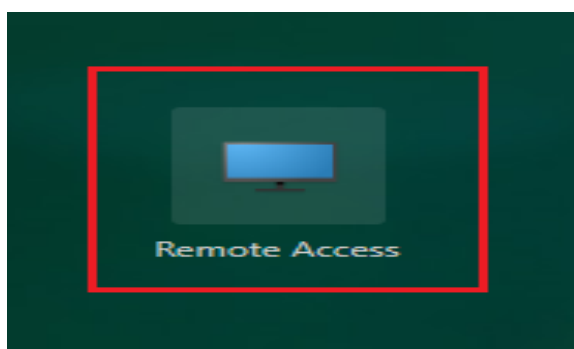
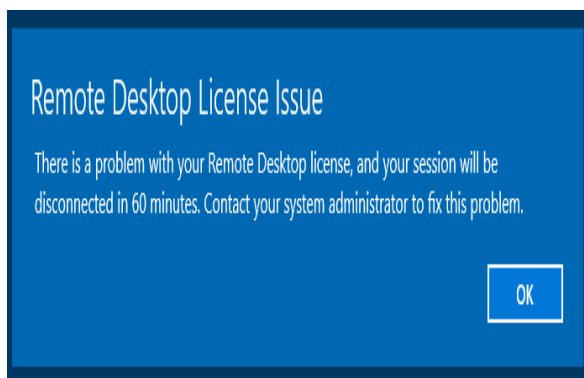


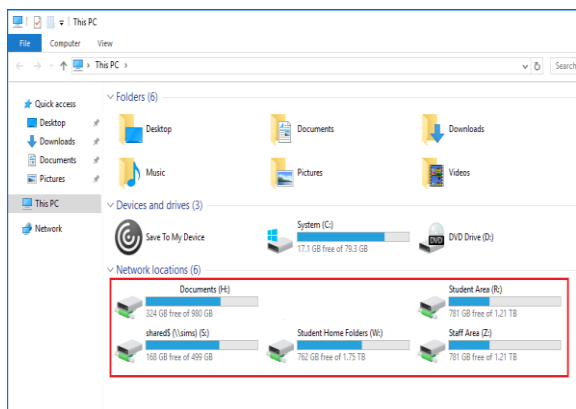
1. Go to the Citrix Gateway login page. The username & password information is the same as that you use to access laptops/PCs across site.



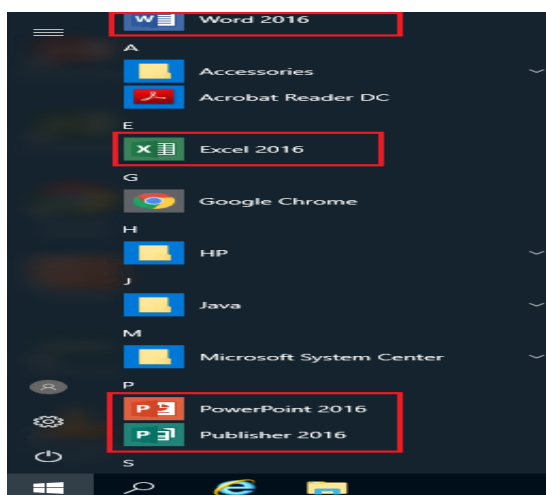
2. Click onto the **Remote Access** icon. This initiates the remote session.



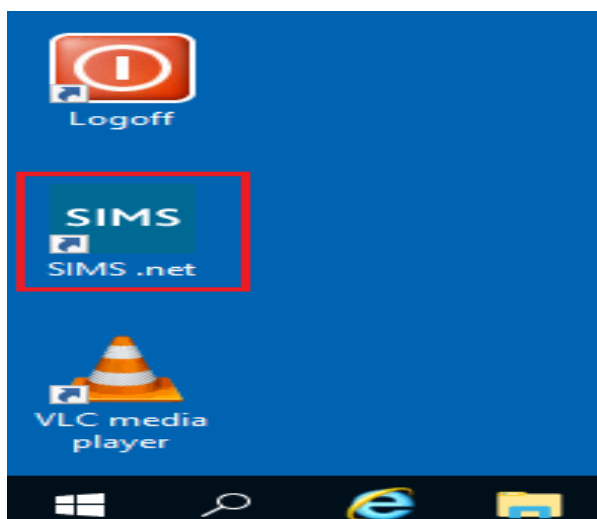
3. Once the remote desktop has loaded, you will be presented with this warning. This means that the service can only be accessed in 1-hour intervals. After 1 hour has passed all you need to do is log back into the Citrix Gateway portal, this allows you another 1-hour session.



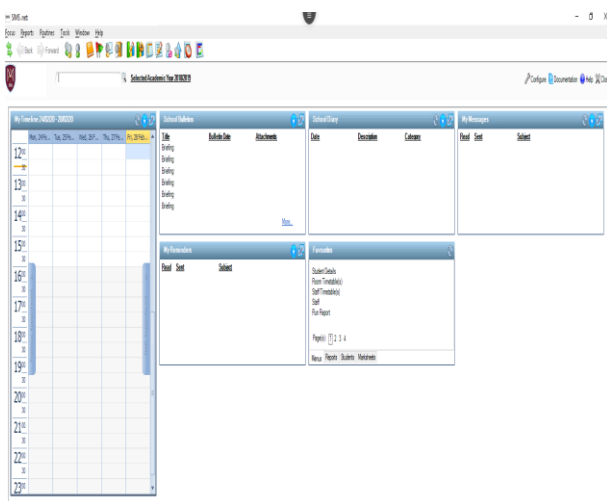
- 4. You can access the same mapped drives you have access to on site:
H home area
R student area
S SIMs drive
W student home folders
Z shared staff drive
Any changes you make to these drives will be uploaded to the school network in real time.



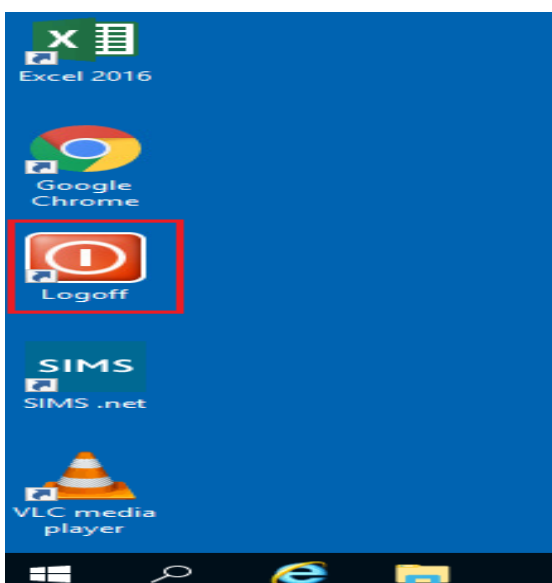
- 5. Using the Citrix Gateway gives you have access to Microsoft Office products (Excel, PowerPoint, Publisher and Word).



- 6. You can access SIMs using the Citrix Gateway. To access this double click on the SIMs icon on the desktop and log on as you would do on site.



7. SIMs then loads as usual allowing you to complete any SIMs tasks. This also saves changes in real time.



8. Once you are ready to close down the Citrix Gateway, double click onto the **Logoff** icon on the desktop. This then automatically logs you out.