



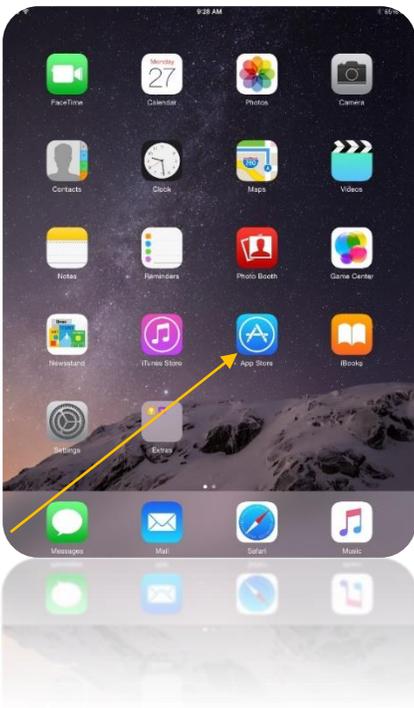
iPad Edition

# Remote Access User Guide for Citrix Receiver

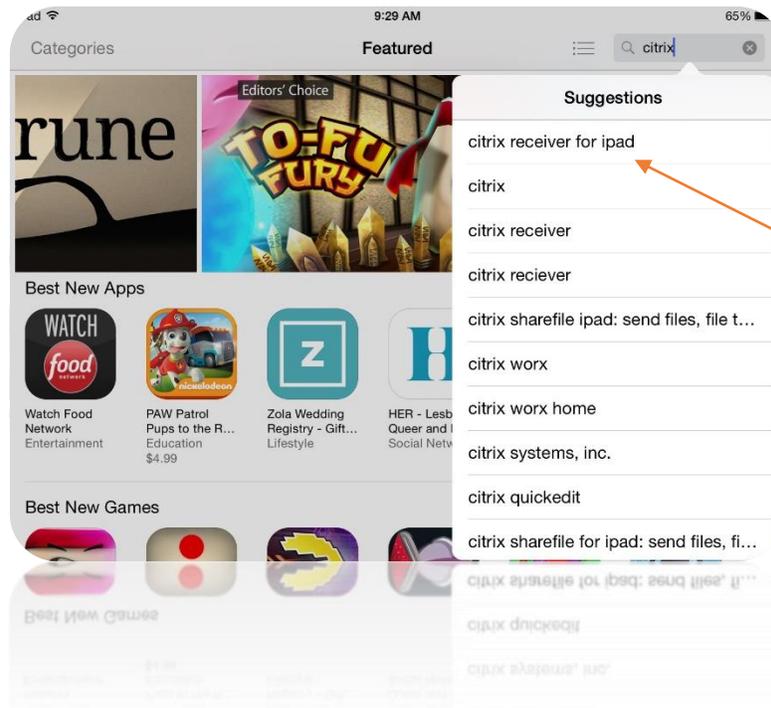
Citrix Receiver is a program designed to give employees the ability to access CCPS home directories and apps remotely from any location.

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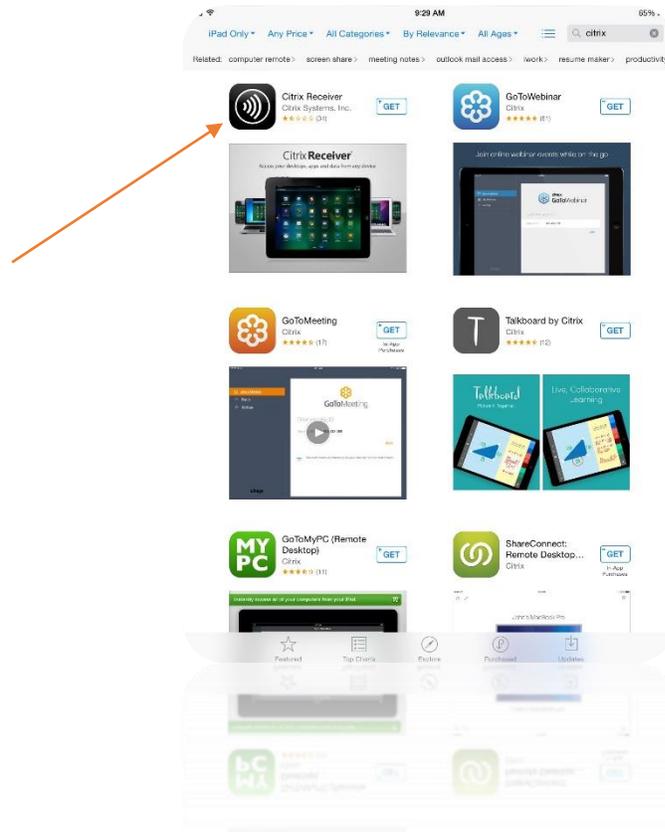
To access the Citrix Receiver on your apple device, you must install the official Citrix Receiver App from the App Store



Open the app store, and search for “Citrix” in the search field.



