



Universiteit Leiden

Manual Remote Workplace



Introduction

The Remote Workplace allows you:

- to use most of the programs available at your University workplace;
- to use your personal documents on the University network, including the workgroup and department folders for which you have right of access;
- to use all documents and printers on your local PC, directly from the programs in the Remote Workplace.

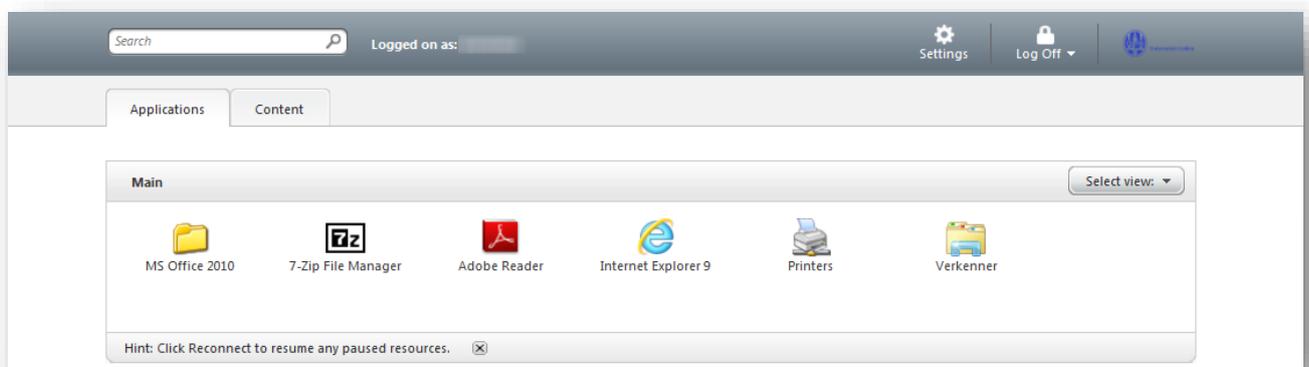
Remote workplace also offers its own 'Verkenner' File Explorer, that allows you to cut and paste files and folders between your local pc and the University network. Finally, the Internet Explorer browser within Remote Workplace offers direct access to SAP Self Service, which is normally only accessible inside the University domain.

Logging into the Remote Workplace

1. Go to <https://remote.campus.leidenuniv.nl> and enter your ULCN user name and password and click "Log On"



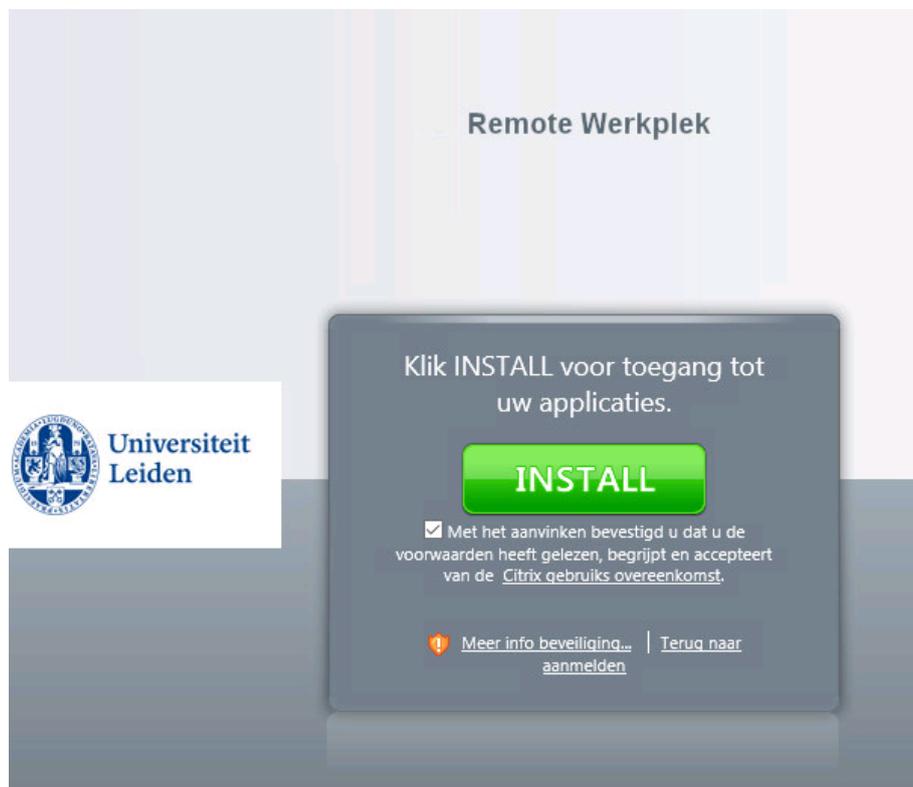
2. If the required Citrix Receiver is already installed on your computer, the Remote Workplace will appear. *The example below may differ from your screen depending on your right of access to various programs.*



