Instructions for Remote Access System
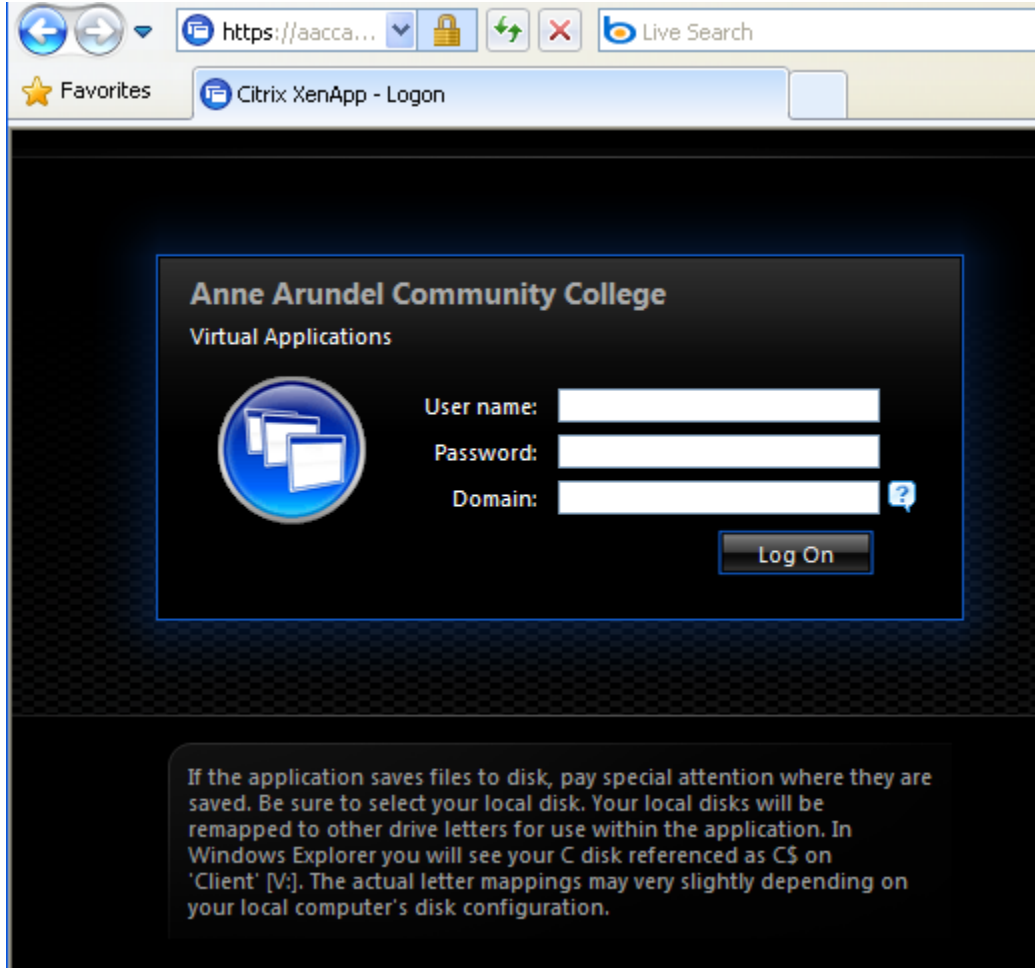
<u>Logging on</u>

