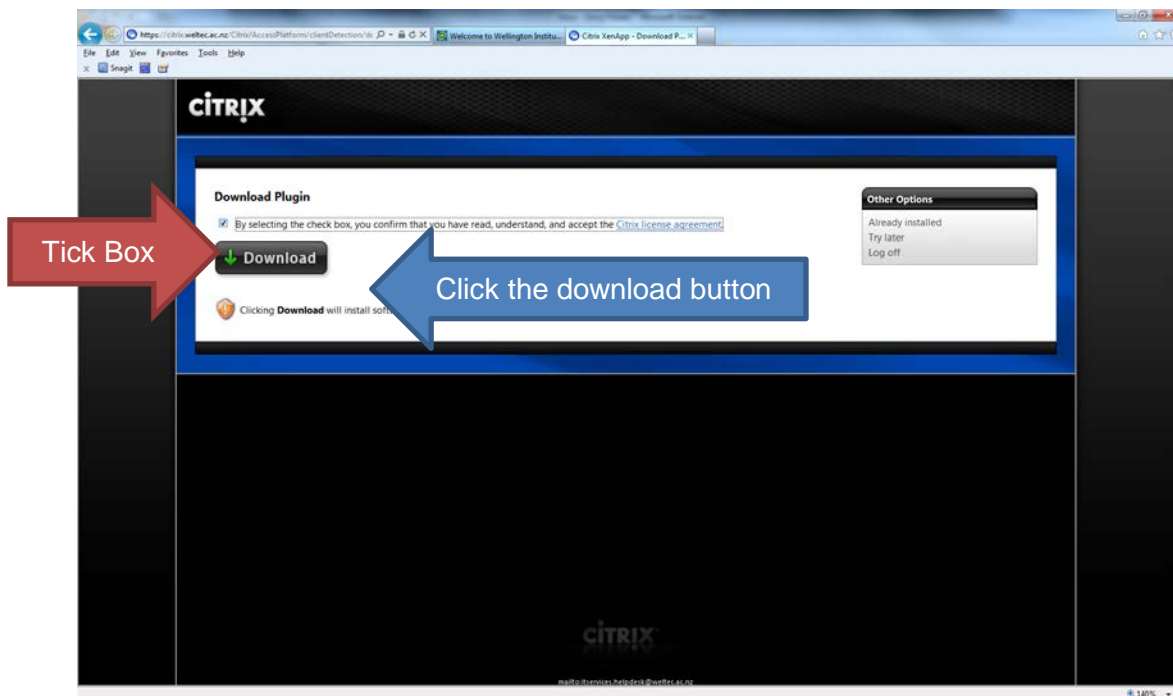
Click "**Login**" button

:-see below image



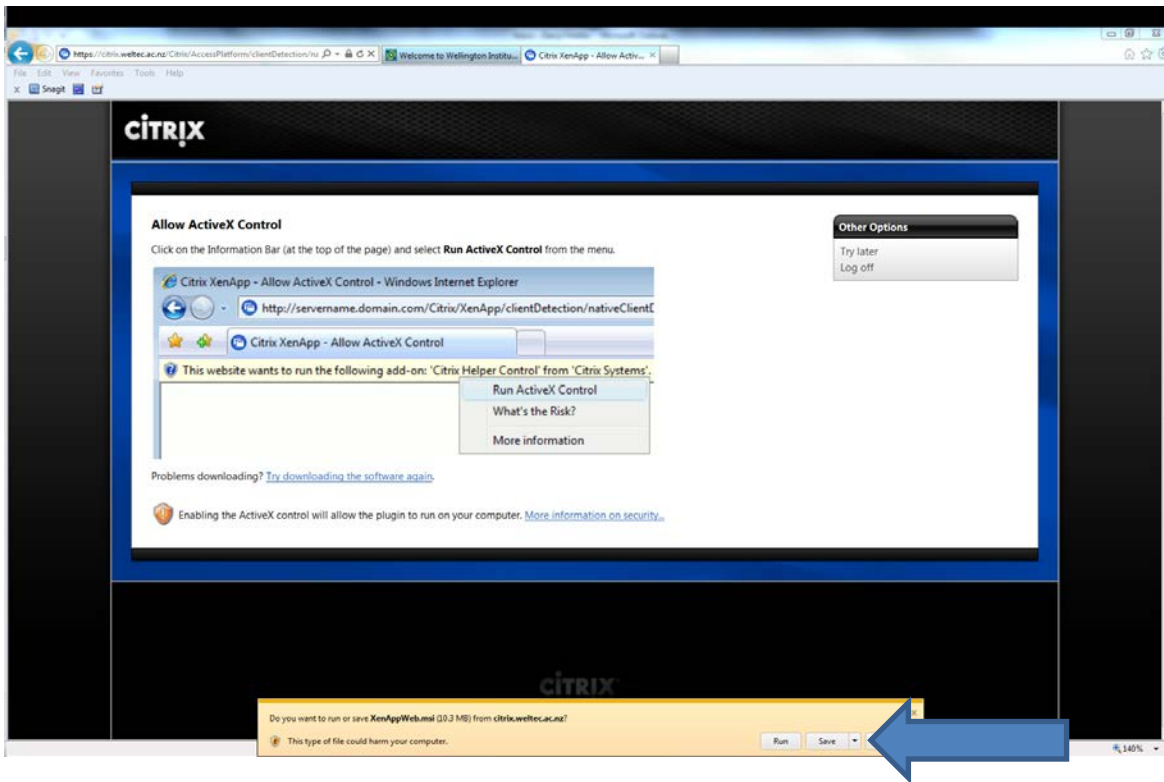
Left click the tick box next to "By selecting the check box, you confirm that you have read, understand, and accept the Citrix license agreement.":- see red arrow in below picture.

