Citrix Documentation for PCs

This documentation will show you how to login to the Citrix server and use programs off of the server. Let’s begin!

1. Launch Internet Explorer and type oscar.brynmawr.edu in the address bar.

2. When you get to this page, please click on the Financials link.

3. Clicking on the Financials link takes you to the Citrix login page. Once you get to this page
enter your username and password. **You should get your Citrix username and password from the Comptroller’s Office.** Once you have entered your username and password, please click on “log in”.

4. When you click on log in, you will be logged on to the Citrix server and you will see this on your computer:
The security warning may take some time to appear on your screen, please wait until you see this warning. In order for you to run any applications from the server, it is necessary that the Citrix ICA Client be installed on your computer. This security warning is asking your permission to install the client on your computer. You will be asked to install the ICA client the first time you log on to the Citrix server from a computer. In order to begin installation, please click on ‘Yes’.

5. Shortly after selecting yes, you will see this on your screen:
This is a licensing agreement that comes with the installation of the ICA client. Please click on ‘Yes’ to agree to the acceptance of policies and begin installation. The installation process is very quick and will only last a few seconds.

6. After the ICA client has been installed, you should see this on your screen:
This is your launch pad. From this screen you can change your Citrix password, run applications (from the left side of the screen), view system messages (on the right side of the screen), and logout of Citrix.

7. Let’s change your password. Please click on the key icon that is located to the right of the word “Applications” on the left side of the browser.
8. Clicking on the key icon takes you to this page:
Here you can enter your old password and your new password. There is no specification for what your new password should be but it is important to make your password something you will be able to remember. Once you have entered your old and new passwords, click on the submit button. When your password has been successfully changed, you will be taken back to your launch pad.

9. Now let’s use some programs. Let’s start with Financial Edge. Please click on the Financial Edge icon. The first time you use any program, you will be asked to set the security settings on your computer. This screen will come on to your screen automatically and will look like this:
You should change your access from no access to full access as this will allow the applications that you run to have full access to your local disk drives and printers i.e. you will be able to save and open applications from your computer or floppy drive and print to your local printers. Additionally, if you change the second option to “Never ask me again for any application” your applications will be set to full access and you will never see this window again. Once you have changed your settings, click on “OK”.

10. Once the security settings have been made, the Financial Edge login screen should appear. This looks like this:
Please enter your username and password and click on the right arrow button when you are done.

11. Now you can use this program as if it were on your local computer and not the Citrix server. When you are ready to exit this program it is important that you exit the program properly. To do this, go to File>Exit and Sign Out.

12. Logging off of Financial Edge should take you back to your launch pad where you can use other programs. Let’s use Excel. To launch Excel, please click on the Excel icon.

13. Running Excel off the Citrix server is just like running Excel on your local computer. As with your local computer, you can save spreadsheets to your local hard drive or floppy drive by going to File>Save As or open spreadsheets by going to File>Open. When closing Excel it is important that you go to File and then selecting Exit as this will successfully log the program off the server.

14. Now you should be comfortable using Citrix. When you are ready to log off the server, please click on the “logout” button towards the top of your launch pad.
It is important to note that sometimes you may find that, while using a program, you are logged off of your launch pad. Do not be alarmed if this happens. After 15 minutes of inactivity, the server logs the launch pad. **You will still be able to use the program you are using without any difficulty.** If you are logged off of the launch pad, you do not need to take any additional steps to log off.

15. Now are you are ready to use Citrix! If you have any questions or encounter any problems, please feel free to contact the Bryn Mawr College Help Desk.