Choose Citrix Receiver for iPad on the drop down.



Pick the app titled Citrix Receiver from The list of results.



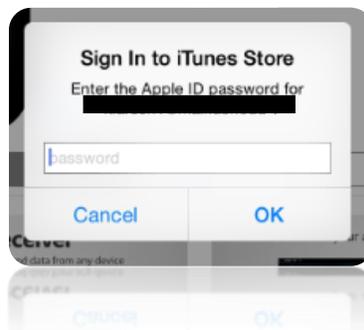
After selecting the “Citrix Receiver” app start the installation by tapping the “Get” button as shown below.



The “Get” button will turn into a loading circle during the installation as shown.



The app store may require you to enter your Apple ID in order to complete the download



Once complete, the loading symbol will turn into a button that says open. Select **“Open”** to launch the app.



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

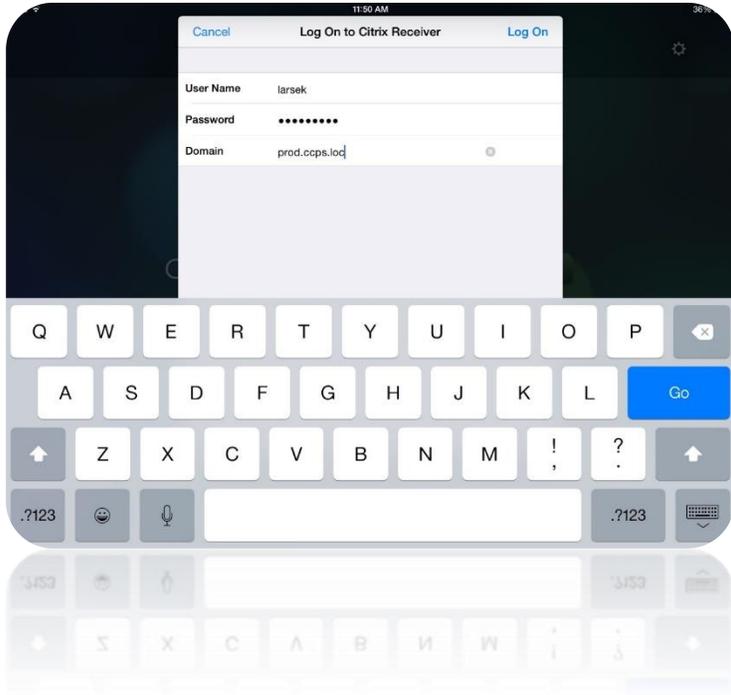
To proceed, choose **“Add Account”**

In the **Address** field enter: <https://remote.collierschools.com>

Do **not** choose “Use Smartcard”

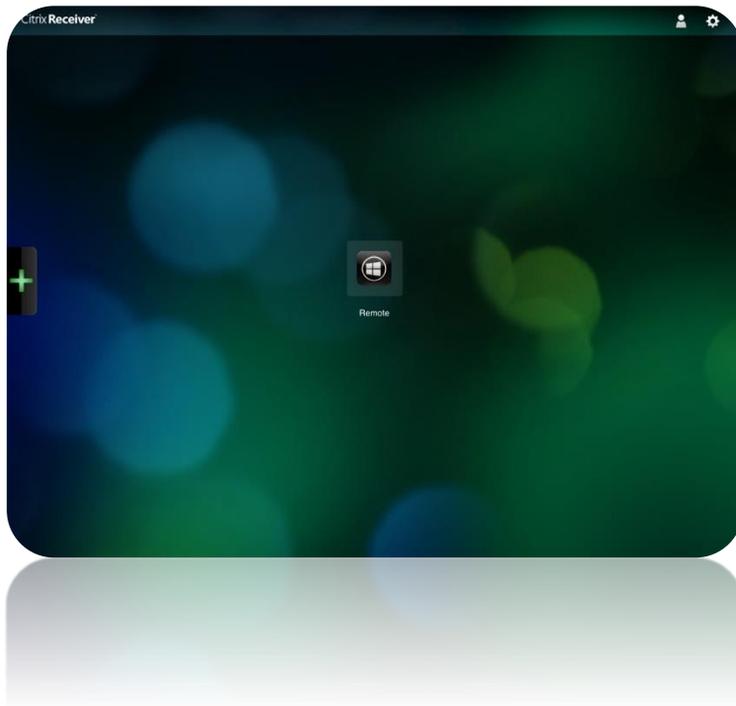
After entering the address, click **“Next”**





