2017

MyApps.UTSA.edu Hosted Applications

Guide to using myUTSA Apps Version 2.0

The Office of Information Technology The University of Texas at San Antonio 11/24/2015



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Overview

The Citrix receiver allows users of any Windows[®], Mac, Linux, iOS or Android operating system to connect to myUTSA Apps and is designed to work with myUTSA Apps, allowing you to launch applications and define settings. Using this web based method is the easiest way to connect to myUTSA Apps since all of your application icons are automatically generated and all of your printers and drives are automatically mapped to the myUTSA Apps session.

Before using the myUTSA Apps Web Interface on a Windows[®] PC or Mac the client needs to be installed on your operating system. This document outlines the steps involved in browsing to the myUTSA Apps Web Interface and installing the Citrix Receiver Plugin for a PC.

Install the Citrix Client on a PC

1. Browse to <u>https://receiver.citrix.com</u> and download and open the Citrix reciever installer. (The site will detect the Operating System you are on and provide a link to the appropriate client)



2. Start the installation



3. Read ther license agreement, if you accept the license, check the accept box, select Next



4. Leave Enable sign-on unchecked, select next



5. Choose if you'd like to join the improvement program or not, select Install



6. When has been sucessfully the client is installed, select Finish



7. Once the client is installed, browse to the myUTSA Apps web interface <u>https://myapps.utsa.edu</u> and enter your myUTSA ID & password in and click the Logon button.



8. Applications are grouped into folder name. To access, click the application folder, in this example, MathCAD.

tions and Links			
Adobe Master Collection CS3	ArcGIS	ChemDraw	IBM SPSS Statistics
JMP	MATLAB	Maple 17	MathCAD
MicroCase 5.0	Microsoft Office 2010	F	SAS
Visual MINTEQ	WinBugs	📁 Wolfram Mathematica	

9. Component applications are displayed in the pop-out window, the example shown has one component application. Click the application you want to launch.

			(
Adobe Master Collec	MathCAD	Close Browser stics	
JMP	1athCAD		
MicroCase 5.0	Mathcad 15 Mathcad 15		
Visual MINTEQ		pie	

10. A pop-up window will be displayed indicating that the application is making a connection and is about to launch

6	Application	-	□ ×
Starting			
More information			Cancel

Accessing local drives and resources on a PC with Web Client installed

Local resources (Local Hard Drives/USB sticks etc.) are displayed under the Other category when opening and saving a files, named as <Device Type> on <Your Computer Name>

M Open		×
Look in:	📜 Computer 💽 🌀 🏂 🗁 🖽 🗸	
<u> (</u>	Hard Disk Drives (2)	Ξ
Recent Places	Local Disk (C:) 17.5 GB free of 59.8 GB New Volume (D:) 8.37 GB free of 24.9 GB	
Desktop	Devices with Removable Storage (2)	Ξ
Libraries	Floppy Disk Drive (A:) CD Drive (E:)	
Computer	Other (2)	Ξ
Network	Floppy Disk (A: on RR163215IV01) System Folder	
	File name: Image: Comparison of type: Comparison of type: All Mathcad Files (*xmcd;*xmcd;*mcd;*mcd;*mcd;*mcd;*mcd;*mcd;*mcd;*)pen ancel

Always save your work to local resources or Network Shares (I: Drive / S: Drive)*.

The first time access to local resources is made, a request will pop-up requesting access. Select the appropriate access level you require. If you are accessing from a trusted computer and know the access level you need always, you can check the do not ask me again for this site and you won't be prompted again.

Citrix Receiver - Security Warning
An online application is attempting to access files on your computer.
 Block access Do not permit the application to read or change your files.
 Allow reading only The application cannot change files.
Permit all access
Do not ask me again for this site.

If the access level you selected needs to be changed this is amended under the connection center option from the Citrix client. Right click on the Citrix client icon in the task tray and select Connection Center

	Open
	Log On
C	Connection Center
	Advanced Preferences
	Help
-	
1	11/17/2015

0	Citrix Connection Cente	r – 🗆 🗡
Connections Active XAAPP04	ad - [Untitled:1] - \\Remote	Session Disconnect Full Screen Log Off Preferences Devices Properties
		Application Terminate
1 Server used, 1 Remote	Applications	Help
		Close

Select the server that is hosting the application running and select Preferences

Change the access permissions under File Access and select OK

0	Citrix Receiver - Preferences				
File Access	Connections	Flash			
Choose how to ac Read and write Read only No access	cess files on your com	puter from this session	on.		
 Ask me each time 					
		[ОК	Apply	

Install the Citrix Web Client on a MAC

IMPORTANT NOTE: The Web Client requires that the browser remains open when using MyApps hosted applications, if it closed mid-session all MyApps hosted applications will lose connectivity and potential lose any data being worked on.

