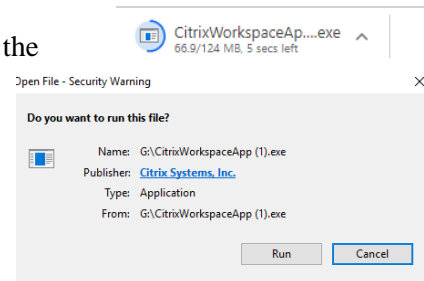
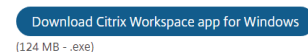


Installing Citrix Workspace and accessing GC Portal via home using a Windows Machine.

This is a technical instruction on how to install Citrix Workspace and how to access GC portal from a home PC for end users. Before accessing the GC Portal externally all users will need to download Citrix Workspace and this document will explain how.

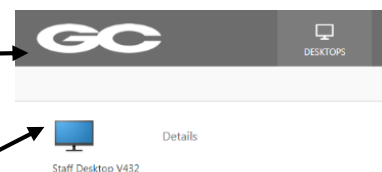
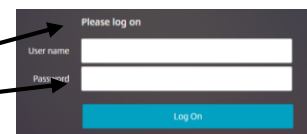
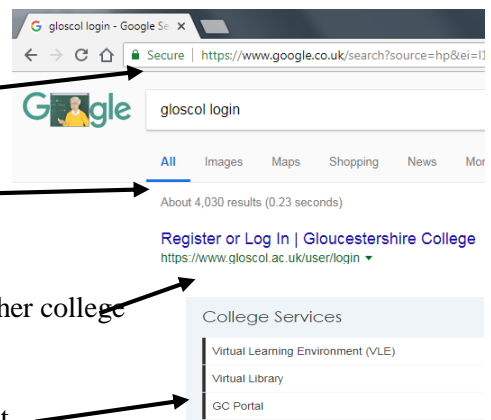
How to install Citrix Workspace at Home?

- Search in google or internet explorer for the Citrix installer use the Link attached for install. (<https://www.citrix.com/downloads/workspace-app/windows/>)
- Click on the link and then click the big blue “Download Citrix Workspace” for windows button.
- Let the installer download to the machine and then double click.
- Once complete the Citrix installer window will pop up on the screen. Click run to install.
- Follow the rest of the instruction on the screen to continue with install – this is self-explanatory.



How to access GC Portal from Home?

- Open google Chrome.
- Search for Gloscol Log in.
- Click on the First Search.
- Once the page has loaded scroll down until you get to the option on the right hand side where it offers other college services.
- Click on the GC Portal option at the bottom of the list.
- Once click on the GC Portal option it will produce the log in page.
- Enter your college log in details and press enter.
- This will then log you into the Citrix application that you have installed as per instructions above.
- By clicking the little screen this will then log you into the College Portal which will allow you to access your files, email as if it were in college.



*** MAKE SURE INSTALLTION OF CITRIX WORKSPACE IS INSTALLED ***