To connect to Citrix Workspace for students you will need to download Citrix Workspace Client to do so:

https://www.citrix.com/downloads/workspace-app/

For windows:

For Mac:
Scroll down until you see Workspace app for Mac
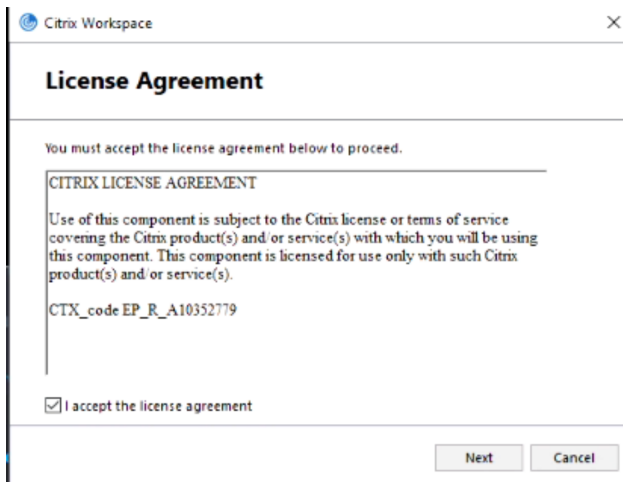

The following guide is for Windows, Mac will be added later

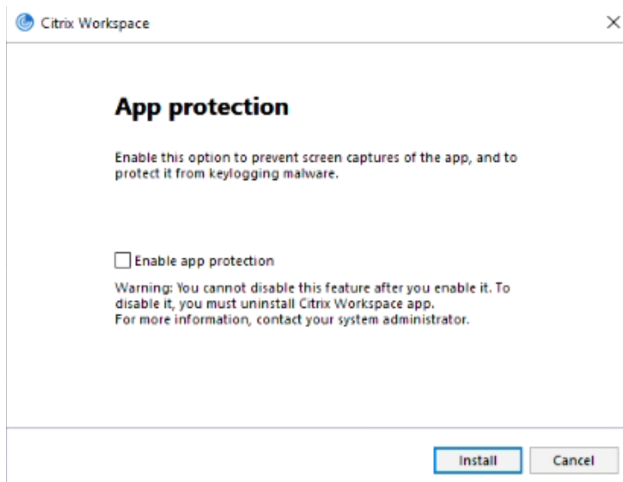Double click on the file you just downloaded
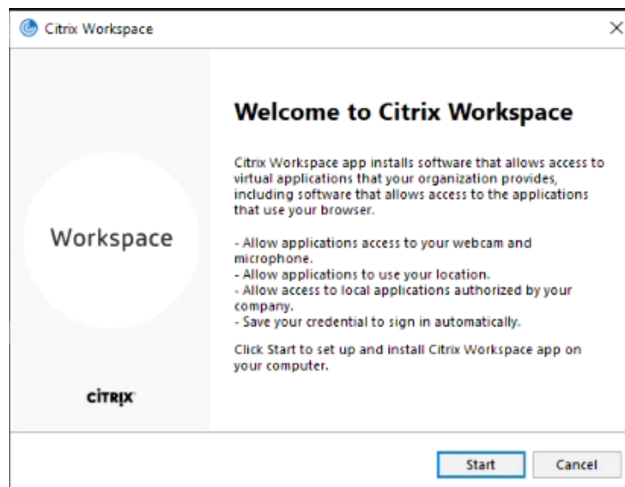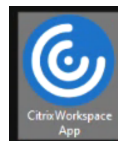
Click Start

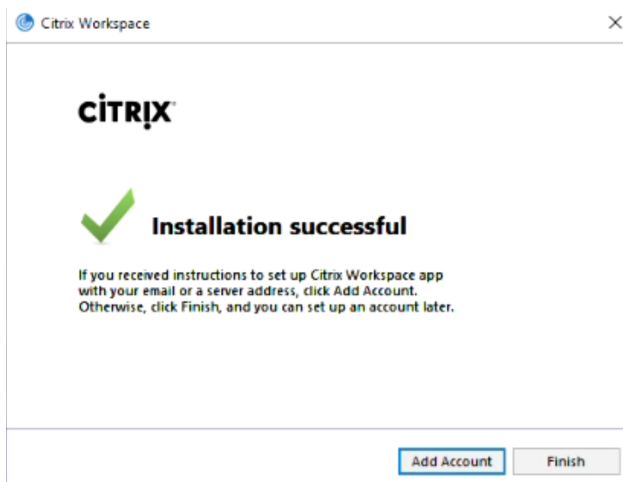Click "I Accept the license agreement"

Click Next

DO NOT SELECT Enable app protection

This will block your teacher from seeing what you're seeing and will cause your teacher to not be able to help.

Click Install

You will get this window once it finishes installing. DO NOT CLICK FINISH YET

Click Add account

Citrix Workspace   ×

Add Account

Enter your work email or server address provided by your IT department:

[   ]

☐ Do not show this window automatically at sign-in.

Add   Close

input your credential as follow, assuming your student id is *12345*

12345@dpcdsb.org

You will be presented with this dialog, click Continue

Citrix Workspace   ×

⚠ Do you want to use the information provided by "vpn.dpcdsb.org" to configure your account?

You should only continue with account setup if you trust this server.

Continue   Close

This window will pop up, enter your credential again this time as follows, assuming your student ID is 12345

Citrix Workspace   ×

User name: [   ]

Password: [   ]

Sign In   Cancel

🔒 Secure connection

Under username: 12345
Password: your password

Voila! You are in this will be the first screen you will see:

Citrix Workspace   — □ ✕

Workspace   Your Name —> S , I ⌄ [🔍   ]

Your current application
(you can add more) —>   [ArcMap icon]   [Documents and Rosters icon]   <—To access folders, rosters, etc
                          ArcMap   Documents and
                                            Rosters

[+]

Click the + symbol to add more application