

# Citrix Receiver

## Remoting to Laptop/Workstation for Fieldbook Access

### Connecting to Citrix Receiver on iPad:

<b>1</b>	Select the Receiver App
<b>2</b>	Pick the Desktop icon
	Log on to Citrix Receiver window will pop-up
<b>3</b>	Username: 'enter your username' Password: 'enter your login password' Token: 'enter VPN passcode"enter #s off VPN token"
<b>4</b>	Click Log On
<b>5</b>	Wait a few minutes for Connection

### Remoting to Laptop/Workstation:

<b>1</b>	On the Citrix Receiver desktop
<b>2</b>	Go to Start > Programs > Accessories
<b>3</b>	Select Remote Desktop Connection
<b>4</b>	The Remote Desktop Connection screen will pop-up
<b>5</b>	In the Computer field enter your IP address that you want to remote (a.k.a. connect to)
<b>6</b>	Click on Connect
	Enter your username and password on your laptop/workstation's login screen.
<b>7</b>	*NOTE: Upon login click yes on the 'The identity of the remote computer cannot be verified. Do you want to connect anyway?' window.
<b>8</b>	Click on OK for the "Authorized Use Only" screen
	You are now connected to your laptop/workstation
<b>9</b>	*NOTE: You will not be able to work on your laptop/workstation while you are remoted to it via a separate device. It will be at the "locked" screen.

### NOTES:

1. You **MUST** be an administrator on the laptop/workstation you want to remote to. Current DTMB/MDOT policy is that Windows XP laptop users have administrator privileges, but Windows OS7 laptop/workstation users will not have this right by default.
2. It is important to note that the laptop/workstation needs to be powered up and connected to the SOM network in order to remote to it. Also, power options need to be turned to never turn off...monitor, standby, and hard drives.
3. Remoting is not a recommended practice by DTMB. So, I am not sure how long this will be available to MDOT staff who are administrators on their machine.