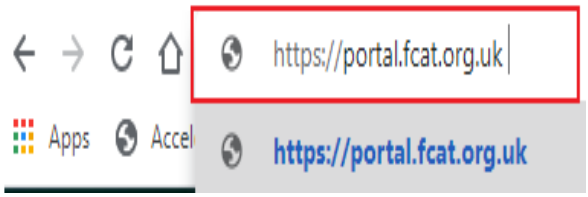
Accessing Citrix From Home

What is Citrix?

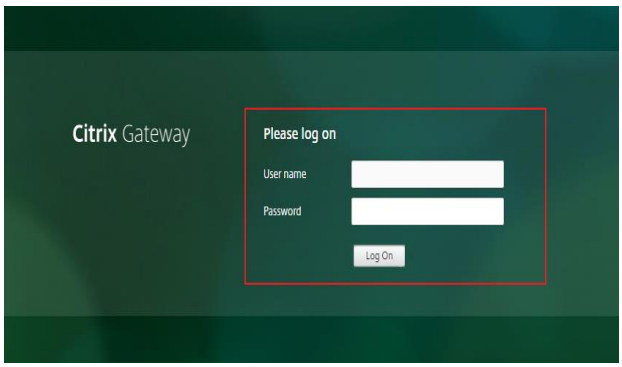
Citrix is our web based virtual desktop client, in which all FCAT members of staff can use remotely to access SIMs & the mapped staff Z drive from home.

Please be aware: the mapped H drive (staff user area) is no longer available through Citrix.

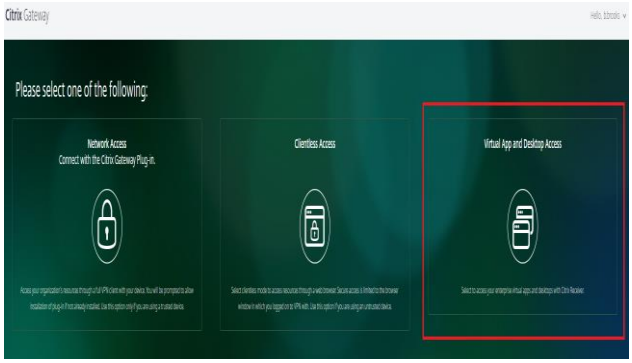
Please follow the below steps to access this service. If you have any issues accessing Citrix please email **itsupport@fcat.org.uk**.



1. Open up Google Chrome and enter the URL below: **https://portal.fcat.org.uk** and then press Enter.



2. Once Citrix has loaded, you will be taken to the logon screen. The credentials for this are the same as the one you use to log onto any laptop/PCs on site.



3. On the following page click onto the 3rd option **Virtual App and Desktop Access**.

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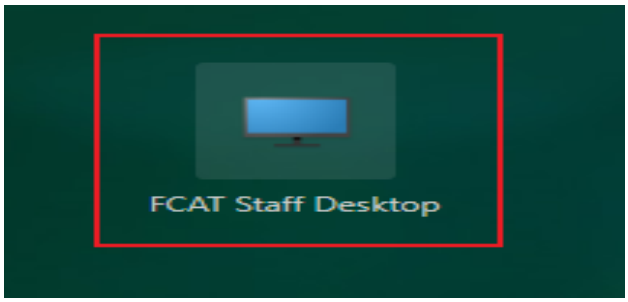
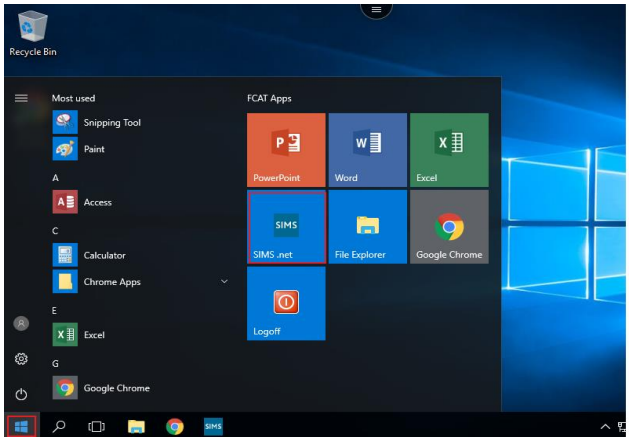
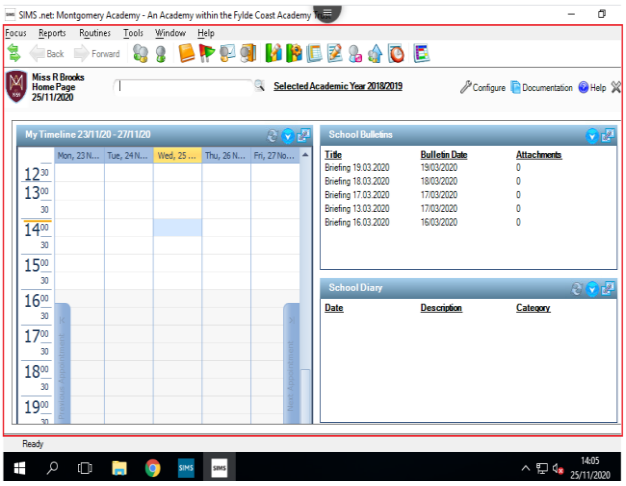


