BELMONT PUBLIC SCHOOLS REMOTE ACCESS INSTRUCTIONS

Remote Access for Windows: Connecting to the school network from home

Use the following instructions to enable access to your BPS network account from home. Please note the following important items:

- Confidentiality of your password is now more important than ever. No one else should know your password.
- If your home computer offers to "auto-complete" (i.e. save) your password and logon information, choose "No."

To utilize Remote Access you will need to install a small application called Citrix Receiver. You will only need to install this client once; your computer should then be able to use this application as needed from then on. The following steps are for PCs using Windows environment.
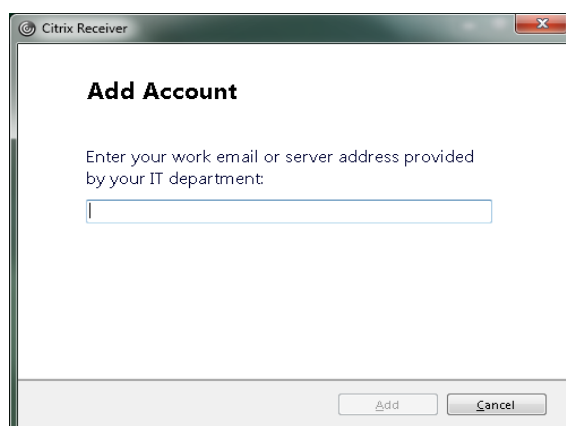
Step 1: Go to Staff Remote Access page and click on **Remote Access** button
Click on **Detect Receiver** button if it was prompted to you. If you have Citrix Receiver installed, it will be detected and the message may appear asking you to Open URL: Citrix Receiver, you can click **Open URL: Citrix Receiver** and select **Remember my Choice** check box. Then click Already Installed and start using Apps.

Step 2: If you don't have the **Citrix Receiver** installed on your computer or you need an upgrade Check "I agree with the Citrix license agreement" and click on the **Download** button. Your computer will then begin to download the client application for installation. Your computer will "save" the file and will ask you to run it. See detailed instructions how to download and install the Citrix Receiver on the next pages.

Step 3: Once installed, you may need to do one of the following to use **Remote Access**:
- Go to Staff Remote Access and click on **Remote Access** button, login and start using it.
- Open **Citrix Receiver** app and enter the Server address https://remotegateway.belmont.k12.ma.us, followed by User Name (if prompted, the Domain name is BPS) and Password. You will need to configure the Receiver only once, your computer should be able to remember and use Server address from then on. Restart Citrix Receiver app.
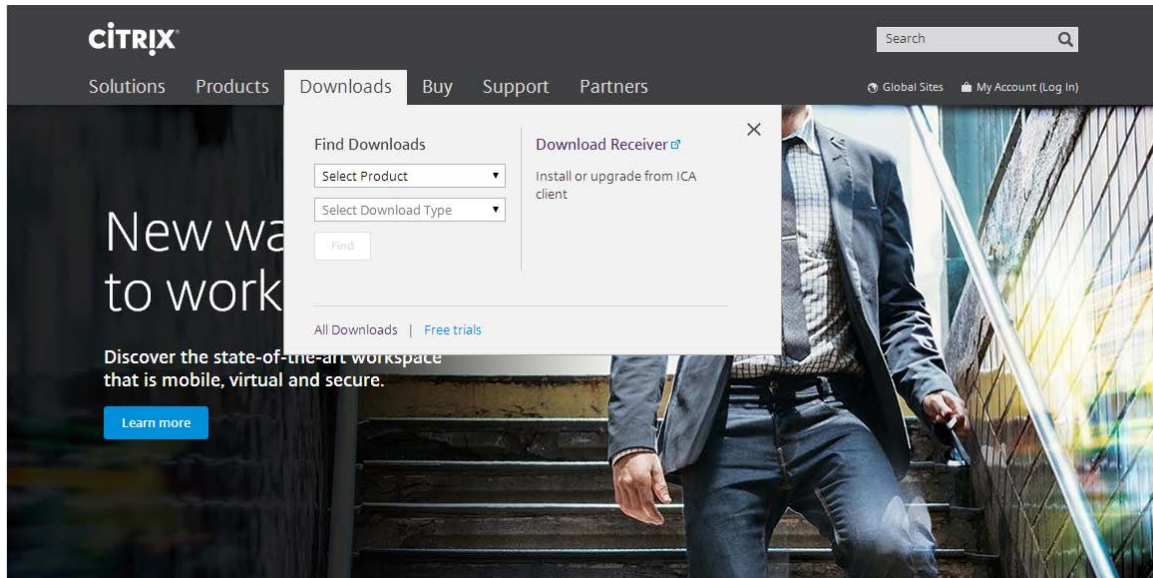
BELMONT PUBLIC SCHOOLS