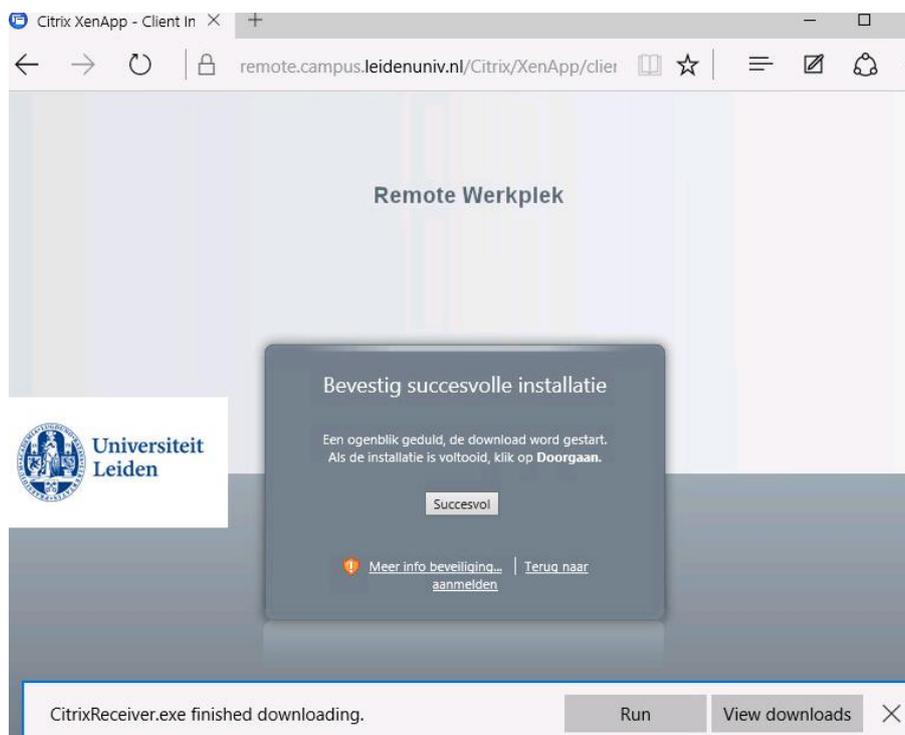
When a page like this appears in your browser, you can skip the next chapter **Installing the Citrix Receiver**, and continue with the chapter **Use the Remote Workplace**.

Installing the Citrix Receiver

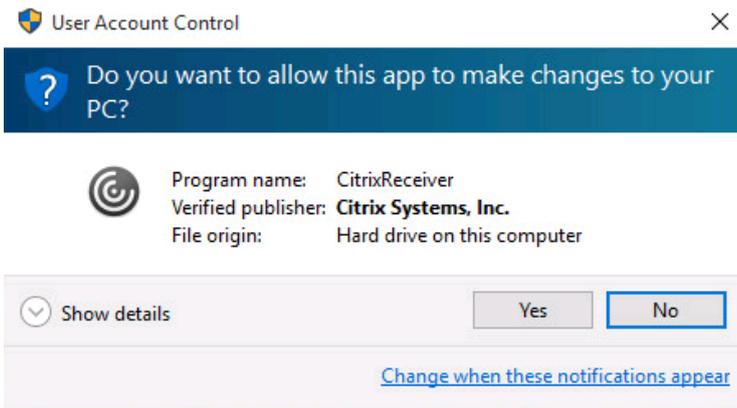
When you visit <https://remote.campus.leidenuniv.nl> and the necessary Citrix software is not installed on your PC, the page below is displayed:



