

REMOTE STUDENT ACCESS AT DUFFERIN-PEEL C.D.S.B.

System Requirements

Compatible Operating Systems: Windows 7, 8.1, 10
Mac O/S 10.8 and above

Required software for Windows: Citrix Workspace <https://www.citrix.com/downloads/workspace-app/>

Smartphones and Tablets: ***Many other device types can also connect to Board resources. At this time, ICT cannot support these hundreds of different devices, but ICT will support your login account and address your ability to access the service.*** Android, iOS, and Blackberry users should feel free to download Citrix Workspace from your applicable appstore or direct from Citrix. Your board login credentials will be required on your initial setup.

You don't need Citrix Workspace for...

Please note that a variety of resources are directly accessible from the Internet.

You **DO NOT** need Citrix to use:

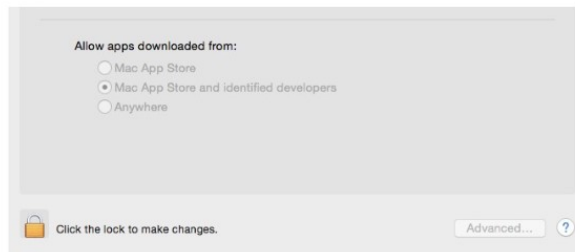
- Webmail <http://webmail.dpcdsb.org>
- Office365 <http://dpcloud.dpcdsb.org>

Method 1

In order to be able to access the published Citrix Applications, you will need to download and install Citrix Workspace.

Connect to the Internet on your personal computer and launch your Web browser. In the address bar of your Web browser, type in the following URL <https://www.citrix.com/downloads/workspace-app/> and hit enter.

Note: If you are using a Mac, you will need to ensure that your Security settings allow you to download the application. To do this, go to System Preferences – Security & Privacy. Temporarily change the option to “Anywhere”. Once you have installed Workspace, you can change this back to the previous setting.

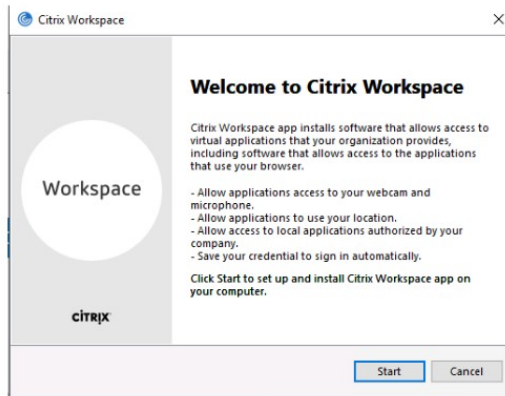


1. Click on the “Workspace app for Windows”

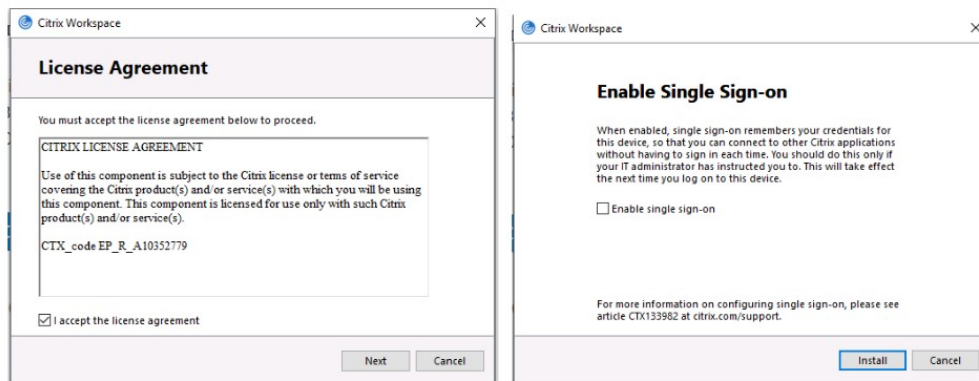
Download Citrix Workspace app for Windows

(129 MB - .exe)

