

## BELMONT PUBLIC SCHOOLS REMOTE ACCESS INSTRUCTIONS

### Remote Access for Windows: Connecting to the school network from home

Use the following instructions to enable access to your BPS network account from home. Please note the following important items:

- Confidentiality of your password is now more important than ever. No one else should know your password.
- If your home computer offers to “auto-complete” (i.e. save) your password and logon information, choose “No.”

To utilize Remote Access you will need to install a small application called Citrix Receiver. You will only need to install this client once; your computer should then be able to use this application as needed from then on. The following steps are for PCs using Windows environment.

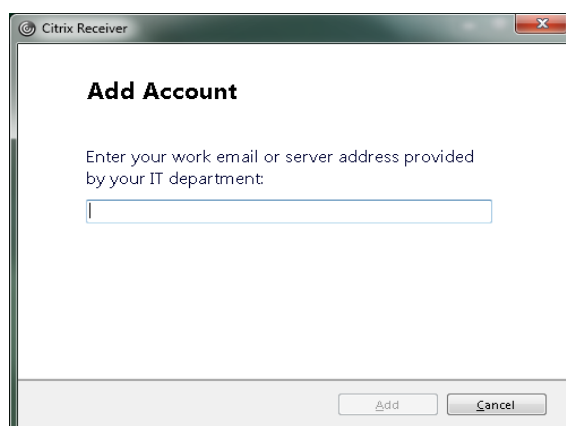
**Step 1:** Go to [Staff Remote Access](#) page and click on **Remote Access** button

Click on **Detect Receiver** button if it was prompted to you. If you have Citrix Receiver installed, it will be detected and the message may appear asking you to Open URL: Citrix Receiver, you can click **Open URL: Citrix Receiver** and select **Remember my Choice** check box. Then click Already Installed and start using Apps.

**Step 2:** If you don't have the **Citrix Receiver** installed on your computer or you need an upgrade Check “I agree with the Citrix license agreement” and click on the **Download** button. Your computer will then begin to download the client application for installation. Your computer will “save” the file and will ask you to run it. See detailed instructions how to download and install the Citrix Receiver on the next pages.

**Step 3:** Once installed, you may need to do one of the following to use **Remote Access**:

- Go to [Staff Remote Access](#) and click on **Remote Access** button, login and start using it.
- Open **Citrix Receiver** app and enter the Server address <https://remotegateway.belmont.k12.ma.us>, followed by User Name (if prompted, the Domain name is BPS) and Password. You will need to configure the Receiver only once, your computer should be able to remember and use Server address from then on. Restart Citrix Receiver app.



**Remote Access for  
Belmont Public Schools**



Please log on

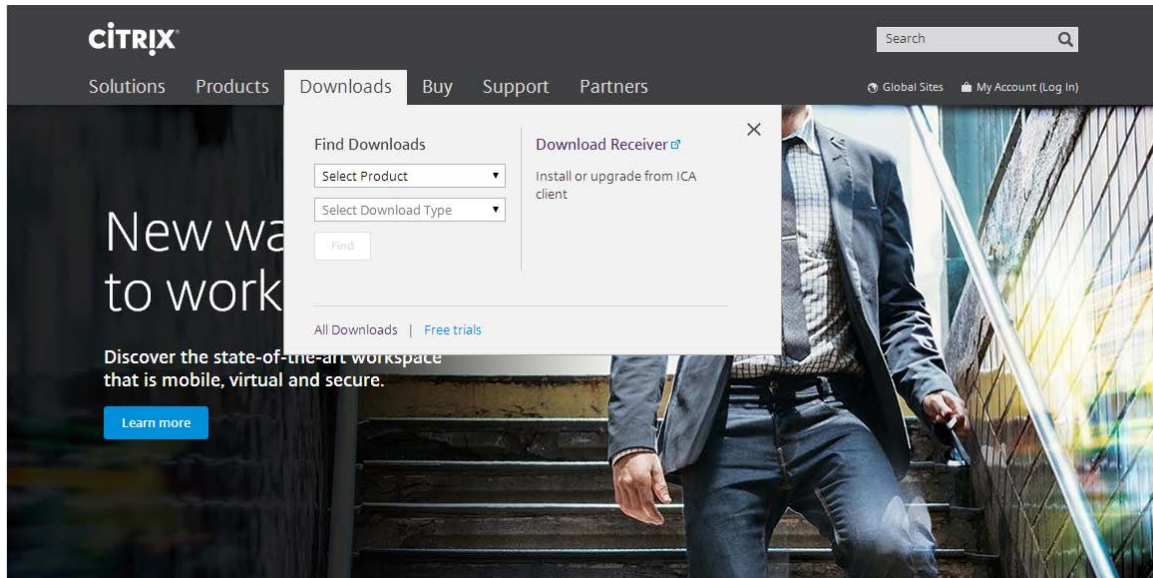
User name :

