## **Instructions for Remote Access System**

## Logging on

## URL is: https://aaccapps.aacc.edu

Genttps://aaccapps.aacc.edu/							
🖕 Favorites 🕞 Citrix XenApp - Welcome to Anne Arundel Community							
Anne Arundel Community College aaccapps.aacc.edu							
Welcome to Anne Arundel Community College							
By logging onto this computer you are accepting the Electronic Information Security Policy and Computer and Electronic Communication Access and Usage Policy as defined in the AACC College Catalog. Your use of this computer may be monitored by authorized college staff.							
Illegal downloading, unauthorized distribution of copyrighted material (including peer-to-peer file sharing), and/or intentional and willful unauthorized access of computers, networks, systems, software or databases, may subject a person to civil and criminal penalties.							
I Agree							
CİTRIX							

Please read the instructions and click "I Agree".

Next screen you should see is the Virtual Application Logon screen.

The https://aacca
Citrix XenApp - Logon
Anne Arundel Community College   Vitual Applications   User name:   Password:   Domain:     Log On
If the application saves files to disk, pay special attention where they are saved. Be sure to select your local disk. Your local disks will be remapped to other drive letters for use within the application. In Windows Explorer you will see your C disk referenced as C\$ on 'Client' [V:]. The actual letter mappings may very slightly depending on your local computer's disk configuration.

Logging on requires your network log on name (first initial, middle initial, entire last name) and password (first four letters of last name last four digits of social security number). Enter "STUDENT" in the domain box. After entering your credentials you may be prompted to download the Citrix web client if you do not already have it installed. If you are prompted, download and install the client. Once you have the client, and have entered your credentials, you will be directed to the application portal.

Search	P Logge	ed on as:	_	🔀 Messages	<b>Č</b> Settings	Log Off 👻	Citrix
<u>Main</u> > Microsoft Offi	ice					Se	lect view: 💌
Access	Excel	PowerPoint	Word				
Hint: Click Reconnect t	o resume any paused re	esources. 🕅					

Once you have successfully logged into the client, select the application you wish to access and wait for it to open. Also included on the Citrix "Main" page is an icon for Windows Explorer. This is used for locating and opening files in My Documents. When saving a document, students can save to their h: drive (my documents.)

**Please Note**: The Citrix Remote Access will only display applications that are directly related to courses the student is currently enrolled in. Application listings may vary depending on the class; (i.e., students will only see MS Office if they registered for a class in Word, Excel, etc.)