1. Browse to <u>https://receiver.citrix.com</u> and download and open the Citrix reciever installer.



2. Safari may pop up with a certificate error, select continue

\bigcirc	Safari can't verify the identity of "downloadplugins.citrix.com.edg	the website gesuite.net".
	The certificate for this website is inva website that is pretending to be "dow which could put your confidential info connect to the website anyway?	lid. You might be connecting to a nloadplugins.citrix.com.edgesuite.net", rmation at risk. Would you like to
?	Show Certificate	Cancel Continue

	Downloads				
< >			Q Search		
Favorites	Name	Size	Date Modified	~	Kir
All My Files	CitrixReceiverWeb.dmg	44.5 MB	Oct 27, 2015, 17:12		Di
iCloud Drive					
() AirDrop					
Applications					
Desktop					
Documents					
O Downloads					
H Movies					
5 Music					
im Pictures					
Devices					
Remote Disc					
Charad	🚆 Macintosh HD > 🔝 Users > 🏠 Asti > 🛅 Downloo	ads 🔸 🚊 CitrixR	eceiverWeb.dmg		

3. Browse to the Downloads folder and run the CitrixReceiverWeb.dmg

4. Select Install Citrix Receiver

×	2 items	



Citrix Receiver

5. Select Continue



6. Select Continue



7. Read the license agreement and select continue

• • •	🕸 Install Citrix Receiver	
	Software License Agreement	
Introduction	English	
License	CITRIX RECEIVER LICENSE AGREEMENT	
Destination Select	This is a legal agreement ("AGREEMENT") between you, the Licensed	
Installation Type	Citrix Systems Asia Pacific Pty Ltd. Your location of receipt of this	
Installation	component (hereinafter "RECEIVER") determines the licensing entity hereunder (the applicable entity is hereinafter referred to as "CITRIX").	
• Summary	Citrix Systems, Inc., a Delaware corporation, licenses RECEIVER in the Americas and Japan. Citrix Systems International GmbH, a Swiss company wholly owned by Citrix Systems, Inc., licenses RECEIVER in Europe, the Middle East, Africa, and the Pacific (excluding Japan). BY DOWNLOADING, INSTALLING OR USING RECEIVER, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT DOWNLOAD, INSTALL AND/OR USE RECEIVER. 1. GRANT OF LICENSE. RECEIVER contains client software that allows a device to access or utilize the services provided by Citrix server software products. Use of RECEIVER is subject to the Citrix license covering the specific edition of the Citrix server software product with which you will be using this component. Your use of this component is	
	Print Save Go Back Continue	2

8. If you agree to the license agreement, select Agree

To continue installing the soft the software license agreeme	ware you must agree to the terms of nt.
Click Agree to continue or click quit the Installer.	Disagree to cancel the installation and
Read License	Disagree Agree

9. The location of install can be changed or select Install to accept the default client install location



10. Enter in your Mac credentials to authorize the install and select Install Software

1

	your password	to allow this.
-	Username:	
	Password:	

11. Installation will start

\bigcirc \bigcirc \bigcirc	🍲 Install Citrix Receiver	
	Installing Citrix Receiver	
 Introduction License Destination Select Installation Type Installation Summary 	Registering updated components Install time remaining: Less than a minute	
	Go Back Continue	

12. Once installation has completed, select Close

• • •	🕸 Install Citrix Receiver
 Introduction License Destination Select Installation Type Installation Summary 	Install Citrix Receiver The installation was completed successfully. The installation was successful. The software was installed.
	Go Back Close

- 13. Eject the mounted DMG file and delete installer (DMG) if desired
- 14. Once the client is installed, browse to the myUTSA Apps web interface <u>https://myapps.utsa.edu</u> and enter your myUTSA ID & password in and click the Logon button.



- 0 Logout myUTSA Apps NVivo Test Hyper-V App Test Applications 6.0 Test Applications 6.0 COMINI Admin Tools MathCAD Ciose Browser ChemDraw MM Virtual Design Mathcad 15 Microsoft Offic M Run. Wolfram Mather Test hyper-V App - 65
- 15. Select the application folder and application to launch and click to launch

16. Application launch status will be displayed and the citrix reciever will show in the applciation bar as active



NOTE

The application will launch on Desktop 1 initially but can be moved to alternative Desktops through mission control once launched

Accessing local drives and resources on a MAC with Web Client installed

Local resources (Local Hard Drives/USB sticks etc.) are displayed under the Other category under Computer when opening and saving a files, named as

<Device Type> (<DRIVE LETTER> on <Your Computer Name>)

Always save your work to local resources or Network Shares (I: Drive / S: Drive)*.