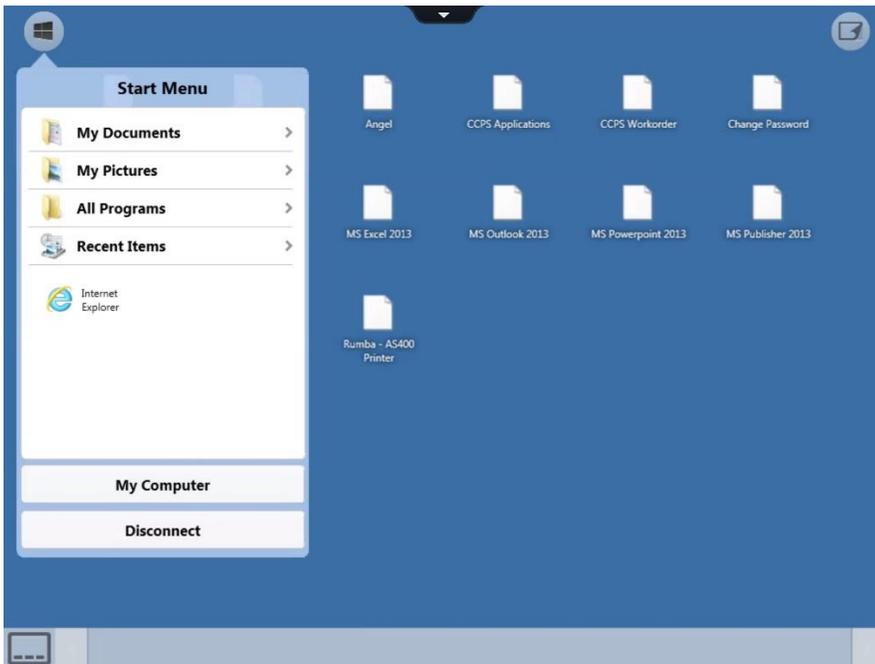
Enter your CCPS User Name and Password.

In the domain field enter: **prod.ccps.loc**



After your account has logged in, you will be directed to Citrix Remote Desktop portal. To launch a Remote Desktop Session, tap on the **“Remote”** icon.

The Remote Session will now launch and the window below will appear. The Citrix for iPad app overlay's the traditional Windows desktop with a touch friendly interface.



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 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**”



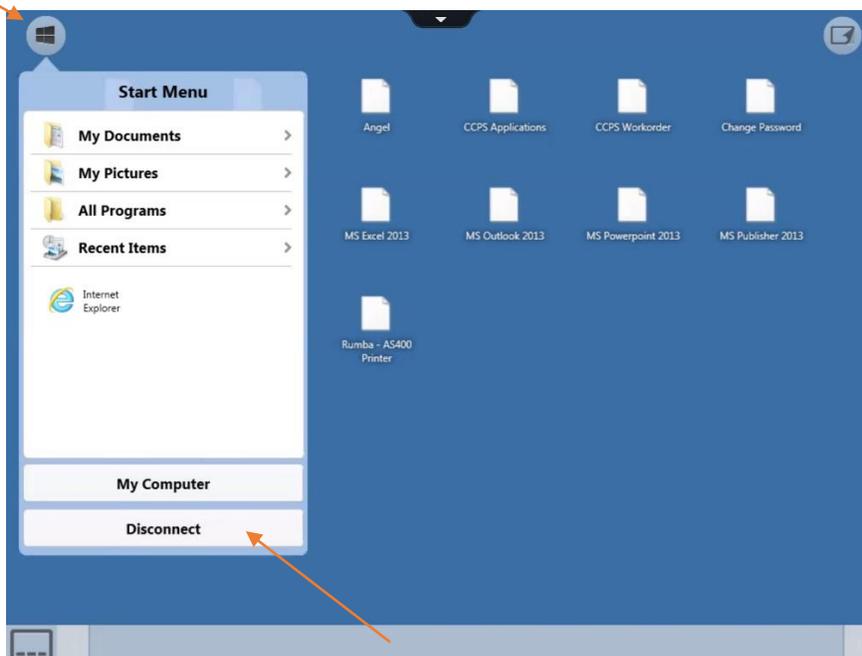
Once the menu is open the menu will provide the following options:



On this menu, you are able to:

- a) Exit out of remote access by clicking the home option
- b) Pair with a blue tooth device such as a removable key board
- c) Access the arrow keys to navigate through documents or sites
- d) Access a virtual keyboard
- e) Access the cursor/pointed
- f) Magnify things such as texts or icons
- g) Use a virtual mouse

To disconnect from your Remote Desktop session click on the Windows button and then select “**Disconnect**”



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*For Technical Assistance contact the CCPS Help Desk*

*Email: [HelpDesk@collierschools.com](mailto:HelpDesk@collierschools.com)*

*Phone: 239-377-0445*