Password :

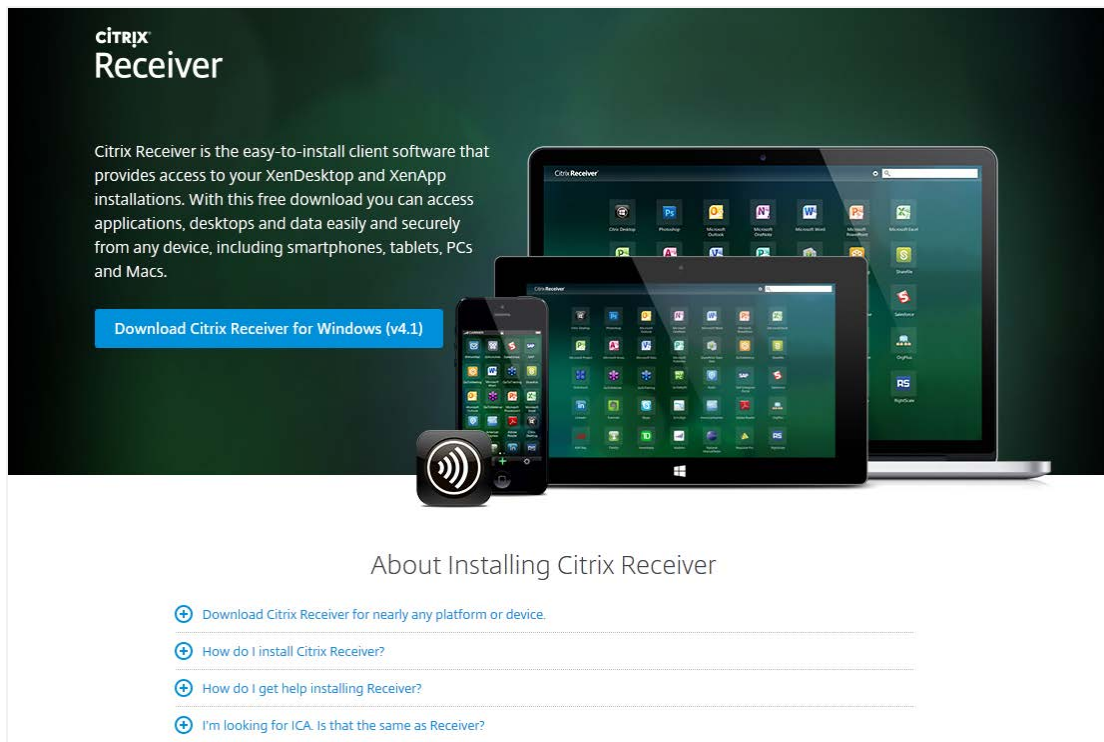
Log On

## To install Citrix Receiver for Windows

In a web browser, navigate to [www.Citrix.com](http://www.Citrix.com), hover over Downloads and then click Download Receiver.



Click Download Receiver for Windows.



The image shows a promotional banner for Citrix Receiver. On the left, the Citrix logo and the word "Receiver" are displayed. Below this, a paragraph explains that Citrix Receiver is an easy-to-install client software that provides access to XenDesktop and XenApp installations. A blue button labeled "Download Citrix Receiver for Windows (v4.1)" is positioned below the text. To the right, a laptop, a tablet, and a smartphone are shown, each displaying the Citrix Receiver interface. Below the banner, the heading "About Installing Citrix Receiver" is followed by four links, each with a plus icon in a circle: "Download Citrix Receiver for nearly any platform or device", "How do I install Citrix Receiver?", "How do I get help installing Receiver?", and "I'm looking for ICA. Is that the same as Receiver?".