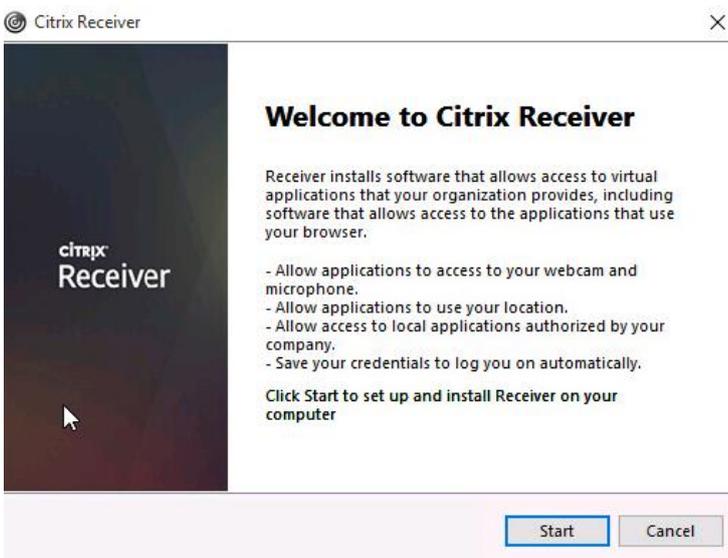
- 1) Check the check box below the [Install]-button to accept the Citrix User agreement.
- 2) Click the [Install]-button to download the installation file.



- 3) Click [Run] to start installation of Citrix receiver.
(this dialog may differ for different browsers)



4) When this question from user account control is displayed, click [Yes] to allow the installation.

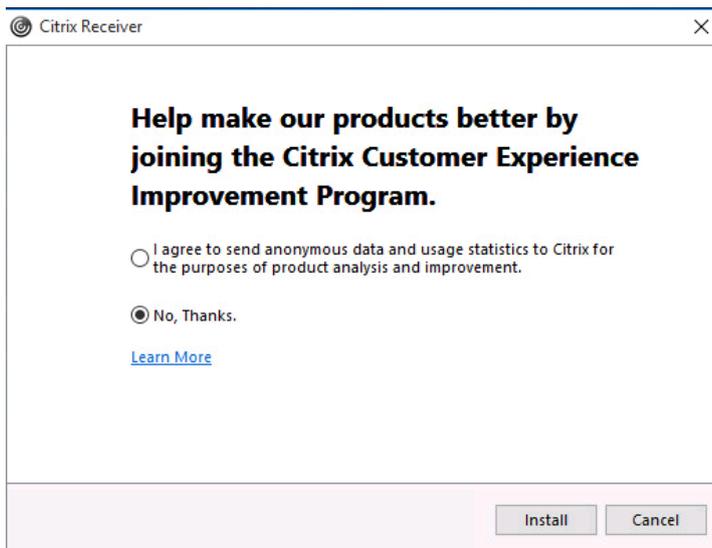


5) Then, click [Start]. The installation process may ask you to restart your PC.



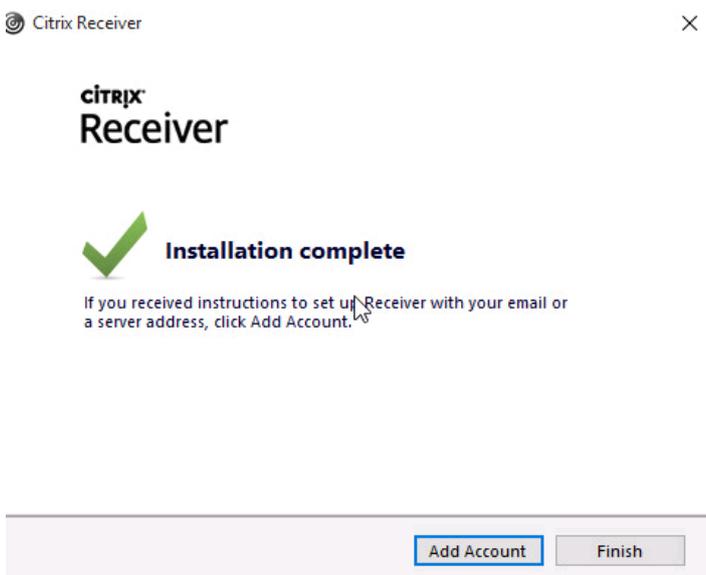
6) When the request to accept the license agreement is displayed, check the *I accept the licence agreement* box and click [Next].

