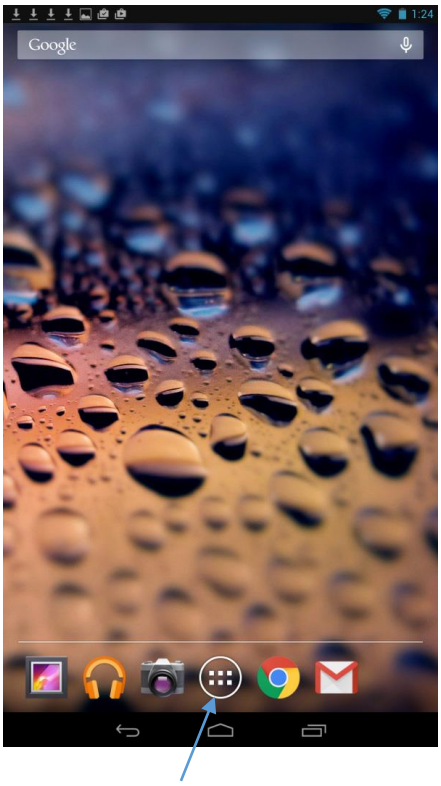
Android Edition

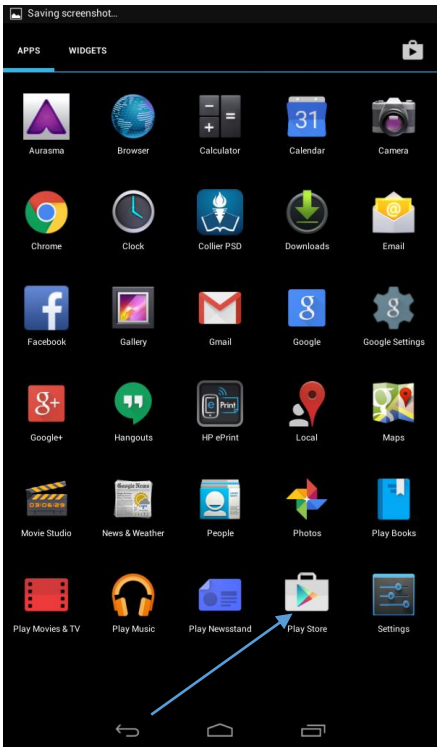
Remote Access User Guide for Citrix Receiver

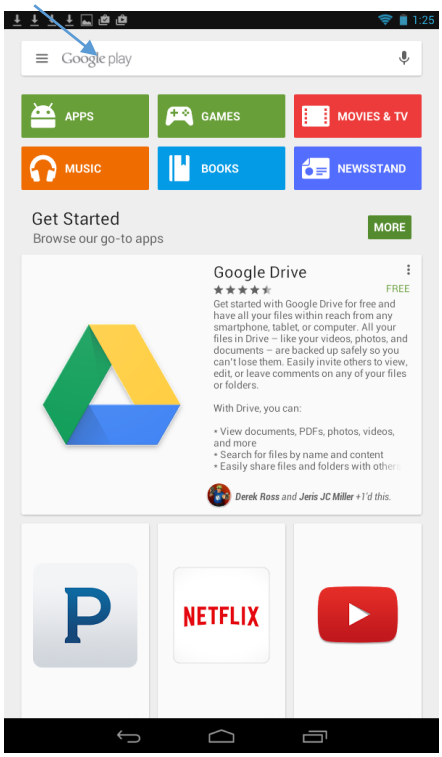
Citrix Receiver is a program designed to give employees the ability to access CCPS home directories and apps remotely from any location.

Citrix Receiver Installation

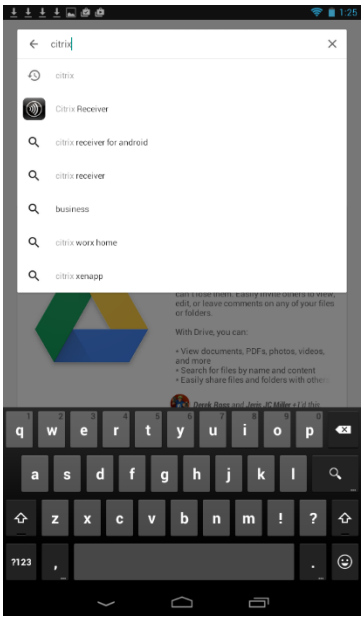
From the Android home screen, open the Google Play Store.