Left Click the download button:- see blue arrow in below picture.

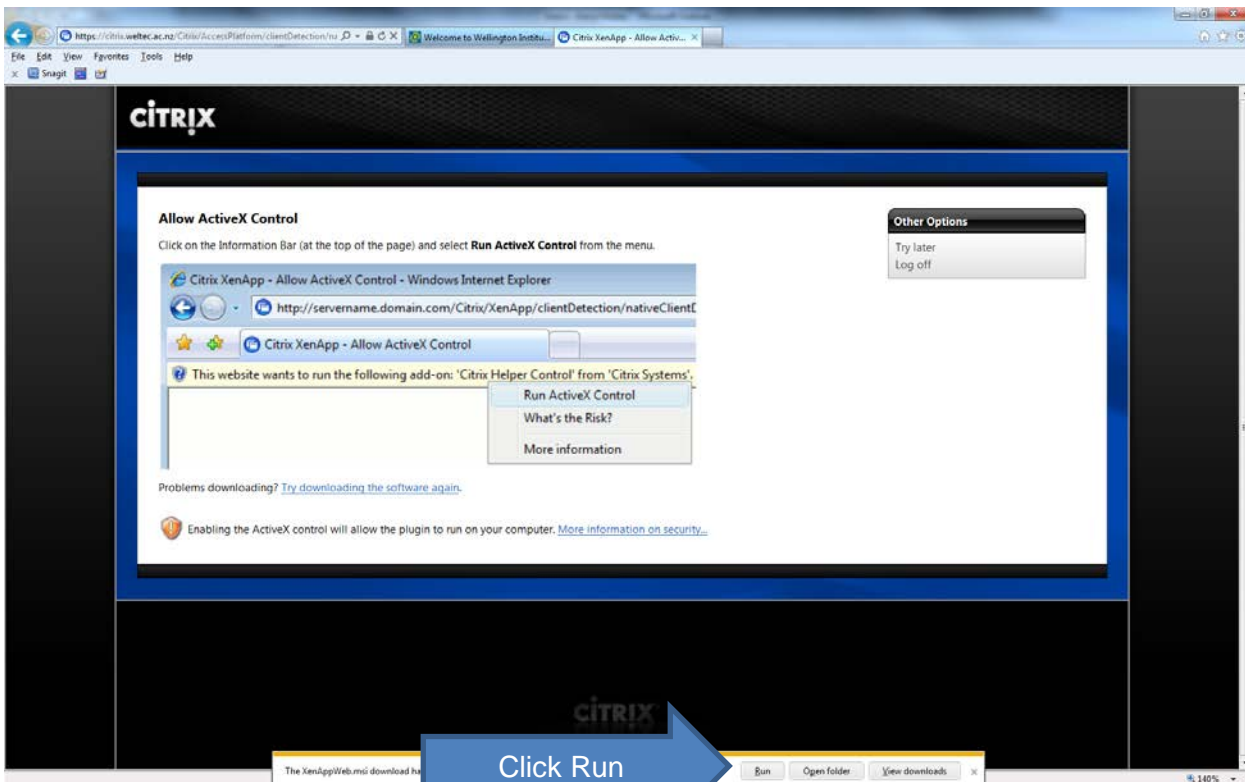


Left click on "Save"