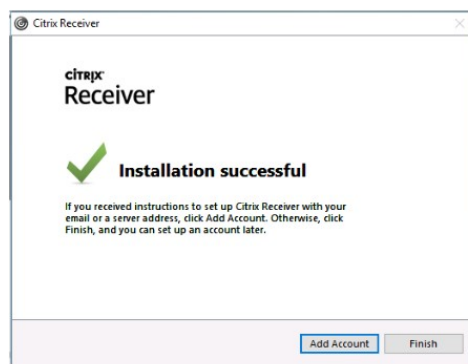
2. Once downloaded, follow the prompts



3. You must accept the license agreement to move forward. Do not enable single sign-on. Select Install.

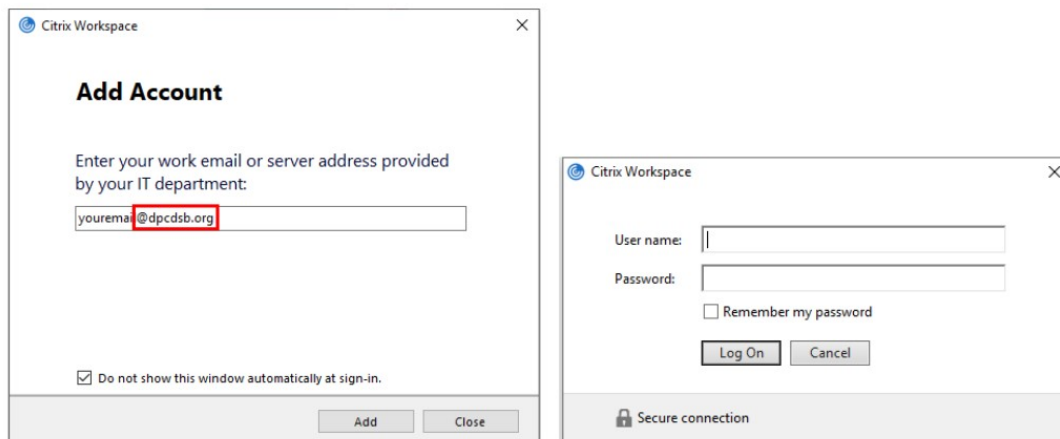


4. On completion of the installation, click on "Add Account".

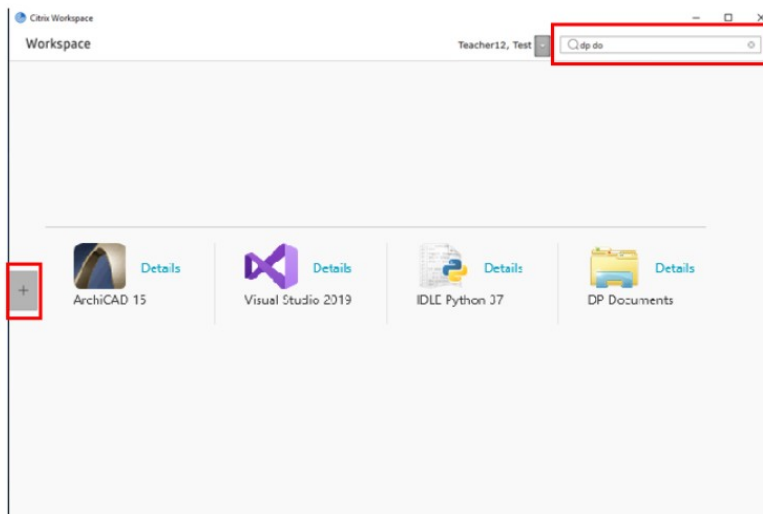


5. When your email is requested, type in your **StudentID@dpcdsb.org** "Add". You will be prompted to type in your Board "Username and Password" and "Log On".

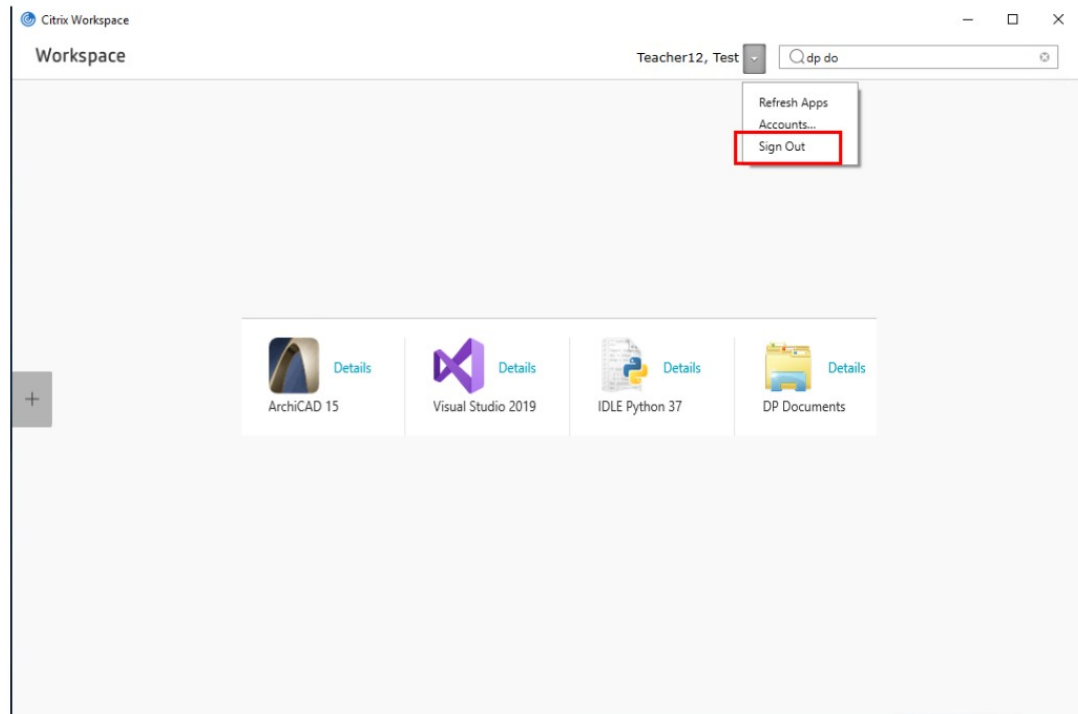
Note: Your student email address will not work.



