Citrix Access

Monday, March 16, 2020   3:06 PM

1. Open a web browser, primarily Internet Explorer

2. Enter, https://apps.fdl.wi.gov
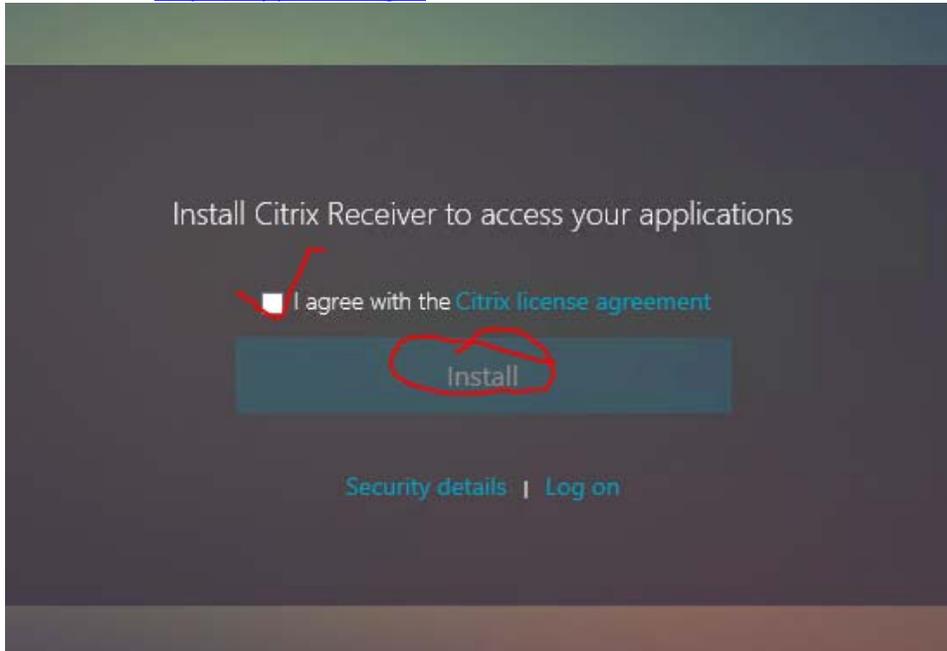
3. Check I agree and click Install to install the Citrix Receiver application to allow access.

4. Click Run on the bottom to start the Install.

5. Click Start.
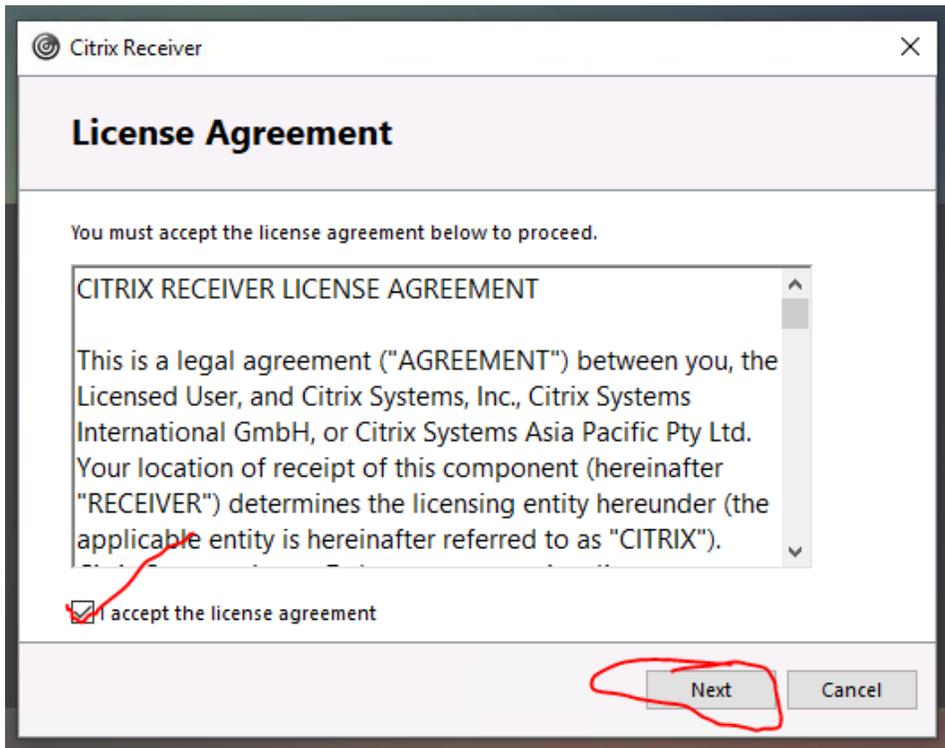
6. Check the I Accept box and click Next.
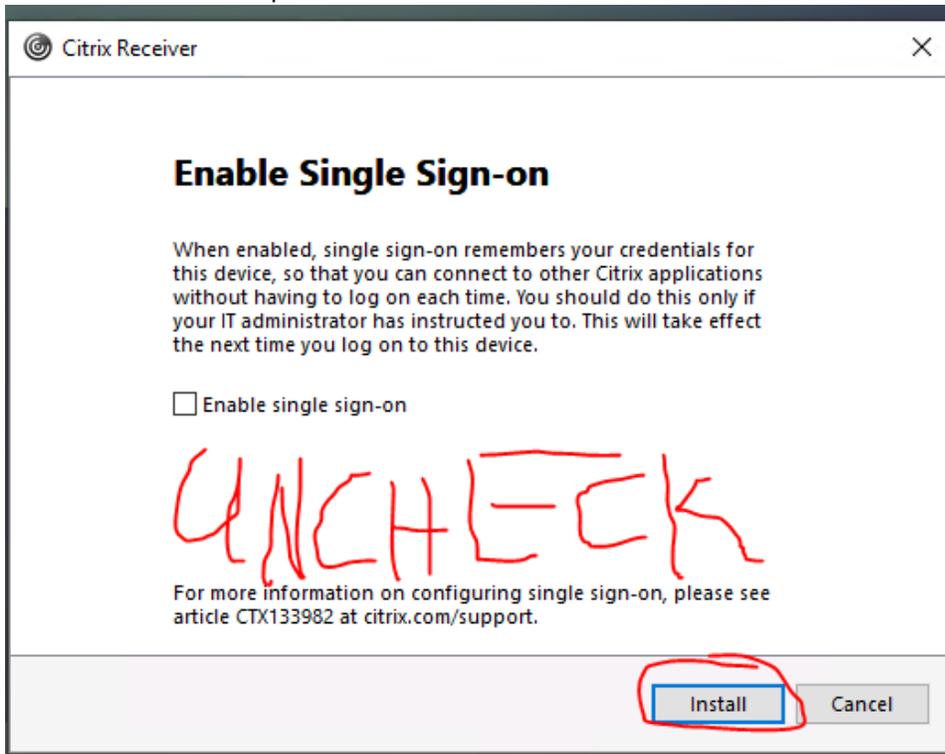
7. Uncheck single sign-on and click the Install button.