URL is: https://aaccapps.aacc.edu
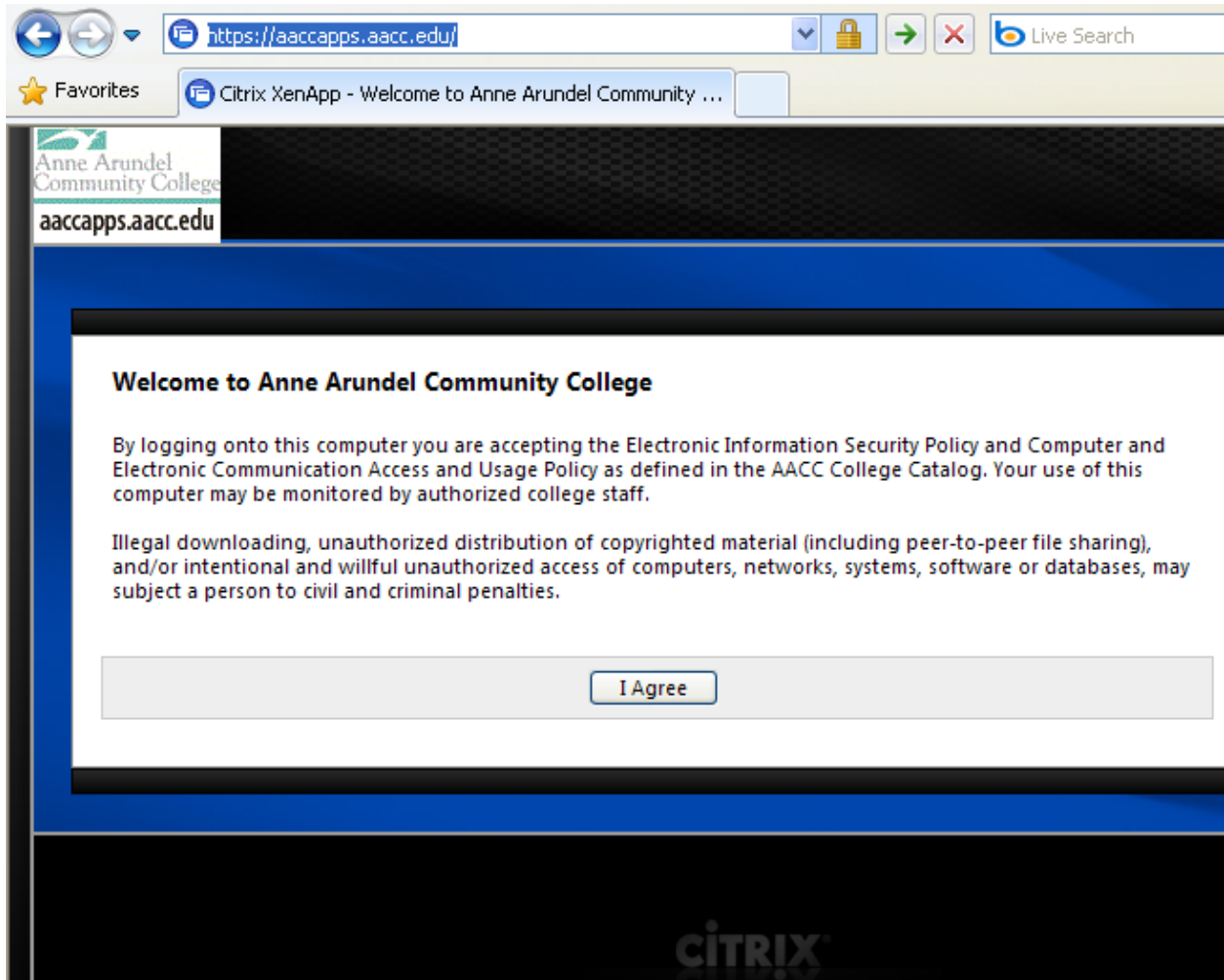
Please read the instructions and click "I Agree".

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

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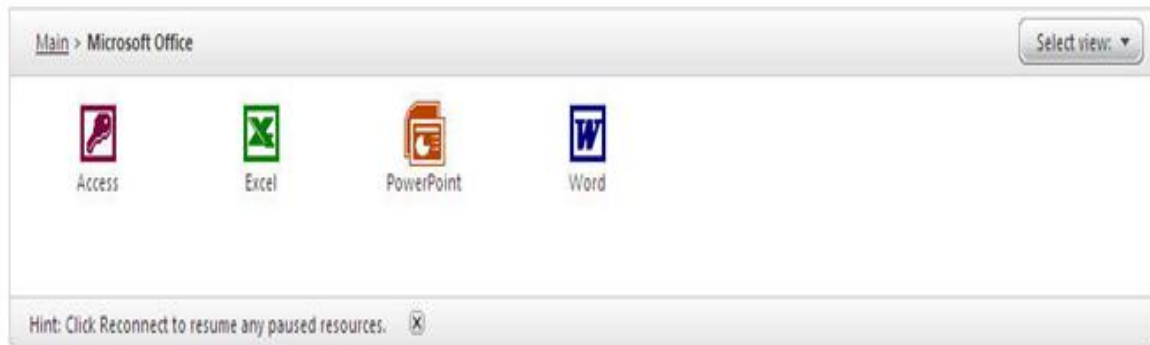
Once you have successfully logged into the client, select the application you wish to access and wait for it to open. Also included on the Citrix "Main" page is an icon for Windows Explorer. This is used for locating and opening files in My Documents. When saving a document, students can save to their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