6. Your Workspace is unique to you, and is fully customizable. To customize your Workspace to show your favourite applications, click on the **+** button on the left. All applications that you have access to will be listed in the menu that appears. Alternatively, just type the name of the application you need in the search bar on the top-right of the Workspace window. Click to select the application(s) you wish to add to your landing page. This customization will be displayed everytime you login.



7. To log off Workspace, click on the drop down arrow to the right of your name at the top of the page. Select "Sign Out".

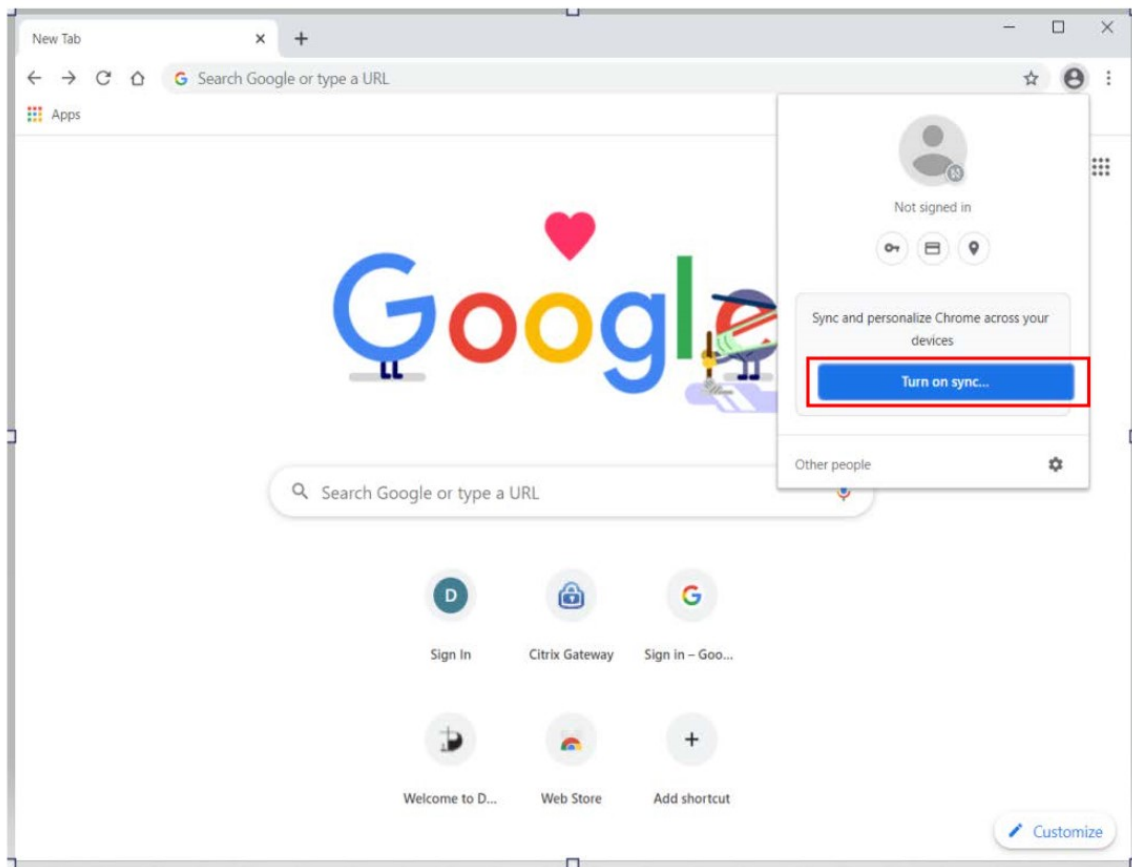


Method 2

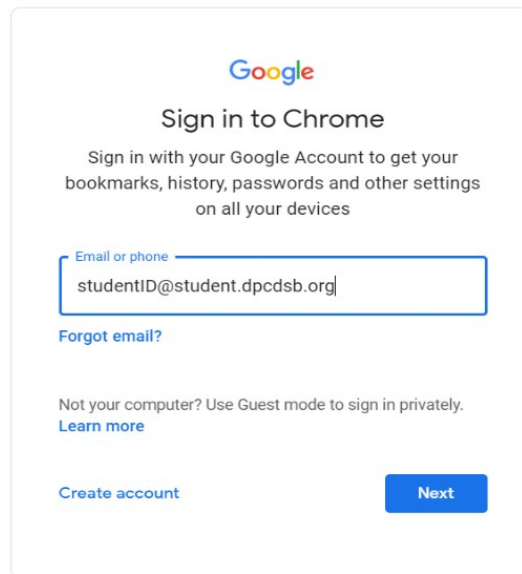
If you cannot connect with Citrix Workspace, try logging into Chrome Browser

