**Citrix Usage Policies**

**Citrix**

 Dept. of Public Instr.

Transportation

**Procedure:**

Policy

Not Applicable

**Website Application:**

**Note(s):**

1. You may use personal equipment while offsite to facilitate this service. However, IT Technical Services is not responsible for loading or maintaining privately owned personal computers.
2. It is your responsibility to arrange access to the Internet via an Internet Service Provider (ISP).
3. Due to software limitations, local printing is not guaranteed to work for Citrix applications on the DOT/DPI network or through this service.
4. You must not share any system or user information regarding this service with anyone either inside or outside DOT/DPI. Specifically, the sharing of user ids and passwords is explicitly forbidden. If another employee needs this service, they must get the proper approval and authorization.
5. In compliance with the State of North Carolina Enterprise Security Standards and the NC DOT supplemental standards, all usage of the remote access system will be logged and can be audited at the discretion of IT-Technical Services. Privacy is not guaranteed with the use of this system.
6. This list does not constitute an exhaustive list of rules and procedures and can be updated as needs arise. IT-Technical Services retains the right to revoke access to this service for noncompliance with security policies, at the request of the Unit Manager, or any other reasonable circumstance.

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