**Citrix Installation**

**Citrix**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Install Citrix to desktop unit.

New/Re-instate Employee Citrix/SAP Access Request

<http://www.ncbussafety.org/BSIP/SupportRequest.html>

**Website Application:**

**Note(s):**

* Before a user attempts to work in Citrix/SAP they must have a valid username and temporary password established. (*See Website application below*)

1. Open internet browser to <https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>
2. *<Click>* on the  button
3. *User Account Control* window opens

* It will ask “Do you want to allow this app to make changes to your device?” Choose “Yes”
* If software already installed – *Citrix Workspace* window opens; with the notification “You already have this version of Citrix installed, so the installer will exit.”

1. *Citrix Workspace; Welcome to Citrix Workspace* window opens
   1. <*Click*> **Start button** A picture containing screenshot

      Description automatically generated
2. *Citrix Workspace; License Agreement* window opens
   1. <*Check Box*> “I accept the license agreement”
   2. <*Click*> **Install button** 
3. *Citrix Workspace; Enable Single Sign-on* window opens
   1. <*Check Box*> “Enable single sign-on”
   2. <*Click*> **Install button** 
4. *Citrix Workspace; Installing Citrix Workspace app…* window opens

* The progression bar will begin to show green as progress starts. The time of installation can vary based upon the computer and internet service. When the progression bar reaches the end. A new window will appear stating the installation was successful.

1. *Citrix Workspace; Installation Successful* window opens
   1. <*Click*> **Finish button**A picture containing screenshot

      Description automatically generated

Updated

11-26-2019