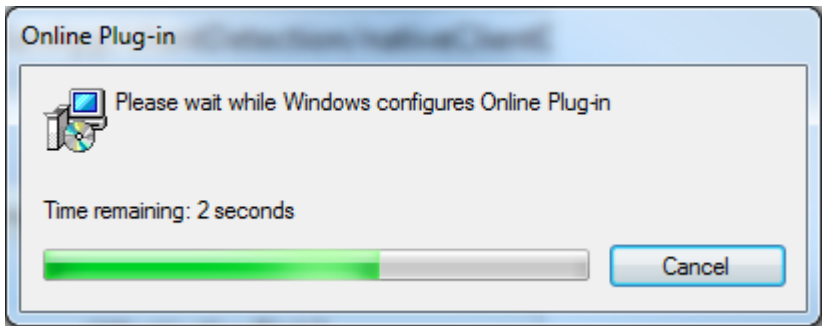
WARNING DO NOT CLICK ON RUN as it will not install correctly on some systems.



Once the download has completed
Left click on "Run":- see below blue arrow.



The following box will appear

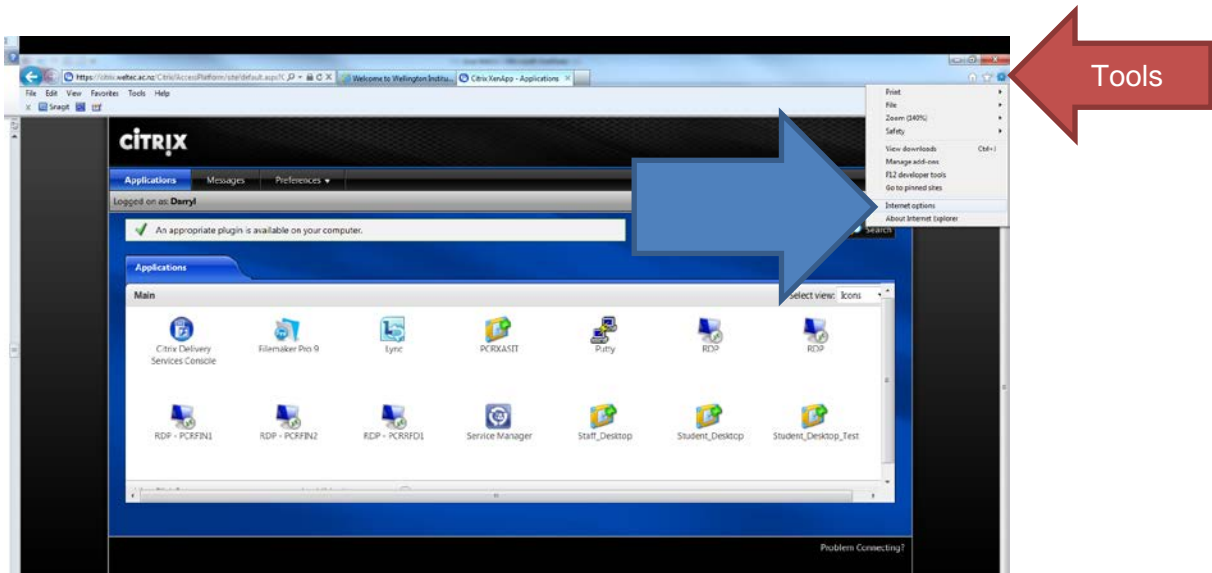


WARNING: There will be no indication of when the install completes, the box will simply disappear

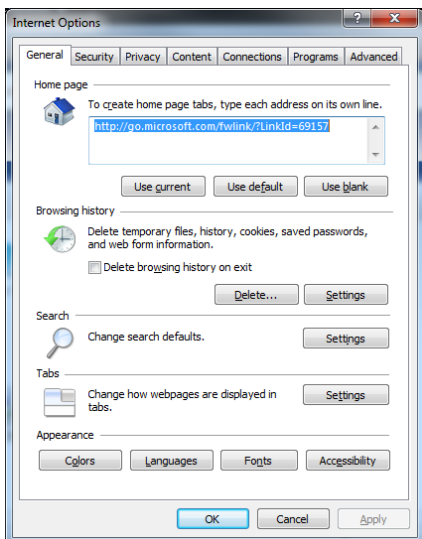
Add Citrix to the trusted sites

Stay on the <https://citrix.weltec.ac.nz> page

Left click on "Tools": - see red arrow. Then Left click on "Internet Options": - see blue arrow