8. When the pop-up appear on the button, click the drop down next to Allow and click Allow for all Websites.
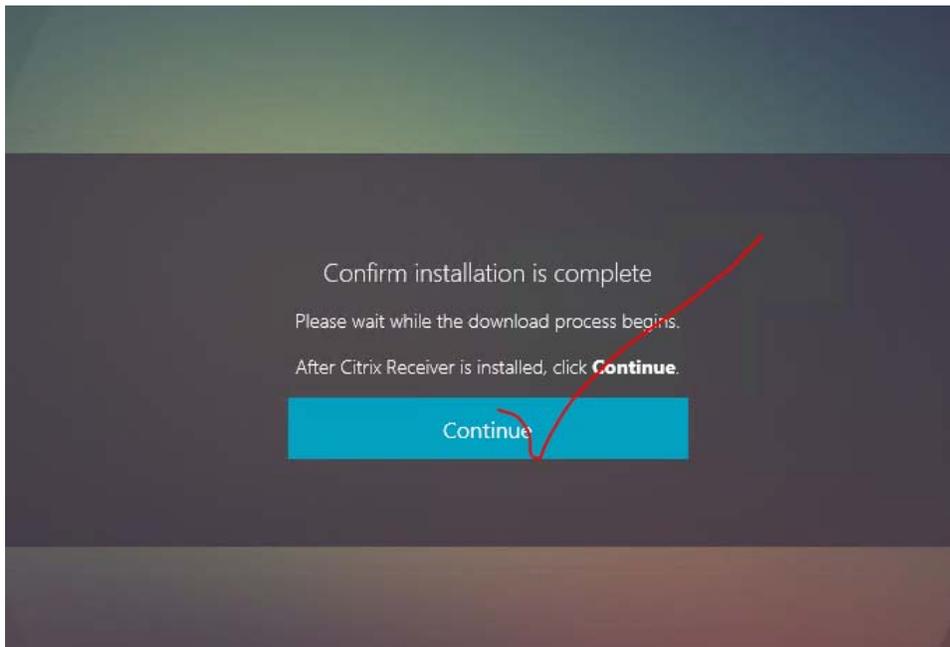
9. Click Continue after the install has been completed.
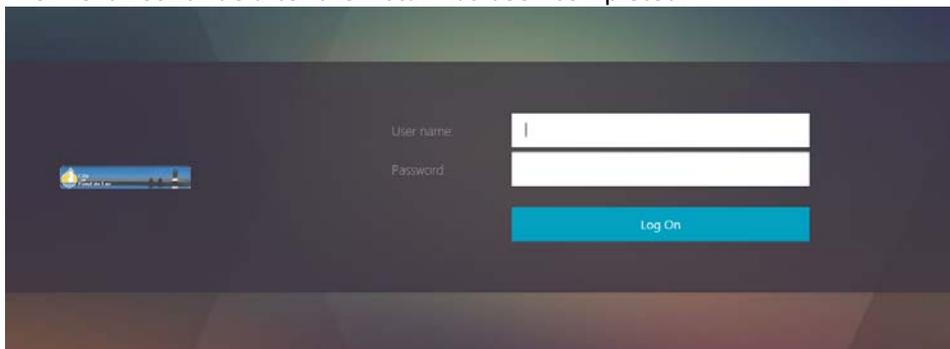
10. Login with username, password and token.
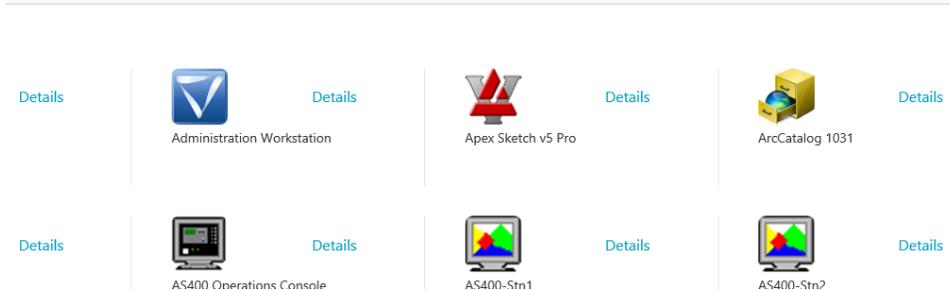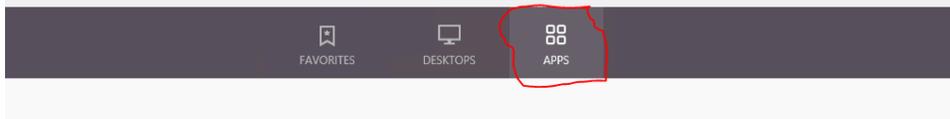
11. After you're logged in, it will default to the Favorites tab. Click the Apps tab to see your allowed programs/apps.