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644 Pleasant Street | Belmont, MA 02478
phone: 617- 993-5400

Remote Access for Belmont Public Schools

Please log on

User name :

Password :

Log On

Citrix Receiver for Windows
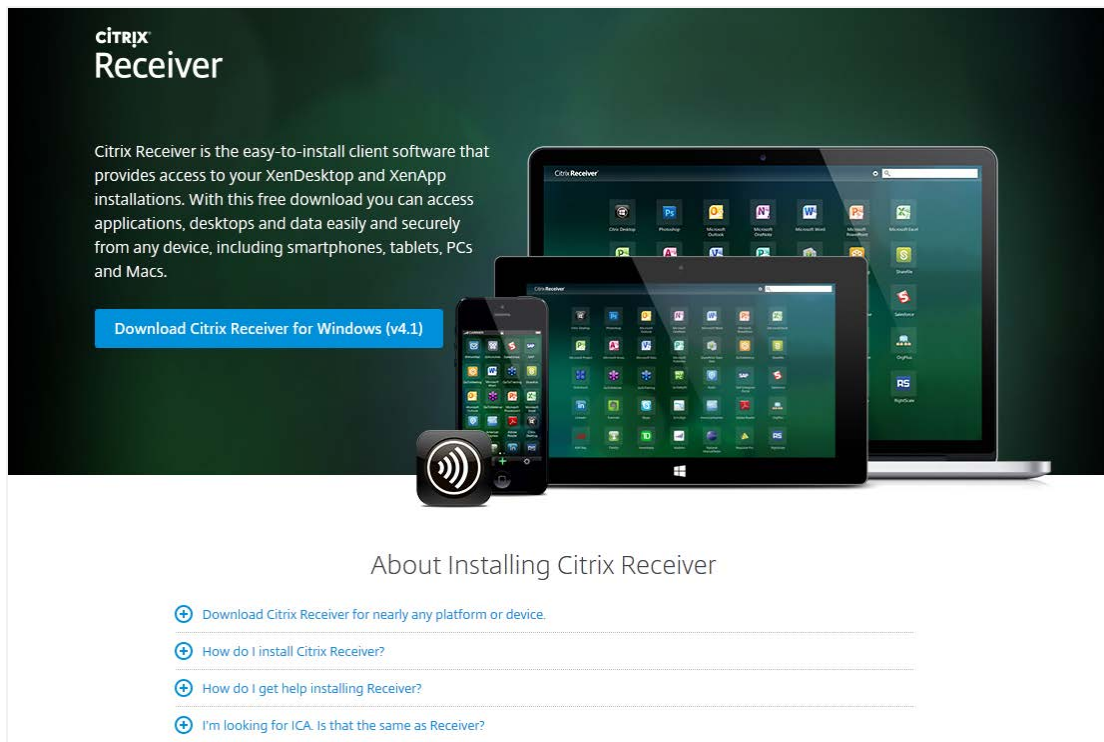
To install Citrix Receiver for Windows

In a web browser, navigate to **www.Citrix.com**, hover over Downloads and then click Download Receiver.

Click Download Receiver for Windows.