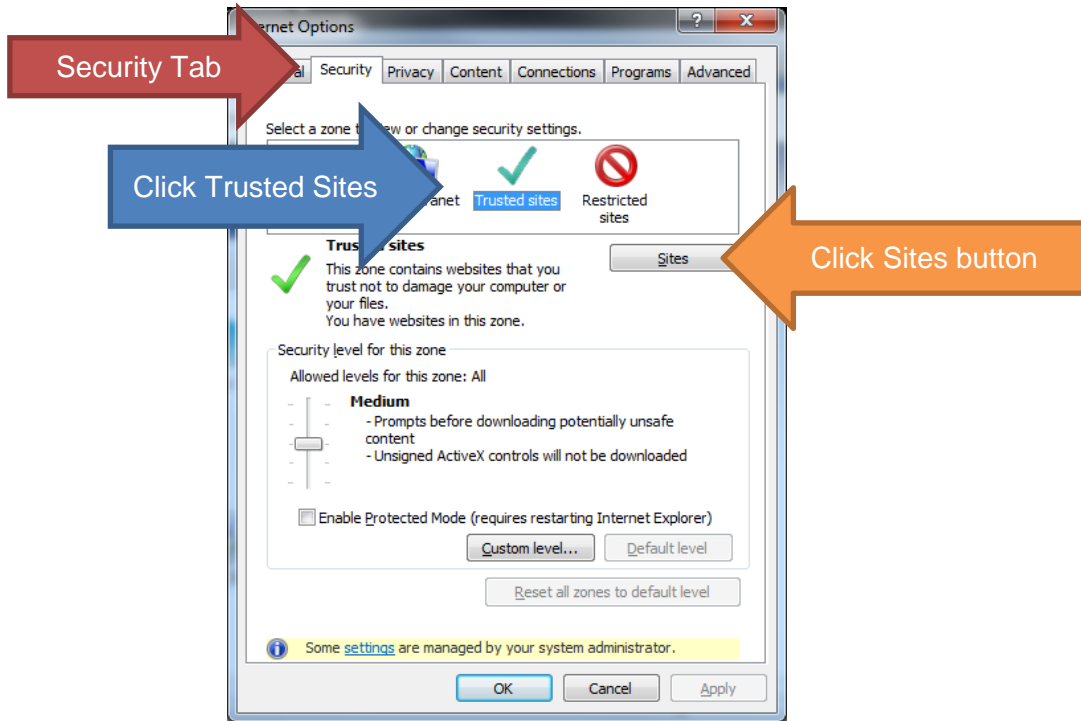
The following box will appear:



Left click on the **Security** tab: -see red arrow

Left click on "**Trusted Sites**": -see blue arrow

Left click on the "**Sites**" button: -see orange arrow

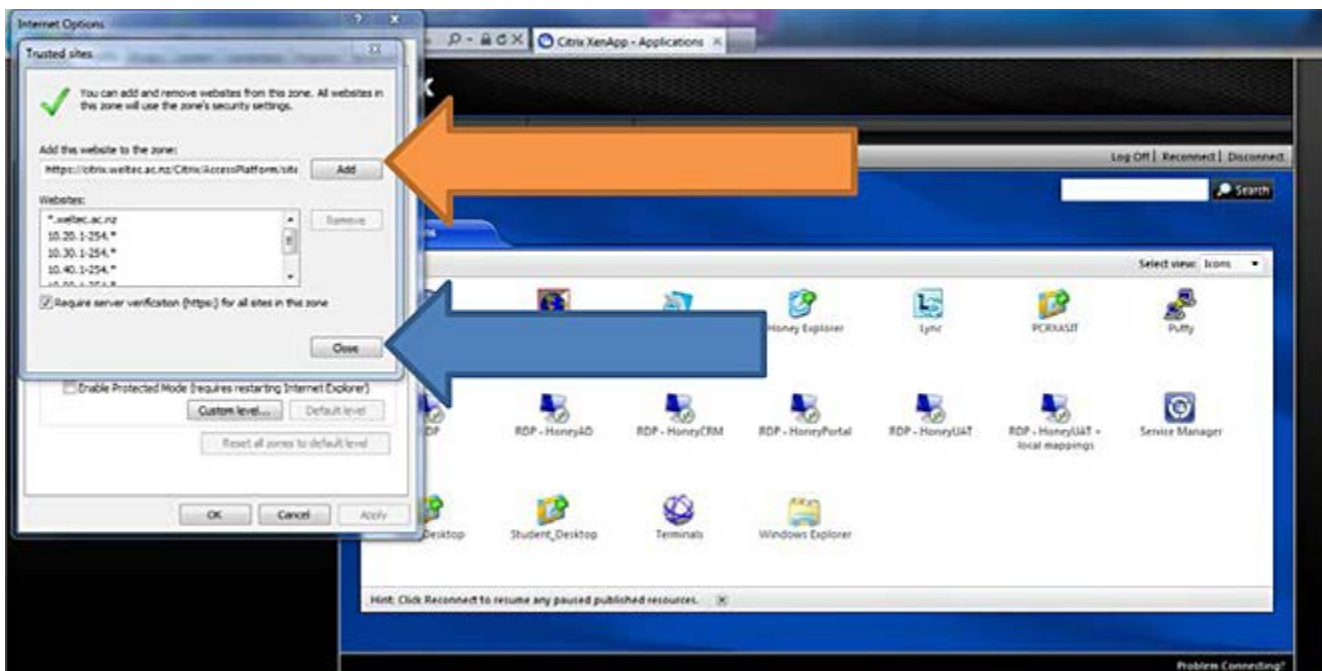


The website should auto-populate the next window that opens.

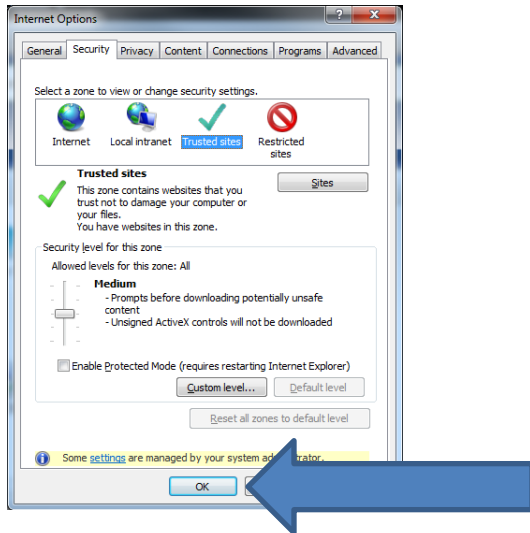
If this does not populate type in [HTTPS://citrix.weltec.ac.nz](https://citrix.weltec.ac.nz)

Left click **Add**: -see orange arrow below

Left click **Close**: -see blue arrow below



Finally click **OK**: -see blue arrow below
Close internet explorer and reopen it.



Type in **citrix.weltec.ac.nz** into the address bar.