1. Start Chrome
2. If you're signed into Chrome with a personal account, go to Method 2a below

3. Turn on sync...

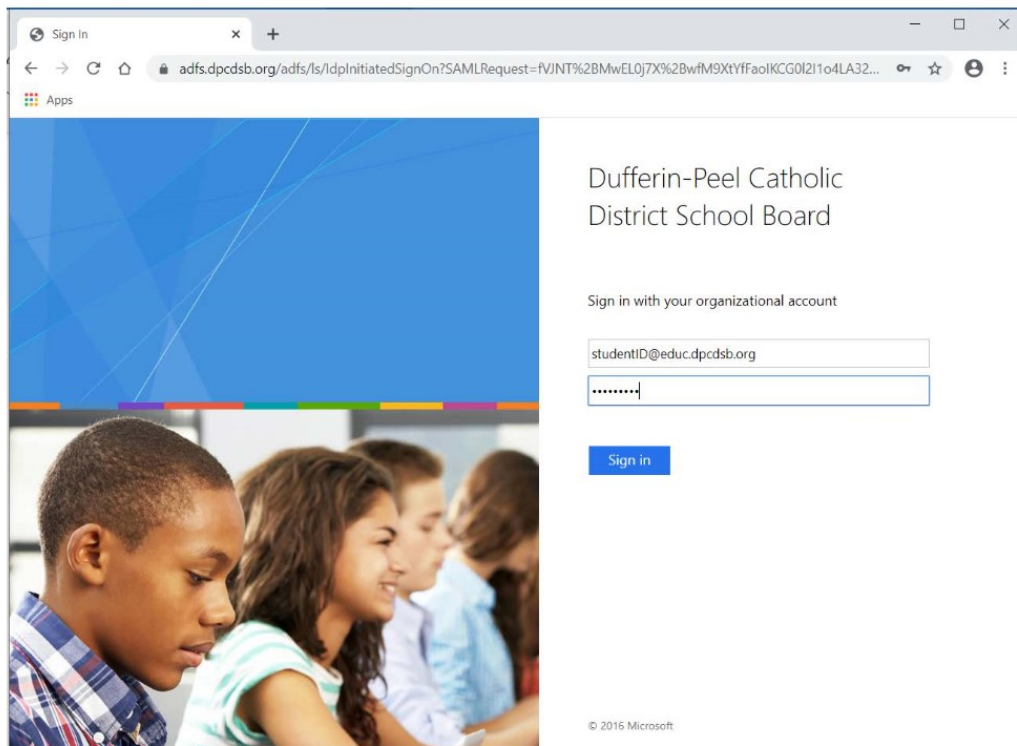


5. When prompted, sign in with your school email, **StudentID@student.dpcdsb.org**



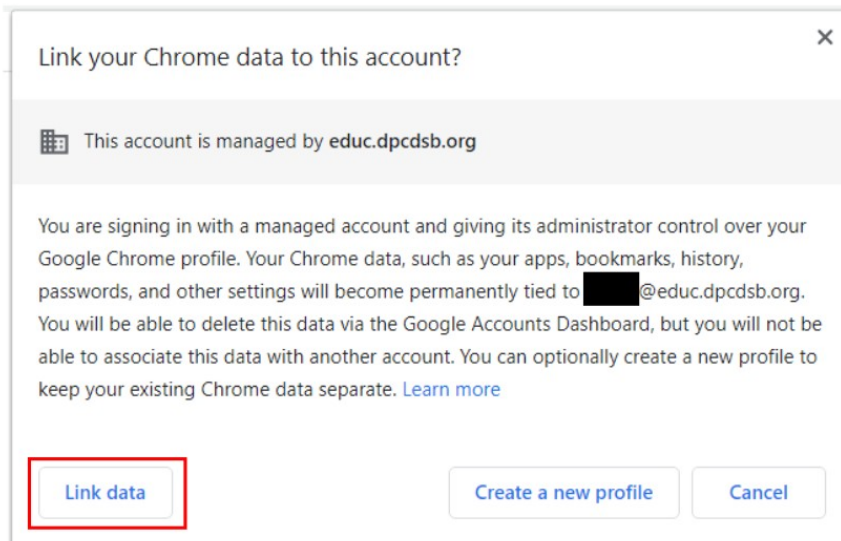
The image shows the Google 'Sign in to Chrome' interface. At the top is the Google logo. Below it, the text 'Sign in to Chrome' is centered. Underneath, a message says 'Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices'. A text input field labeled 'Email or phone' contains the email address 'studentID@student.dpcdsb.org'. Below the input field is a link for 'Forgot email?'. Further down, there is a note 'Not your computer? Use Guest mode to sign in privately.' with a 'Learn more' link. At the bottom left is a 'Create account' link, and at the bottom right is a blue 'Next' button.

