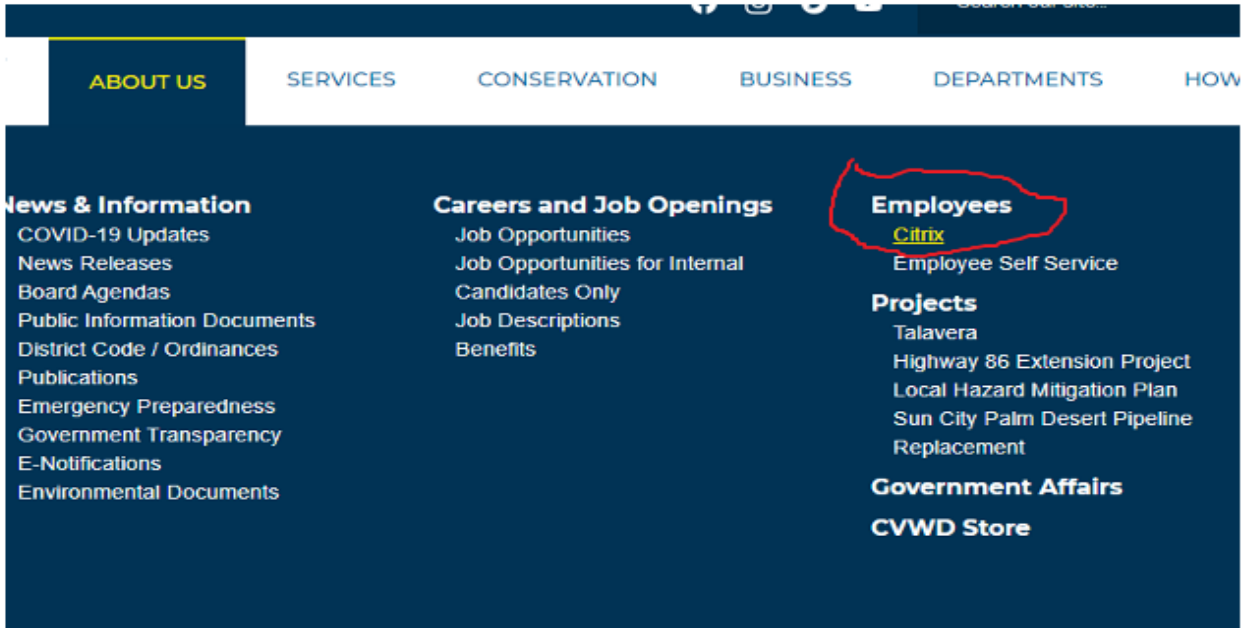
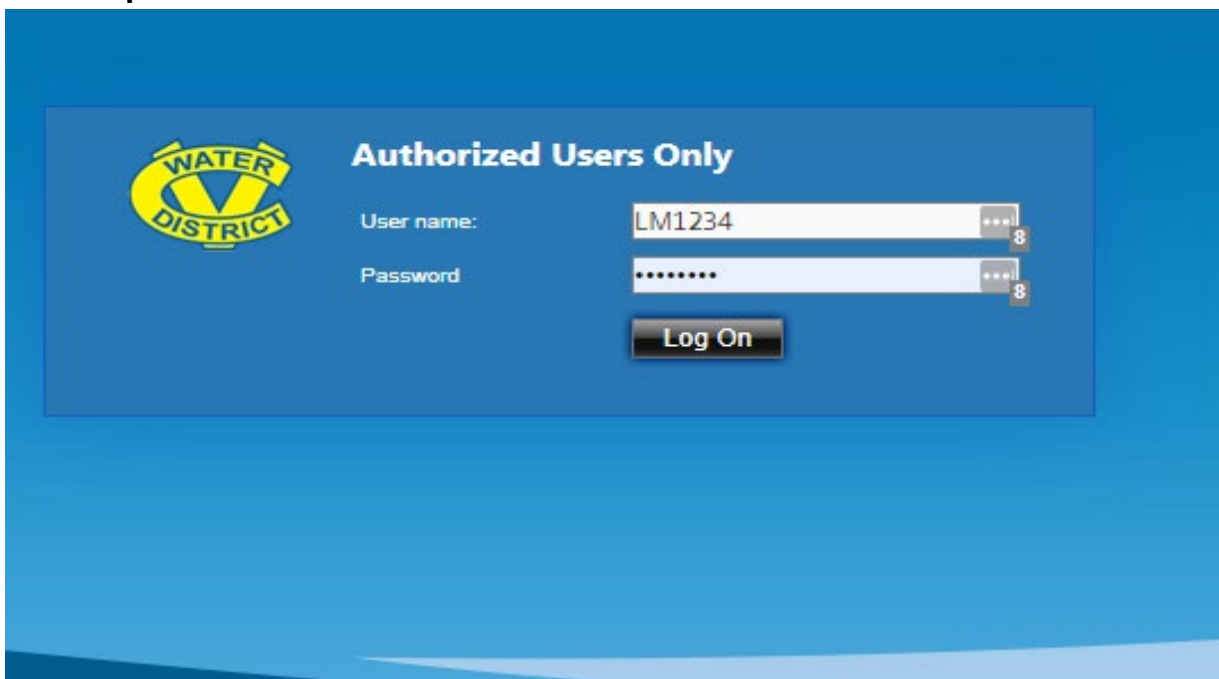