Citrix then invites you to participate in the Citrix Customer Experience Improvement Program: a program voor verbetering van de klanttevredenheid:



7) Select *No, Thanks* and click [Install].

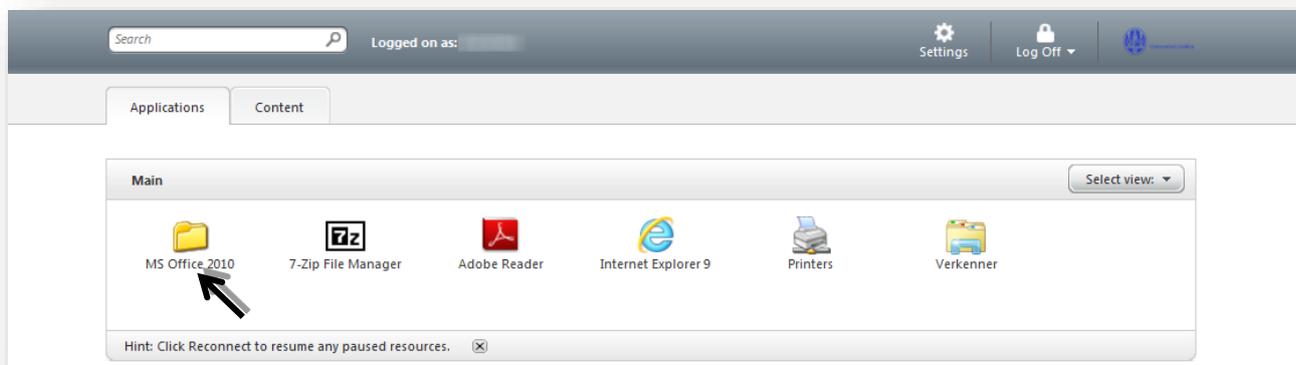
8) Finally, Citrix reports that the installation is complete. Click [Finish] and you're done.



With Citrix Receiver installed, you can directly log in with your ULCN user name and password when you visit <https://remote.campus.leidenuniv.nl>.