6. Sign in with your school account

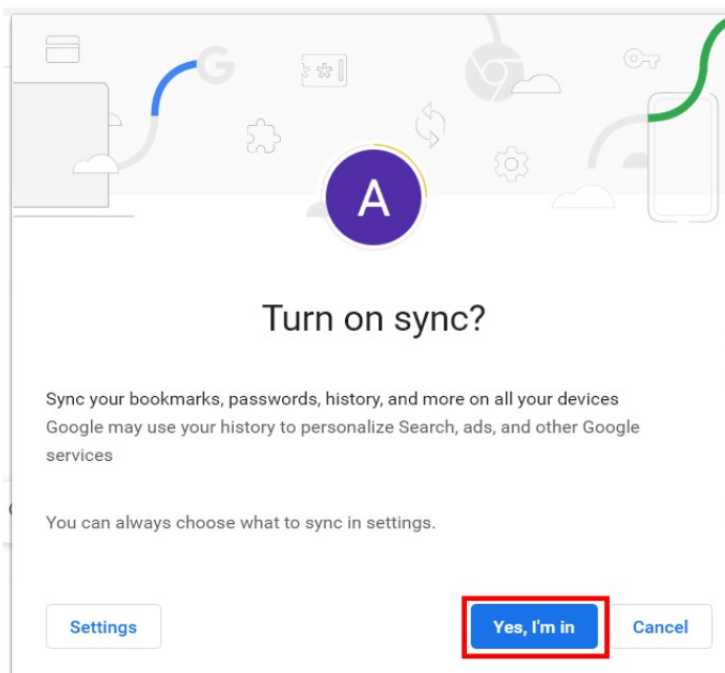


The image shows a web browser window displaying the sign-in page for the Dufferin-Peel Catholic District School Board. The browser's address bar shows a URL starting with 'adfs.dpcdsb.org'. The page has a blue header with a geometric pattern. On the left side, there is a photograph of three students. On the right side, the text 'Dufferin-Peel Catholic District School Board' is displayed. Below this, it says 'Sign in with your organizational account'. There are two input fields: the first contains 'studentID@educ.dpcdsb.org' and the second contains masked characters '.....'. A blue 'Sign in' button is located below the password field. At the bottom right of the page, there is a small copyright notice: '© 2016 Microsoft'.