## How to access Citrix:

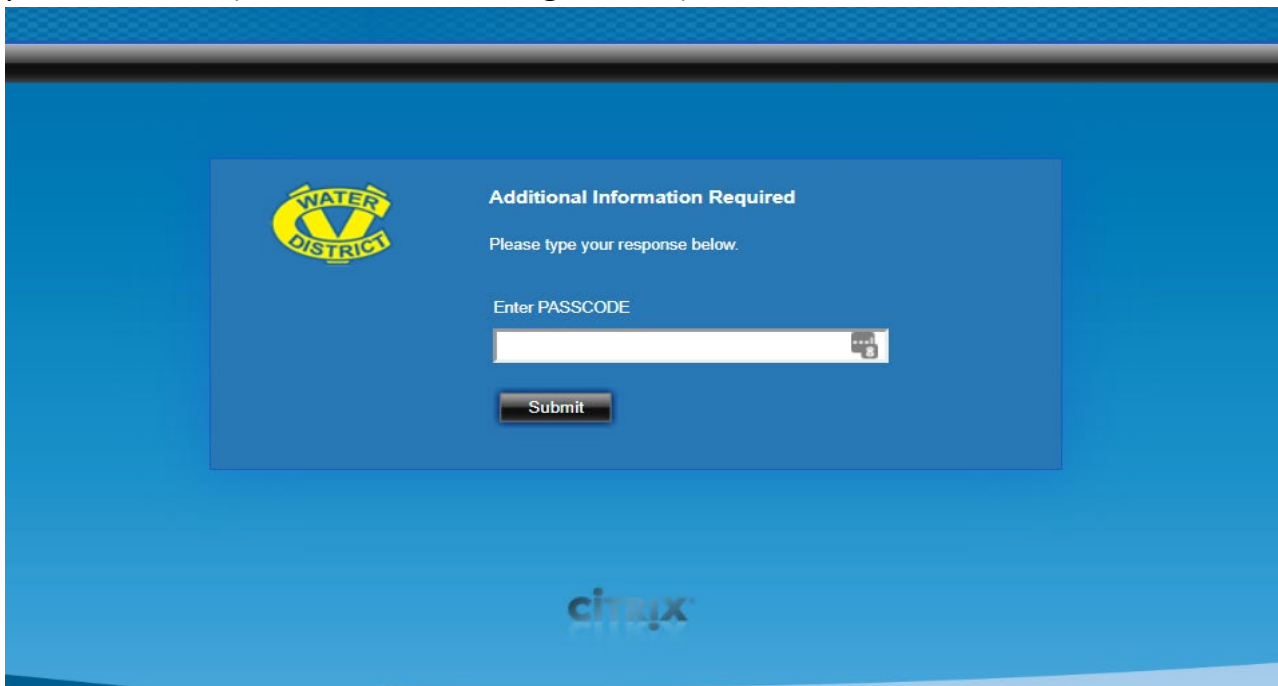
1. Go to: <http://cvwd.org/>
2. Click **About Us**
3. Click **Citrix** (See image below)
4. You can also access Citrix directly from <https://xenapps.cvwd.org/vpn/index.html>