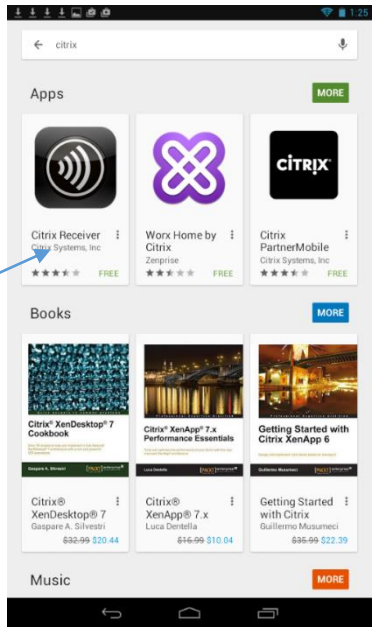




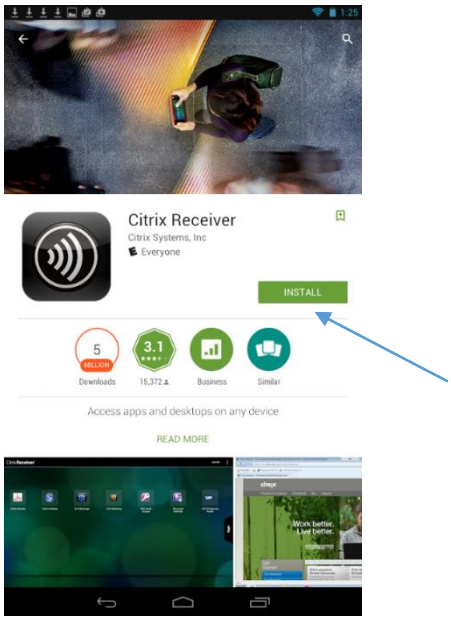
In the search field type Citrix and choose “Citrix Receiver” from the list.



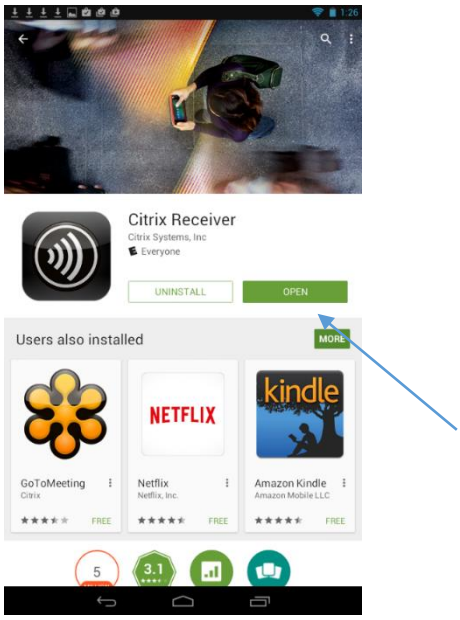
Choose the first app labelled “Citrix Receiver” from the list of apps.



Tap **“Install”** to begin the installation of the **“Citrix Receiver”** app.

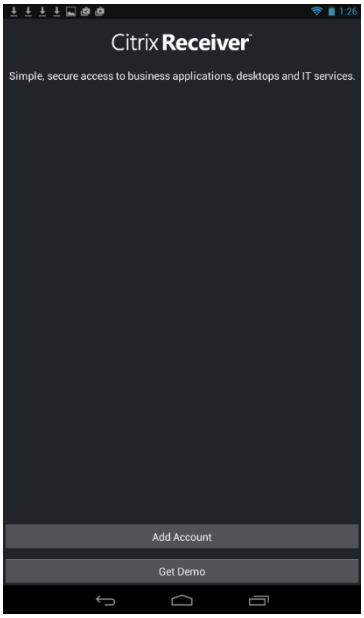


Select “Open” to launch the app once the download has completed.

