2017

MyApps.UTSA.edu

Hosted Applications

Guide to using myUTSA Apps
Version 2.0

Contents

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.
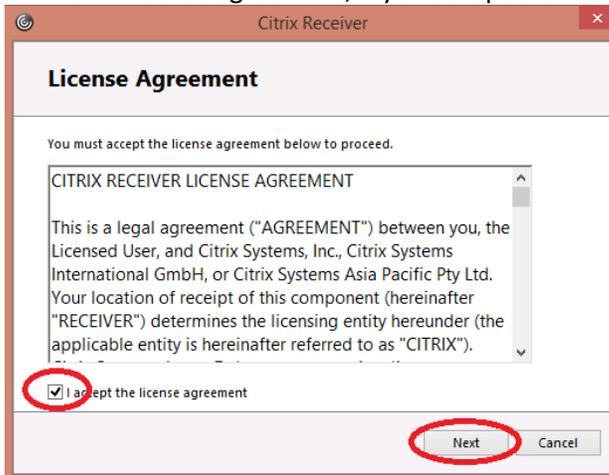
Install the Citrix Client on a PC

1. Browse to https://receiver.citrix.com 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)
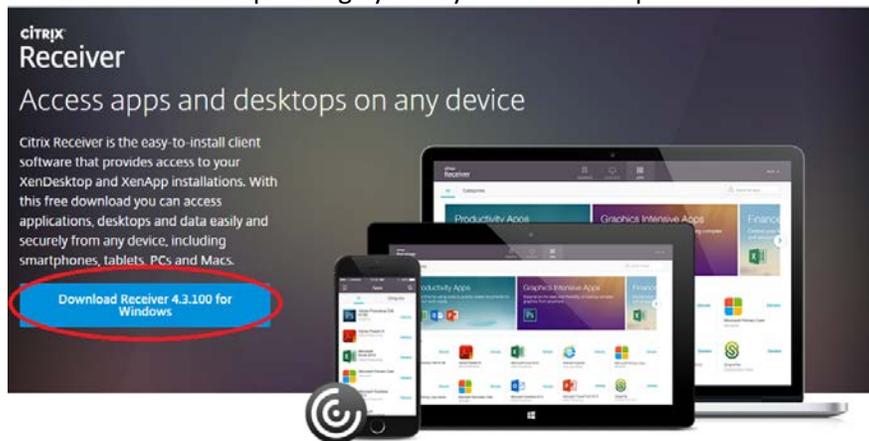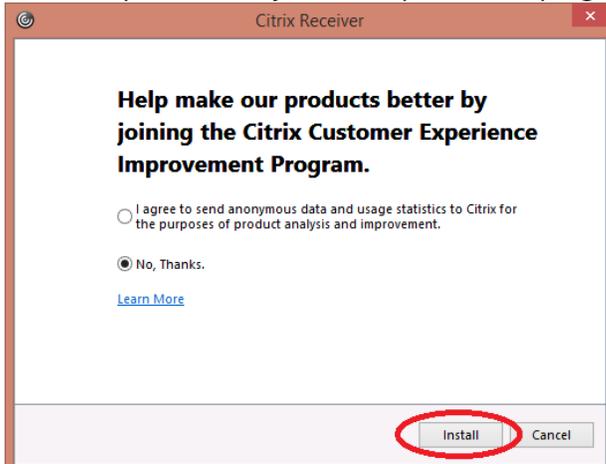

2. Start the installation

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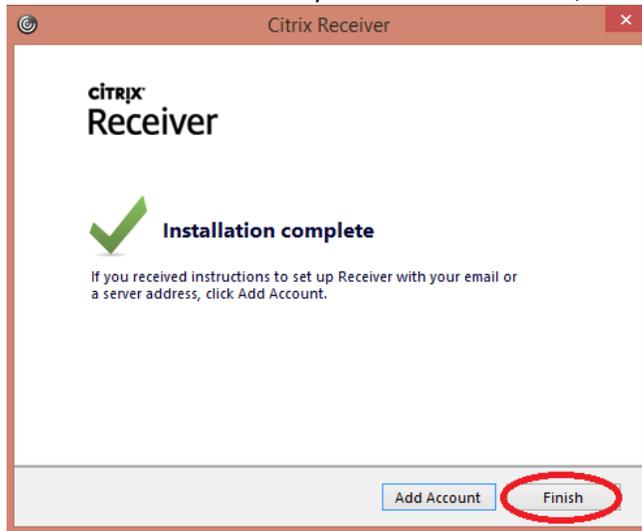