Left click in the **User Name** box

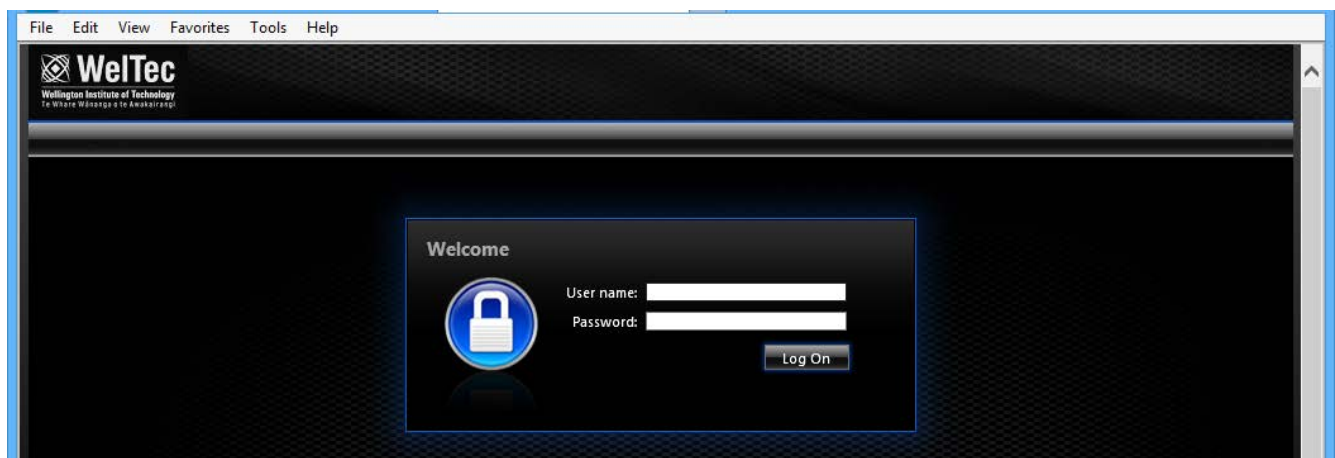
Enter in your WelTec network username

Left Click in the **Password** box

Enter in your WelTec network password

Click "**Login**" button

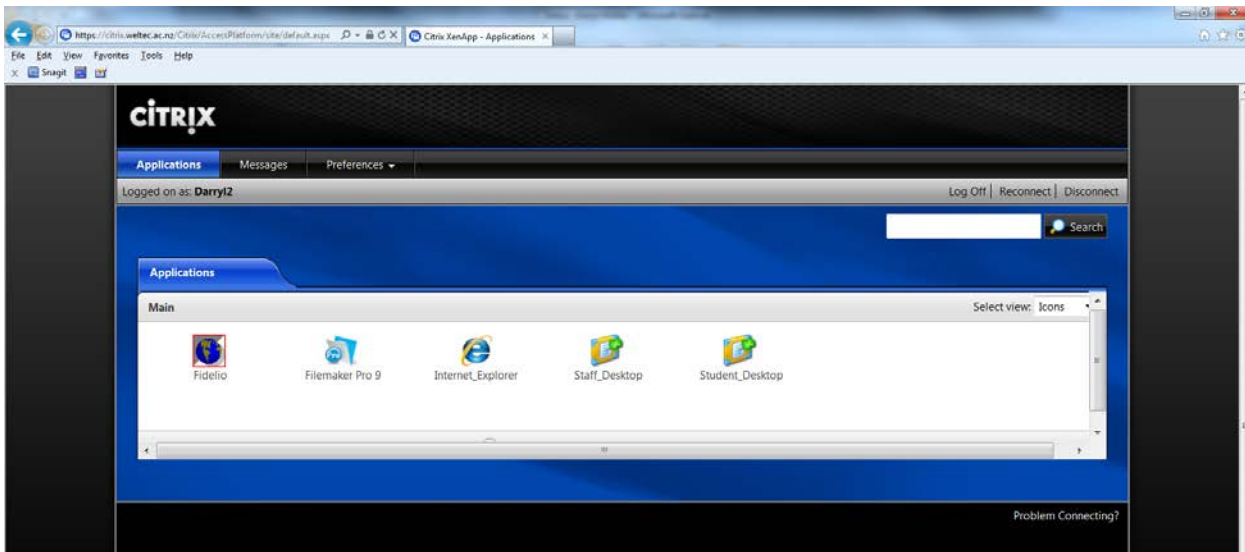
:--see below image



This time the following screen will open. (See image next page)

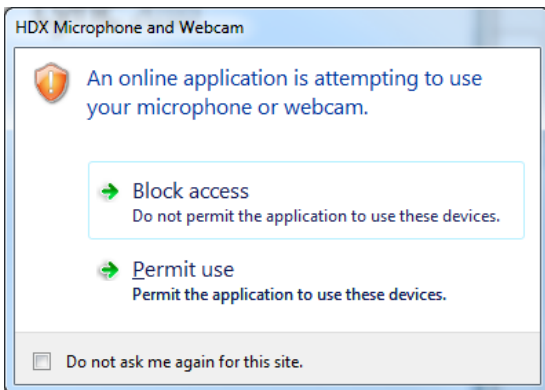
For staff click on "**Staff_Desktop**" icon

For students click on "**Student_Desktop**" icon



You are almost there.

Click on Permit Use: This will allow you to use your local printer, and USB devices.



A "Launching" window and a blank window will also appear.

It may take a few minutes for your desktop to load and appear in the blank window.