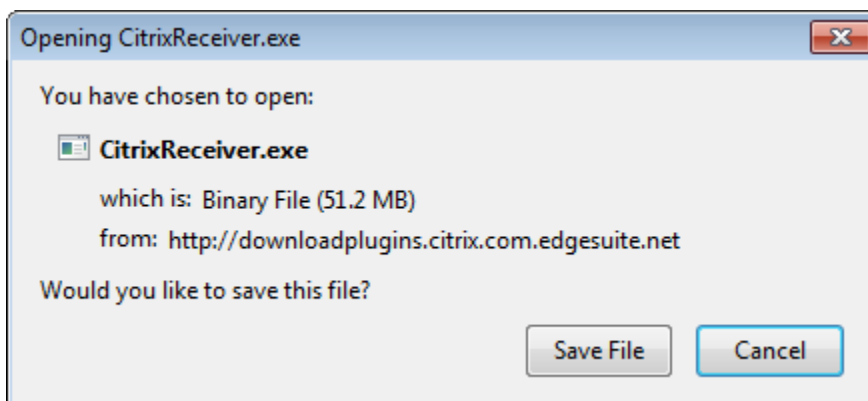Select the check box to agree to the Citrix License Agreement and then click **Continue**:

When prompted, run the CitrixReceiver.exe file.

Note: The message may vary depending on the web browser you're using.

Internet Explorer

FireFox:

Chrome

About Installing Citrix Receiver
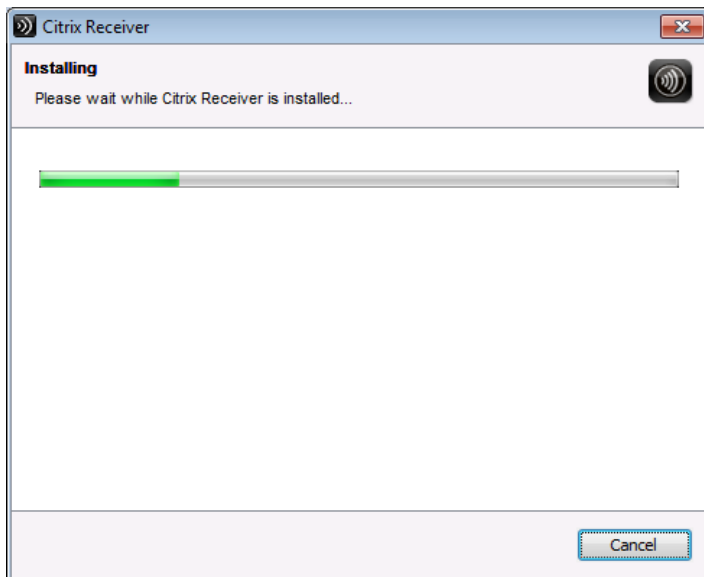
⊕ Download Citrix Receiver for nearly any platform or device.

⊕ How do I install Citrix Receiver?

⊕ How do I get help installing Receiver?

⊕ I'm looking for ICA. Is that the same as Receiver?

⊕ I have a version of Receiver already installed. Do I need to uninstall previous versions?

⊕ How do I get started once Receiver is intalled?

⊕ Where can I find previous versions of Citrix Receiver?

⊕ I'm a system administrator. How do I get help?