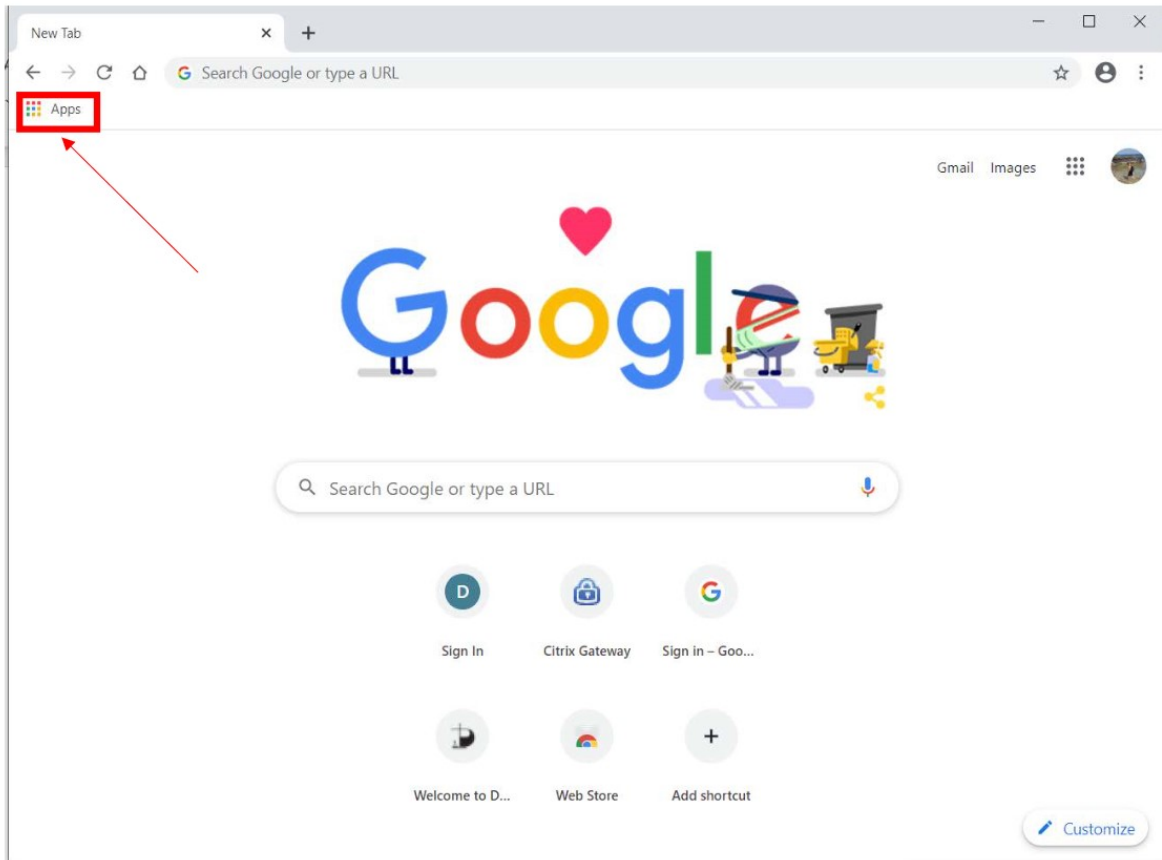
7. Select Link Data



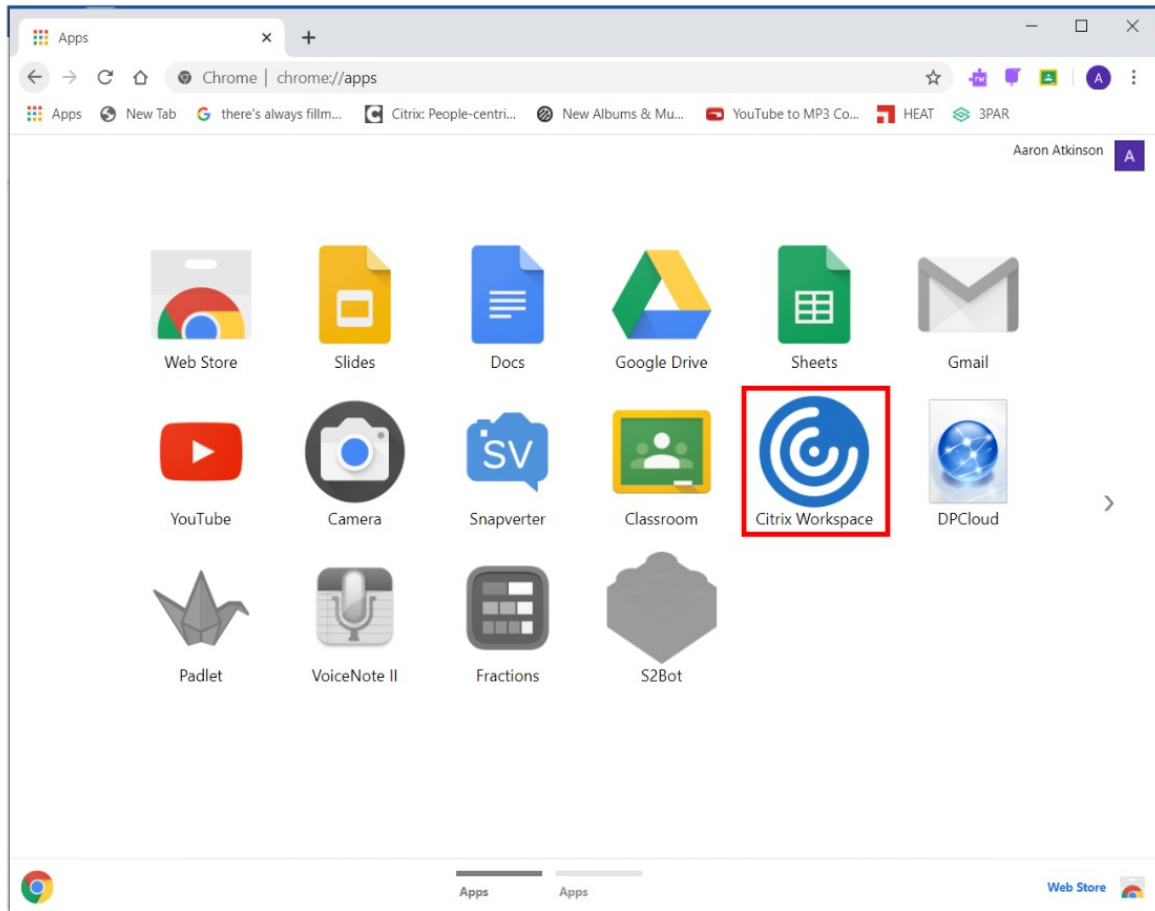
8. Turn on sync



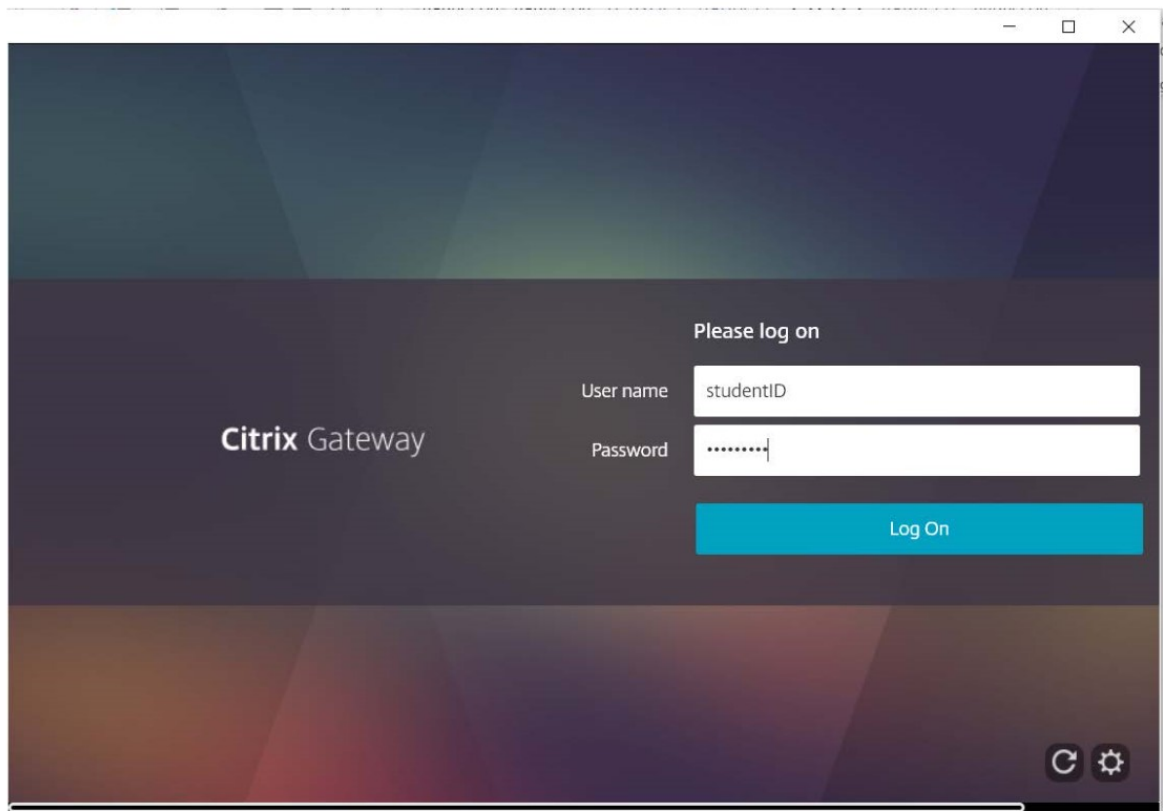
9. Select Apps



10. Select Citrix Workspace



11. Sign in with your studentID and password



The image shows a Citrix Gateway login window. The window has a dark blue header with the text "Citrix Gateway" on the left. On the right, there is a login form titled "Please log on". The form contains two input fields: "User name" with the text "studentID" and "Password" with masked characters ".....". Below the password field is a blue "Log On" button. In the bottom right corner of the window, there are two icons: a refresh icon and a settings icon. The window has standard Windows window controls (minimize, maximize, close) in the top right corner.