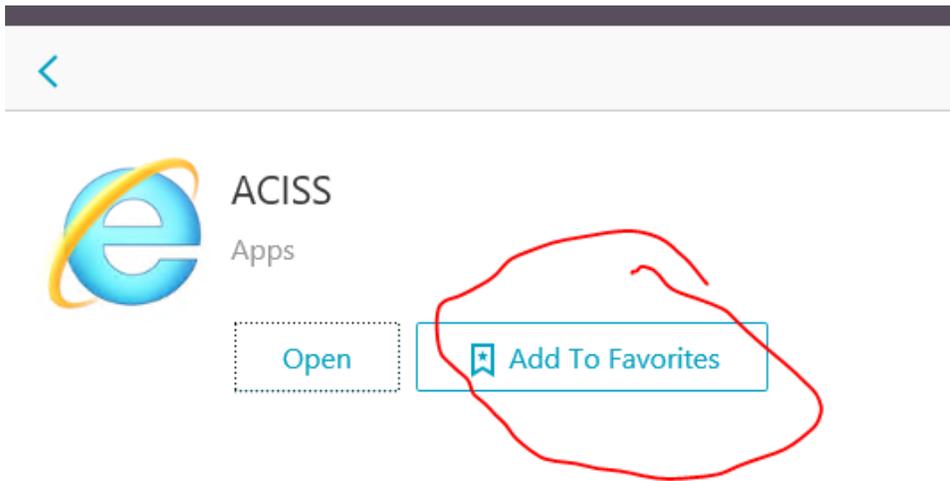
12. To add apps to Favorites, Click Details and then Add to Favorites button. This will kick the app into the main screen. You're able to Open the apps from here as well.
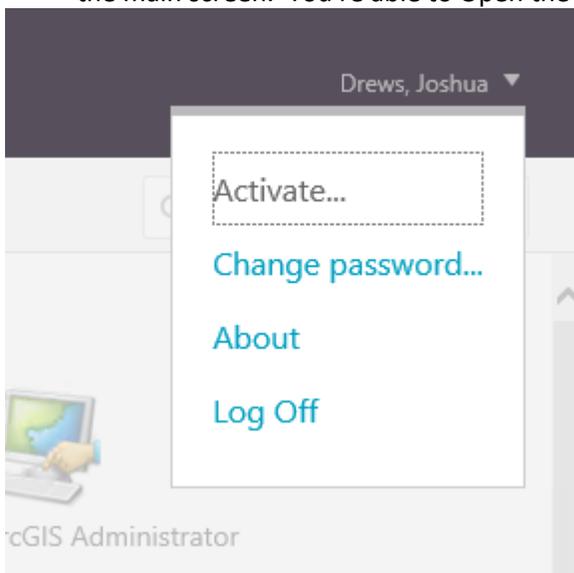
13. To log off, click the drop-down by your name. Also, you can change your password there.
14. Close window to finish the log off process.