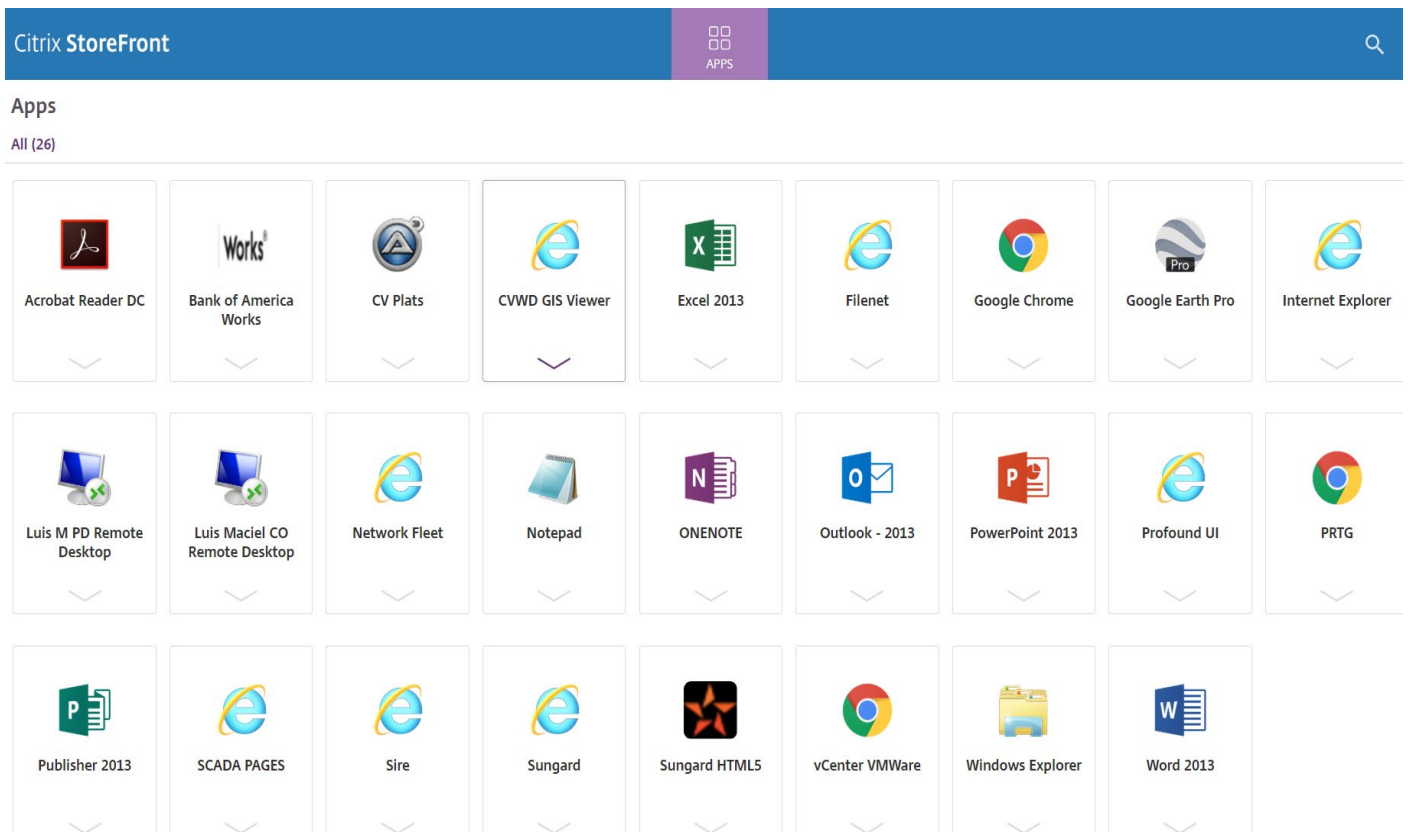
5. A sign in window will appear (see image below). Please enter your CVWD username and password (the same username and password you use to log in to your desktop PC). **If you don't know your credentials, please contact the helpdesk.**



6. . You'll receive the passcode via text. Make sure you have the cell phone you provided to Information Systems. Please enter your passcode from the text into the passcode field (as shown in the image below).



7. **The following window appears after you enter the passcode. Click the application you need to use. All applications have access to the J and P drive.**



## 8. Additional information:

**PLEASE NOTE:** The "Remote Desktop Icon" takes you directly to your PC. **However, if the PC is off, you will not be able to access it. If that's the case, please email the helpdesk. The other applications do not require your PC to be on.**

- a. See the example below:



- b. All applications take you directly to the J drive or P drive if you have one.  
c. **Windows Explorer also takes you directly to the J drive and P drive.**



**Windows Explorer**

- d. The **Bank of America Works icon** is to approve p-cards through the Works system.  
e. **Use "Google Chrome" to get to SharePoint.** From there, you can also access FileNet, Executime, and the usual links.  
f. Sungard HML5 is the new Naviline web application.  
g. The other apps work as usual.

**Please email [helpdesk@cvwd.org](mailto:helpdesk@cvwd.org) if you have any questions. You can also call 760-398-2661. Leave a voicemail with a call back number if we are not able to answer immediately.**