Please log on

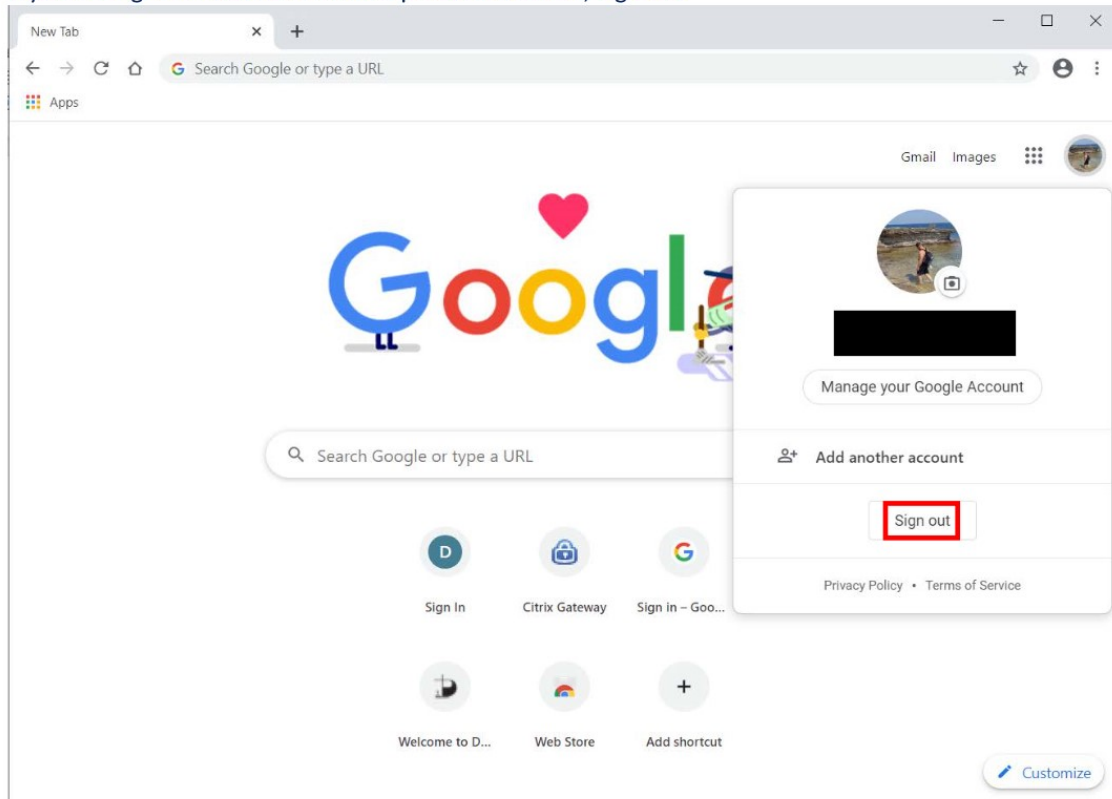
User name studentID

Password

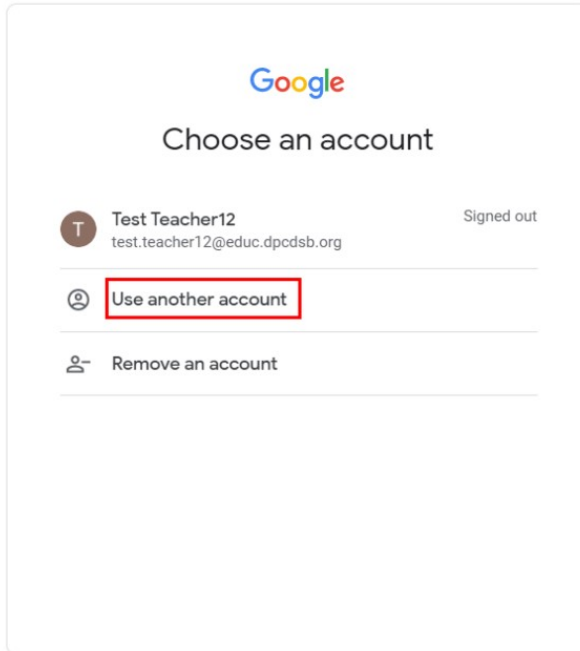
Log On

Method 2a

12. If you are signed into Chrome with a personal account, Sign out



14. Use another account



15. Follow steps 5 to 11 above