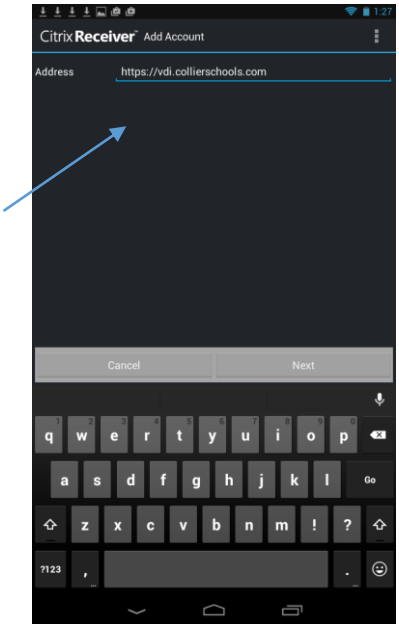


To access the remote desktop portal your CCPS Network account will have to be added to the app.

To proceed, choose **"Add Account"**

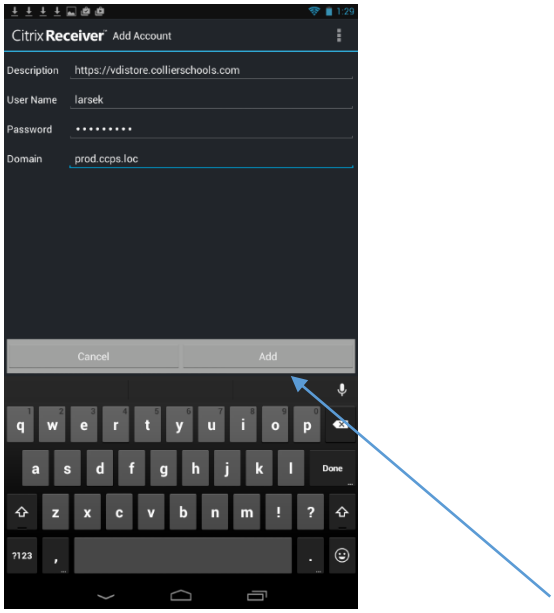


In the **Address** field enter: https://remote.collierschools.com and tap **"Next"**



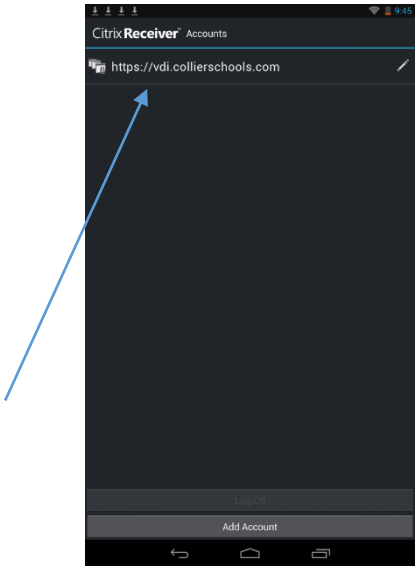
In User Name and Password fields enter your CCPS network credentials. In the Domain field type **"prod.ccps.loc"**

Click "Add" to complete the configuration.

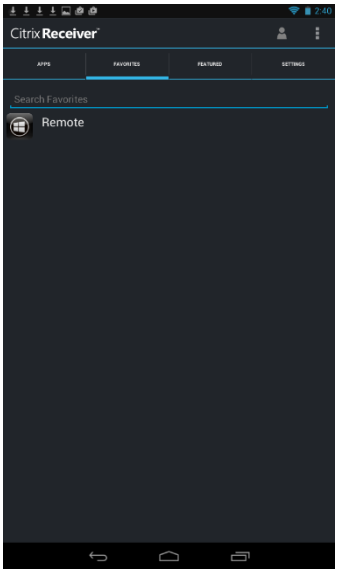


To launch a Remote Desktop session navigate to the Android Home screen. Next, tap the **"Citrix Receiver"** icon.