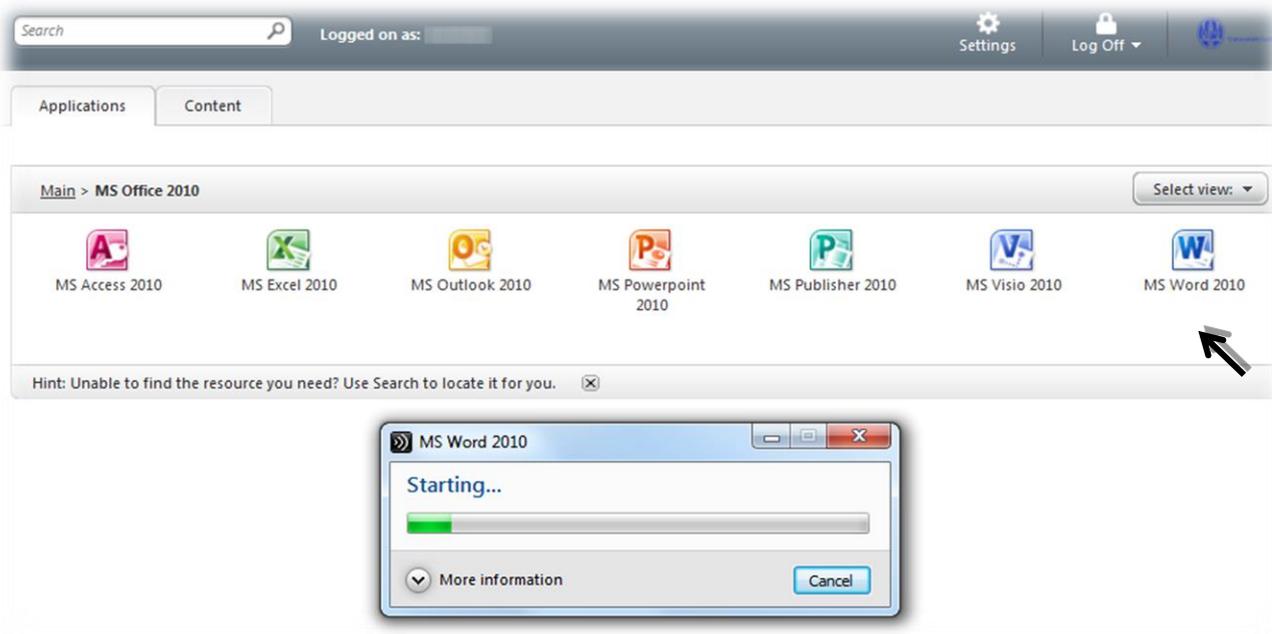
Use the Remote Workplace

1. Once you logged in to <https://remote.campus.leidenuniv.nl> you will see the screen below. Note that the applications you see may vary from person to person.



NOTE: To copy or move files between your local pc and the university network, always use the 'Verkenner' File Explorer from Remote Workplace. (Drag and drop between your local File Explorer and 'Verkenner' File Explorer will not work.) View page 7 in this manual for more information on access to your local desktop files (and more) via the Remote Workplace.

2. If you click the "MS Office 2010" folder, and then click "MS Word 2010" you will see a Citrix pop-up showing the progress of the application you just started.



Every program you start in the Remote Workplace will first give a pop-up as shown in the example above.

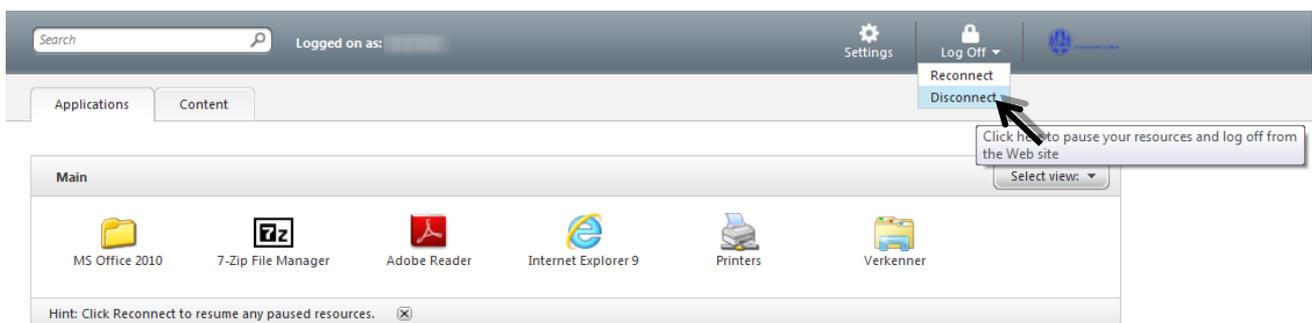
3. Since you can use the Remote Workplace to edit documents from your own computer, the Citrix Receiver may ask you to be granted access. (Some applications ask you to grant access twice.)

If you wish to do so, select “**Permit use**”. Once you do, you will be able to access other local sources, such as the local hard drive, a USB stick, DVD-Drive, etc.

If you do not wish to open, edit or save any documents from your own computer via the remote workplace, select ‘**Block Access**’.



4. The program of your choice will now start.
5. You can close applications using [x], just as you always do in Windows (*remember to first save your documents*)
6. By clicking “**Log Off**” and then “**Disconnect**”, all open Citrix programs will be closed and you will be logged out of the Remote Workplace environment.



NOTE: If you don't close the application and only close the web browser, the application(s) will remain active. When you log in again on Remote Workplace after some time, you can continue working with the open applications.