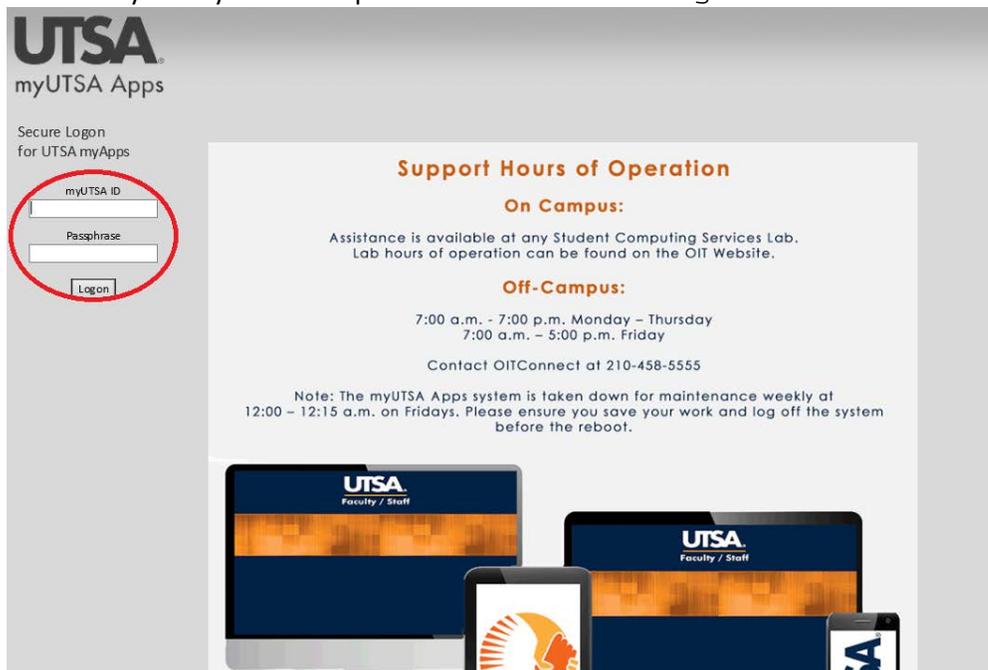4. Leave `Enable single sign-on` unchecked, select next

5. Choose if you'd like to join the improvement program or not, select `Install`
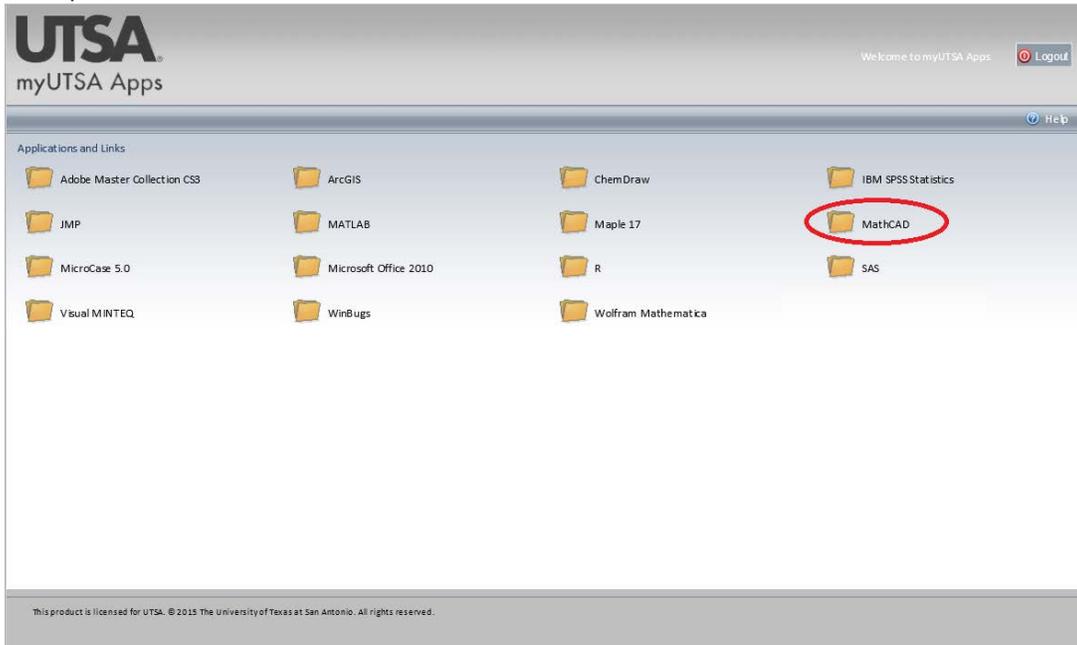
6. When has been sucessfully the client is installed, select `Finish`

7. Once the client is installed, browse to the myUTSA Apps web interface https://myapps.utsa.edu 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.