Select the check box to agree to the Citrix License Agreement and then click **Continue**:



The image shows a dialog box titled "Citrix License Agreement" with a close button (X) in the top right corner. The main text of the agreement reads: "Use of this Citrix Receiver software is subject to the Citrix license covering the specific edition of the Citrix product with which you will be using this software. Your use of Citrix Receiver is limited to use on the devices for which it was created for connection to the Citrix product(s). If your device is connected to the Internet, Citrix Receiver may, without additional notice, check for Citrix Receiver updates that are available for download and installation to your device and let you know of their availability. Only non-personally identifiable information is transmitted when this happens, except to the extent that IP addresses may be considered personally identifiable in some jurisdictions. The use of such information, including your IP address, is governed by the Citrix Privacy Policy available on www.citrix.com. Updates will". Below the text, there is a checked checkbox followed by the text "I agree to the terms of the Citrix License Agreement". At the bottom left, there is a blue button labeled "Continue".

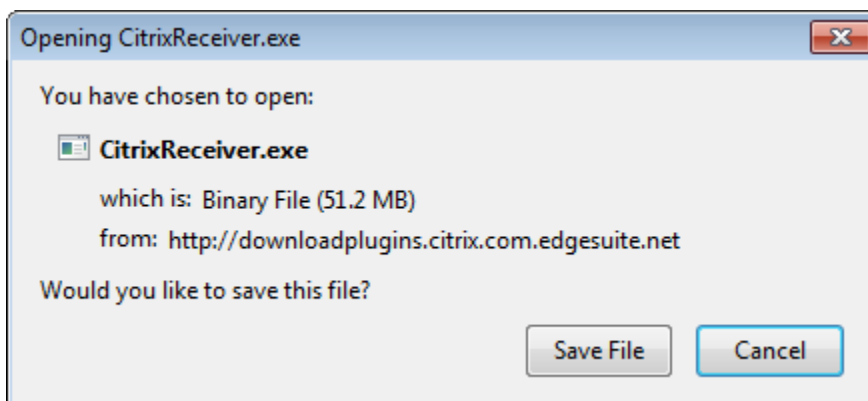
When prompted, run the CitrixReceiver.exe file.

**Note:** The message may vary depending on the web browser you're using.

## Internet Explorer



## Firefox:




## About Installing Citrix Receiver

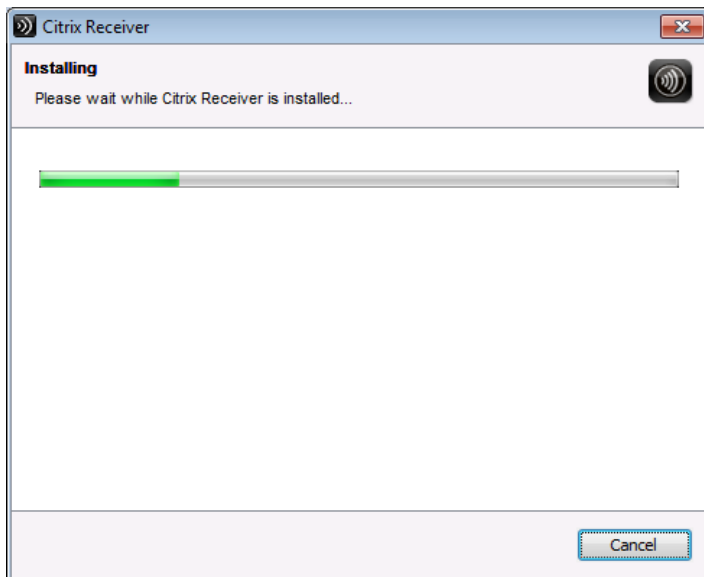
- + Download Citrix Receiver for nearly any platform or device.
- + How do I install Citrix Receiver?
- + How do I get help installing Receiver?
- + I'm looking for ICA. Is that the same as Receiver?
- + I have a version of Receiver already installed. Do I need to uninstall previous versions?
- + How do I get started once Receiver is intalled?
- + Where can I find previous versions of Citrix Receiver?
- + I'm a system administrator. How do I get help?

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 CitrixReceiver.exe  
51.2/51.2 MB, 0 secs left

Click **Install**.