If prompted enter your **CCPS** password to login to the application. Once logged in tap on the https://remote.collierschools.com account located near the top of the screen.



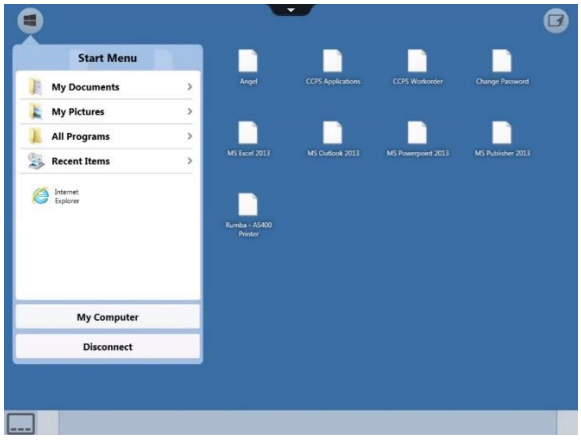
To launch a Remote Desktop session **"Tap"** on the **"Remote"** icon and wait for your session to launch.



When the Remote Desktop first launches the gesture screen will appear. **"Tap"** the **"On"** button to disable the Gesture Screen from appearing the next time you login.

"Tap" anywhere outside the Gesture screen to close. You can easily access the Gesture screen again by clicking the arrow that exposes the drop down menu at the top of the screen.

You should now see the Remote Desktop. By default the Citrix Receiver app provides an overlay for the traditional Windows Desktop. This provides a touch friendly interface. From here you can navigate the applications, shortcuts and mapped drives provisioned for your account.



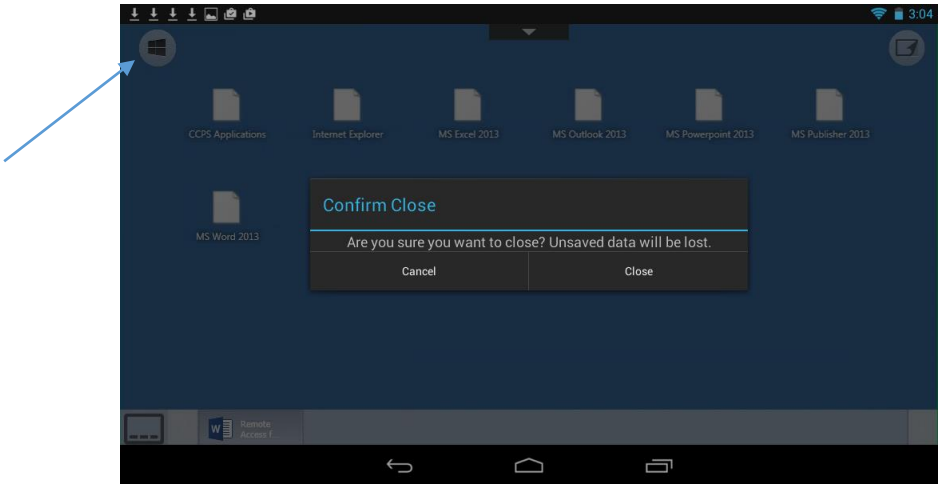
To enable the classic Windows interface select the “Switch” icon in the upper right portion of the screen. The screen will now display the classic Windows Start menu and Desktop icons.

A tool bar is provided which provides options for managing and working within the Remote Desktop session. The tool bar is located at top of the screen and can be opened by tapping the "**Arrow**"

On this menu, you are able to:

a) Switch to the Android Home Screen
b) Access the keyboard
c) Access the pointer/cursor
d) Access a magnification tool
e) Explore the screen through scrolling, and panning
f) Access the gesture key
g) Close the Remote Desktop session

To disconnect from your Remote Desktop session click on the Windows button and then select **"Disconnect"**. Ensure you have saved any work prior to disconnecting.



For Technical Assistance contact the CCPS Help Desk

Email: HelpDesk@collierschools.com

Phone: 239-377-0445