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CitrixReceiver.exe
51.2/51.2 MB, 0 secs left
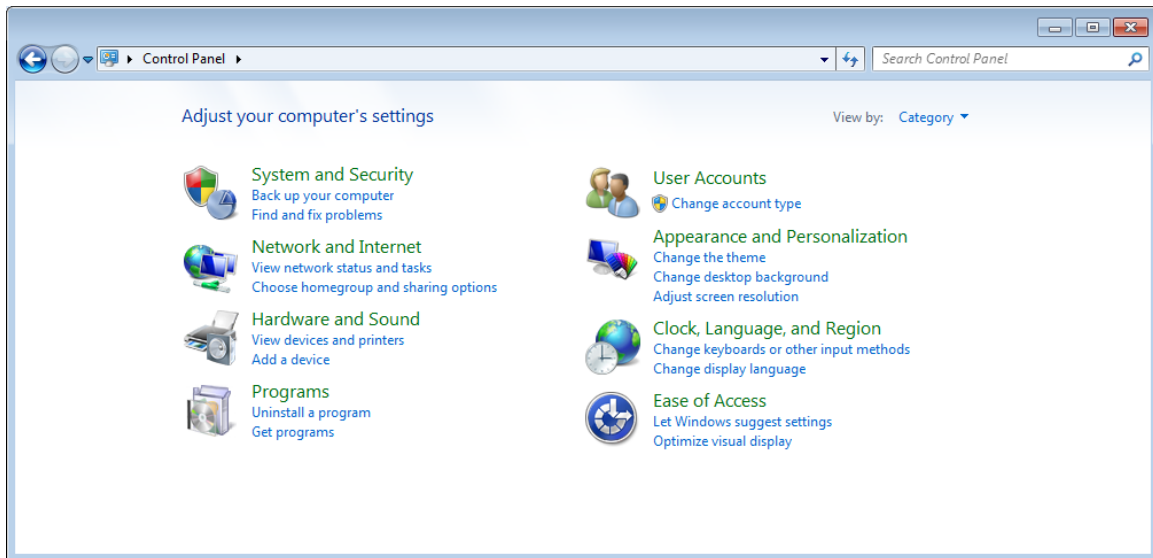
Click **Install**.

Once installed, open Citrix Receiver and enter the **Server** or **email address**, followed by **User Name**, **Password** and **Domain**.
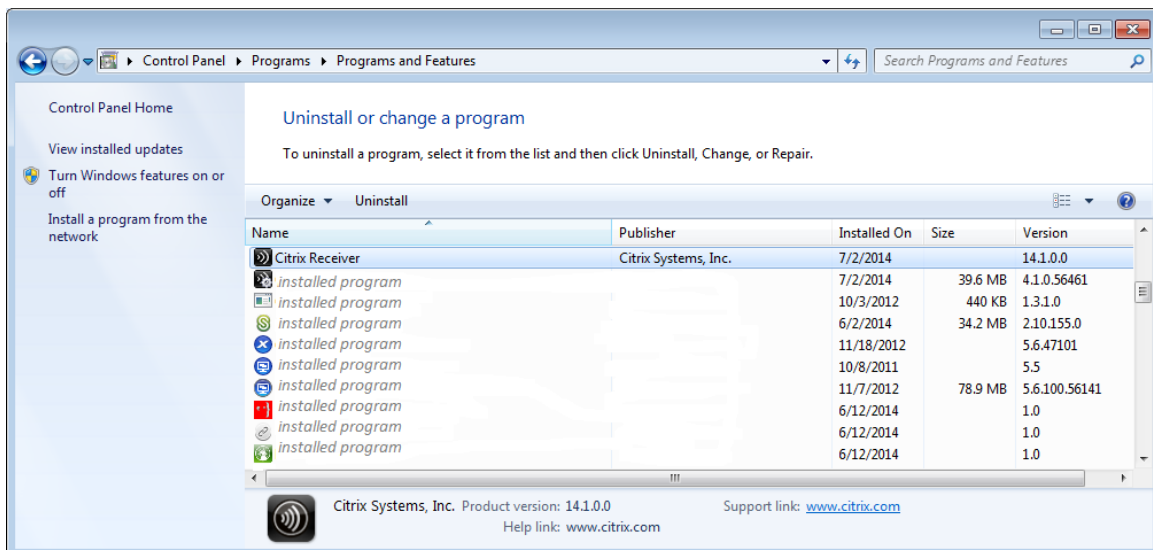
- Your IT Help Desk or system administrator provides this information.

To uninstall Receiver

Go to Windows Control Panel, Programs and then click Uninstall a program.

Click Citrix Receiver and then click **Uninstall**.

Follow the instructions to finish uninstalling Receiver.