For the below example:

Local Disk (C: on iMac) is the root of the Hard drive (excluding vizability to system folders) Local Disk (H: on iMac) is the current users home folder Removable Disk (E: on iMac) is a remoable device (eg. USB Stick)



The first time access to local resources is made, a request will pop-up requesting access. Select the appropriate access level you require. If you are accessing from a trusted computer and know the access level you need always, you can check the do not ask me again for this site and you won't be prompted again.

0	Cit	trix Viewer	
н	low do you want to	access files from this	application?
	Don't ask me aga	in	
			\frown
	No Access	Read Only	Read & Write

If permissions need to be altered for local resources, select Preferences from the Citrix Viewer from the system menu



Amending the permissions from the Devices tab

B /A		
anere Devices	Mar & Webcam Keyboard Advanced	
rement Devices	A Research Reyboard Advanced	
Choose how t	to access files and drives on your computer from your applications:	
Choose now n	to access files and drives on your computer from your applications:	
Read and	nd write	
Read onl	nly	
No acce	and a second	
No acces	199	
Ask me	each time	
O Ask me	each time	
• Ask me o	each time	
Ask me of Mapped COM	each time 1 Ports	
Ask me of Mapped COM	each time A Ports Device	
Ask me of Mapped COM	each time A Ports Device None	0
Ask me of Ask me of Ask me of COM Port COM Port COM1 COM2	each time A Ports Device None None	0 0
Ask me of Ask me of Ask me of COM Port COM Port COM1 COM2 COM3	each time A Ports Device None None	0 0 0

Configure the Citrix Receiver on a Mac to not require the Web Browser to remain open

- 1. Follow the instructions to Install the Citrix Web Client on a MAC
- 2. Open the Citrix Receiver from Applications

• • •		Applications		
< >			Q, Sei	arch
Favorites	Name	Date Modified	Size	Kind
All My Files	Citrix Receiver	Today, 17:49	70.1 MB	Application
	ClamXav	Aug 16, 2014, 19:32	103 MB	Application
Cioud Drive	🕱 clonk	Nov 18, 2012, 12:23	52.1 MB	Application
AirDrop	Contacts	Oct 24, 2015, 11:28	21.5 MB	Application
Applications				

3. When prompted for a server address, enter in https://myapps.utsa.edu

	Citrix Receiver	
Receiver	Add Account Enter your work email or server address provided by your IT department:	Menu 👻
	https://myapps.utsa.edu	
	Carel	
	To get your apps and desktops, first set up your account.	
	Set Up Account	

4. Login with your UTSA Credentials

• • •	Citrix Receiver				
Please log on	to Utsa Virtual Apps				
Domain\User	utsarr\abc123				
Password					
	Cancel Log On				
CITRIX					
Receiver					
0					



5. Add your favorite applications to the Citrix Receiver window by clicking on the +

6. Select the application group and the associated application

•••	Citrix Receiver	
Citrix Receiver	oyr676 🔻	Q Search for apps
ChemDraw		
COMSOL		
IBM SPSS Statistics		
JMP	Margaret and a second se	
Maple 17		
<u>MathCAD</u>	M Mathcad 15	
MATLAB	+	
MicroCase 5.0	- ³	
Microsoft Office 2010		
MM Virtual Design Tools		
Mplus		
NVivo		
OIT		

7. The application will be added to the main Citrix Receiver window, repeat step 6 with an additional applications you want to add to your favorite's window (these will remain in place each time you open up the receiver client). Launch the application by clicking on the icon in your favorites window



8. The Citrix Receiver will provide a status window and launch the applications selected

0 0 0	Citrix Receiver	
Citrix Receiver	oyr676 🔻	Q. Search for apps
	ज्युहे Starting Mathcad 15	

 Configuration of local resource access is the same as <u>Accessing local drives and resources on a MAC</u> with Web Client installed

Configure the Citrix Receiver on iOS

1. Open the Apple AppStore and search for Citrix Receiver



2. Download and install the Citrix Receiver, entering in your Apple ID / Credentials when prompted



HOW TO USE CITRIX RECEIVER .. more

- Eack to App Store
- 3. Once installed, open the Citrix Receiver and select Add Account

