**Citrix & SAP Launch**

**Citrix**

**SAP**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Launch Citrix & SAP web-based utilities.

New/Re-instate Employee Citrix/SAP Access Request

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

**Website Application:**

**Note(s):**

* Citrix & SAP are two separate entities and thus require two separate passwords.

However, you may use the same password, however, changing one does not change the other.

* Before a user attempts to work in Citrix/SAP they must have:
  1. A valid username and temporary password established. (*See Website application below*)
  2. Citrix software installed to desk/laptop unit. (See installation instructions)

1. Open internet browser to <https://remote.services.ncdot.gov/vpn/index.html>
   1. Input User name
   2. Input Password
   3. <Click> **Log On button** 
2. *Citrix StoreFront* window opens
3. <Click> SAP Launch icon A picture containing clipart

   Description automatically generated
4. *SAP; Starting…* window opens

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

1. *Citrix Receiver – Security Warning* window opens
   1. <*Click*> **Permit use**
2. *PRDSAPLOGN* window opens
   1. Input Password
   2. <Click> **Log On button** 

Updated

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