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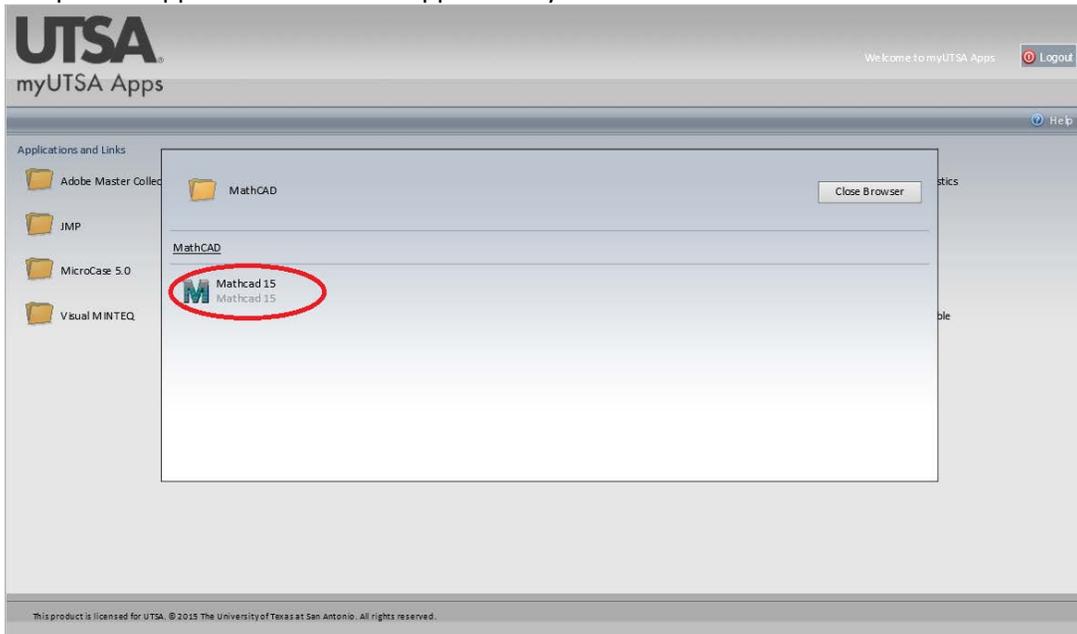

10. A pop-up window will be displayed indicating that the application is making a connection and is about to launch
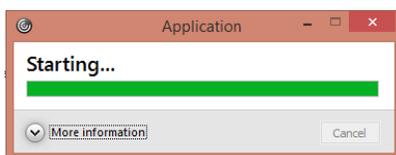
Accessing local drives and resources on a PC with Web Client installed

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>`

*Always save your work to local resources or Network Shares (I: Drive / S: Drive)*.*
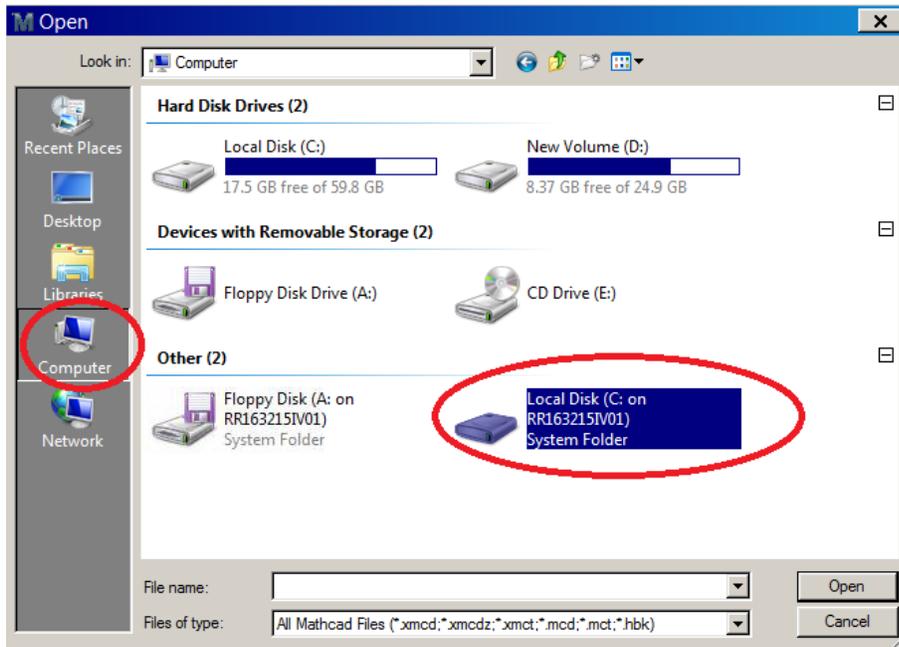
The first time access to local resources is made, a request will pop-up requesting access. Select the appropriate access level you require. If you are accessing from a trusted computer and know the access level you need always, you can check the `do not ask me again for this site` and you won't be prompted again.
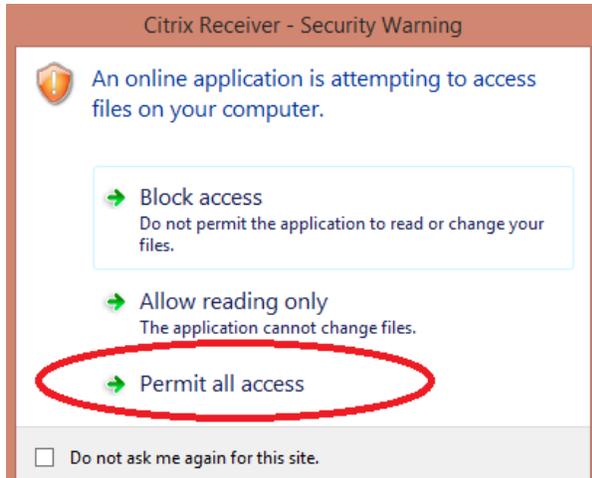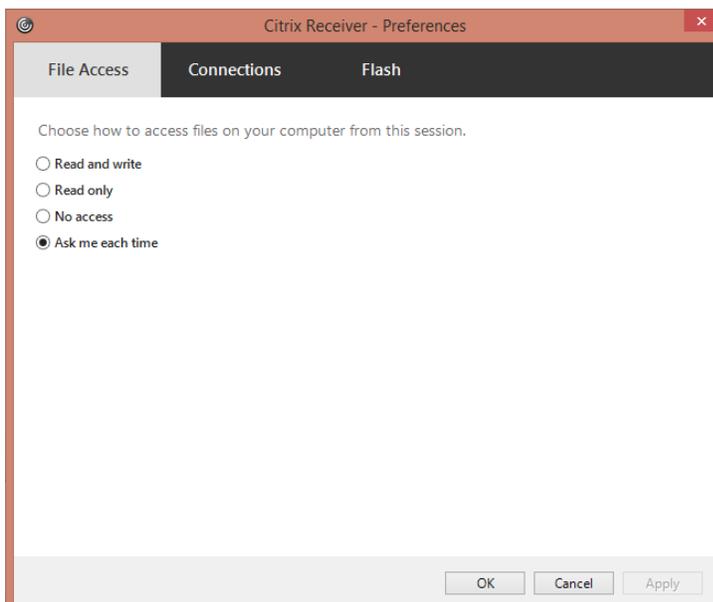