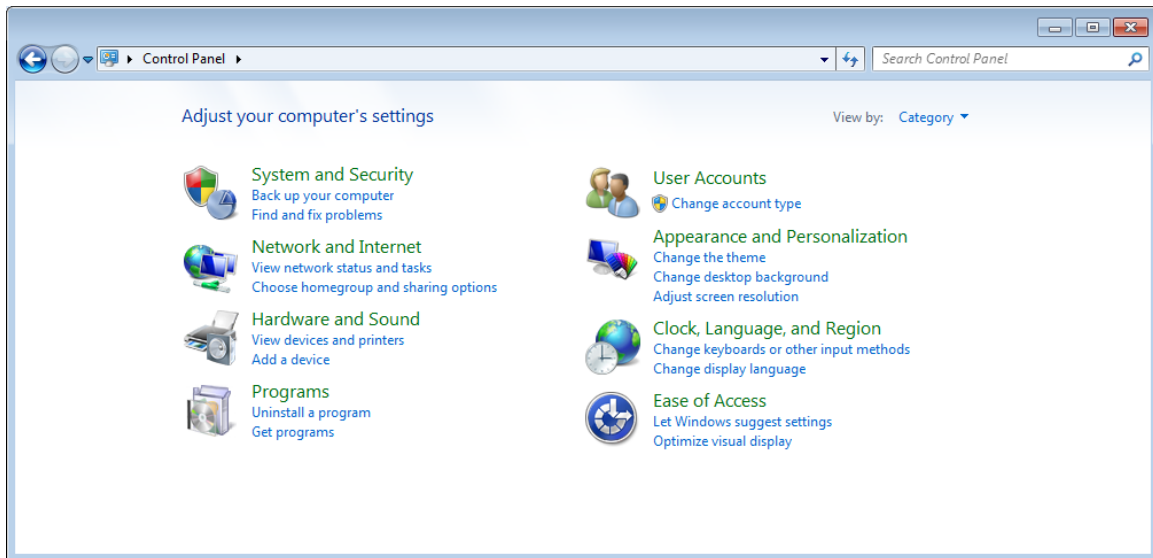


Once installed, open Citrix Receiver and enter the **Server** or **email address**, followed by **User Name**, **Password** and **Domain**.

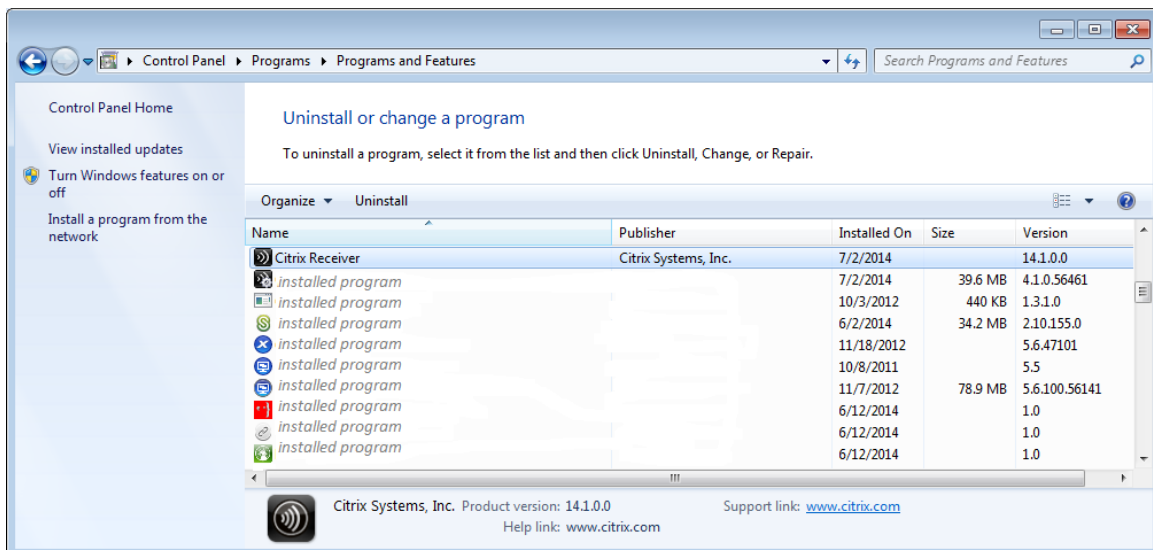
- Your IT Help Desk or system administrator provides this information.

## To uninstall Receiver

Go to Windows Control Panel, Programs and then click Uninstall a program.



Click Citrix Receiver and then click **Uninstall**.



Follow the instructions to finish uninstalling Receiver.