4. Now click onto the FCAT Staff Desktop icon. This will then begin to load the virtual desktop.



5. Once the desktop has loaded, you can begin to access resources remotely by opening the Start menu (windows flag) and clicking onto the App you wish to load. I have highlighted SIMs here as an example.



6. Once you have logged into SIMs you will be able to use the program just the same as you would as being on site.

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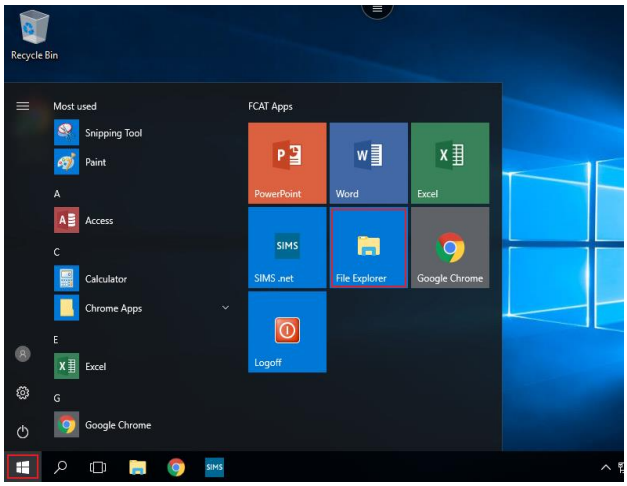
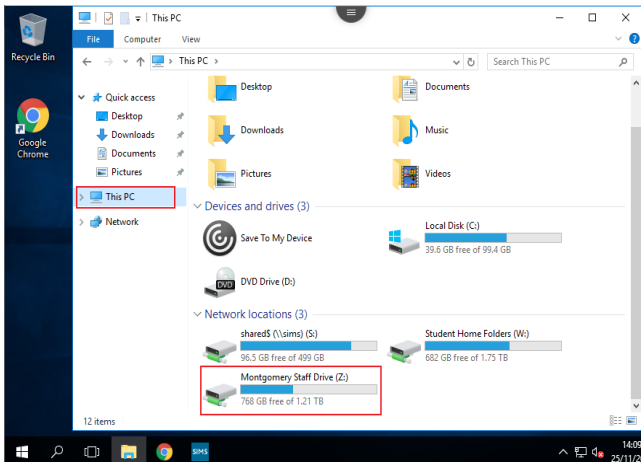
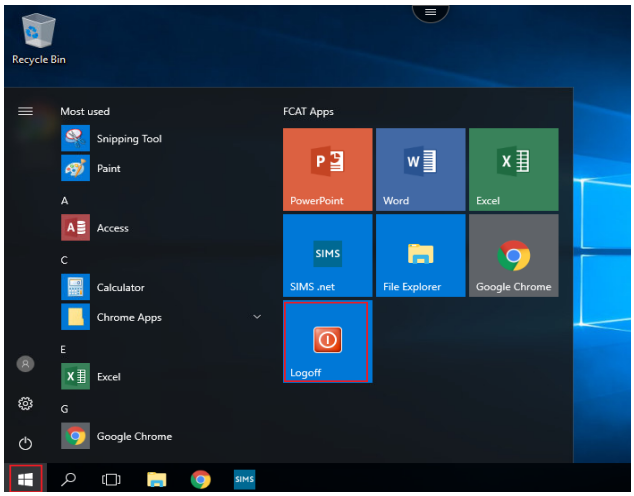


7. If you need to access the mapped Staff Z drive, simply open the Start menu (windows flag) and click onto **File Explorer**.



8. Once this opens, click onto **This PC** from the left hand side of the window and this will show all the available mapped drives.
   The staff drive is called **Montgomery Staff Drive**.



9. When you have finished using Citrix please remember to log off, to do this simply click onto the Start menu (windows flag) and then onto the Logoff tile as shown here.

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