4. Enter in the address as myapps.utsa.edu and select Next

Back to App Store		6 🖌 🖇 85% 📼		
	Cancel	New Account	Next	¢
	Address mya	ipps.utsa.edu	0	
	Use Smartcard		0	

5. The address should translate to https://myapps.utsa.edu automatically, enter in your UTSA credentials and add the domain name as utsarr.net and select Save

-	18:43				6 🕈 🖇 85% 🗔
Cancel	Verified	<u> </u>	Save		
Address	https://myapps.utsa.edu				¢
Description	My Virtual Apps				
loar Name					
Password	abc123				
Domain	utsarr.net	0)	
	Cancel Address Description Oser Name Password Domain	Taska Cancel Verified Address https://myapps.utsa.edu Description My Virtual Apps Oser Name abc123 Password	Taska Cancel Verified Address https://myapps.utsa.edu Description My Virtual Apps Oser Name abc123 Password	18:43 Cancel Verified Save Address https://myapps.utsa.edu	TigH3 Cancel Verified Save Address https://myapps.utsa.edu

- 6. Launch the Citrix Receiver from the iOS Launcher
- 7. Add your favorite applications to the Citrix Receiver window by clicking on the +



8. Select the application group



9. Select the + to add it to your Citrix Receiver favorites



10. The application will be added to the main Citrix Receiver window, repeat step 6 with an additional applications you want to add to your favorite's window (these will remain in place each time you open up the receiver client). Launch the application by clicking on the icon in your favorites window





11. The Citrix Receiver will provide a status window and launch the applications selected

Accessing local drives and resources on an iOS device

 Once an application is launched the local resources will be shown as Local Disk under Computer (C: on <Owner Name> iPad)

M Open		
Look in:	r Computer - G 🦻 🛤	
Recent Places	Hard Disk Drives (2) Local Disk (C:) 17.5 GB free of 59.8 GB 8.37 GB free of 24.9 GB	
Desktop	Devices with Removable Storage (2) Floppy Disk Drive (A:)	
Libraries	Other (8)	
	Local Disk (C: on iPad) System Folder	

M Open							×	
Look	in: 👝 Local Disk ((C: iPad)	•	G 🤌 🗈 🖽 -				
Ø.	Name	*		Date modified	Туре	Size		
Recent Place Desktop Libraries Computer	5 🔑 CitrixLogs			9/16/2015 9:01 PM 9/30/2014 10:48 AM	File folder File folder			
Network	File name:					•	Open	

2. With the following locations available to use for local storage

3. To return to the Citrix Receiver window select the Citrix Receiver menu bar (Top Center of the screen and drag down to display options – Home returns to the Receiver window)

File Tables DOE Home	* Pair	Arrow Keys	Keyboard	Pointer	() Magnifier	Mouse	2 Switch	
	C. L. M. M.				Thurst .			
		ġ	8	JMP 12	ie Day			₩* = ×
	Tip of the Tip 3 of 64.	• Day - JMP Pro Did you know					5 Mar Lone Water	Alf Vm



4. Access settings for the iOS client can be configured from cog in top right of the Citrix Receiver

5. To logout of your MyApps session select the person icon (Top right of the Citrix receiver) and select Log Off



Configure the Citrix Receiver on Android

1. From the Google Play store search for Citrix Receiver and Citix Receiver



2. Select Install



Access apps and desktops on any device

READ MORE



3. If you accept the permissions requested, select Accept



4. Once installed select OPEN





Access apps and desktops on any device



5. Select Add Account



6. Enter in the Address as Myapps.utsa.edu and select Next



7. Enter in your UTSA credentials, Domain as utsarr.net and select Add



8. Select the myapps.utsa.edu account

➡ ♥ ★ ♥ ■ 16:25
Citrix Receiver Accounts
🖻 myapps.utsa.edu 🧷
Add Account

9. Enter in your UTSA password and select connect



10. Select the application's folder that you want to launch e.g. ChemDraw



11. Select the application to launch it



12. *Optionally* the application can be added to your Favorites list or to your Android devices home screen by holding the application and selecting one of the three options



13. The first time an application is launched the Gestures screen will be shown for reference



Accessing local drives and resources on an Android device

1. From the main Citrix Receiver screen select the settings tab



2. Select Advanced and select Use device storage



3. Select the level of access permissions you want to set, typically will be Full Access



4. Once an application is launched the local resources will be shown as Removable Disk (C: on <device name>) under Computer



5. Amendments to keyboard, mouse functions is gained by swiping down on the arrow at the top center of the Citrix receiver when an application has been launched



O Untitled-1 - Wolfram Mathematica 10.3