If the access level you selected needs to be changed this is amended under the connection center option from the Citrix client. Right click on the Citrix client icon in the task tray and select `Connection Center`
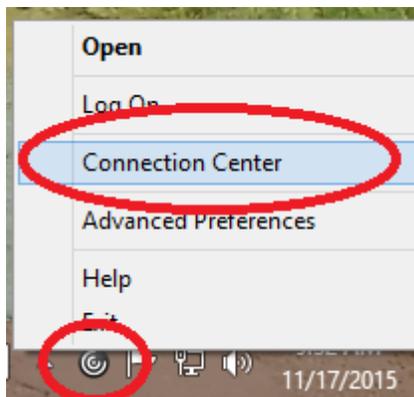
Select the server that is hosting the application running and select `Preferences`
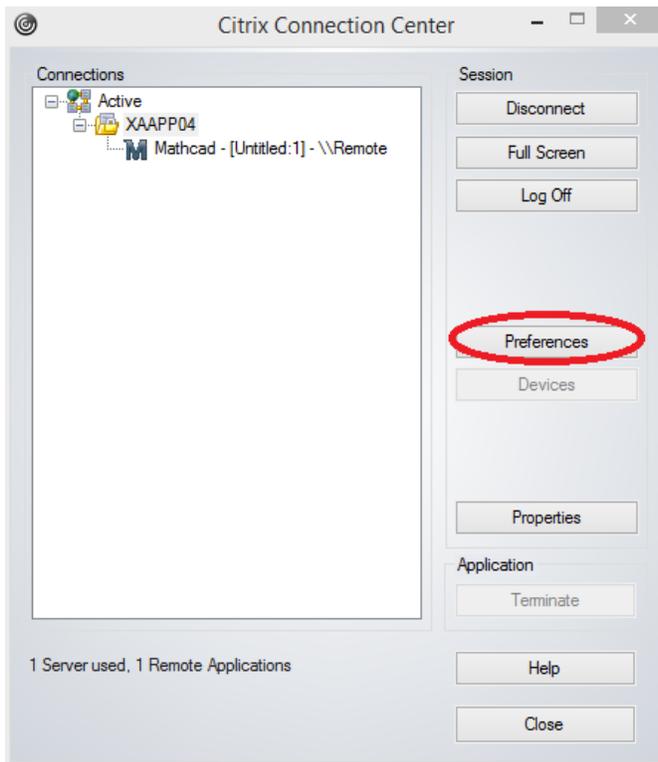
Change the access permissions under `File Access` and select `OK`

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.
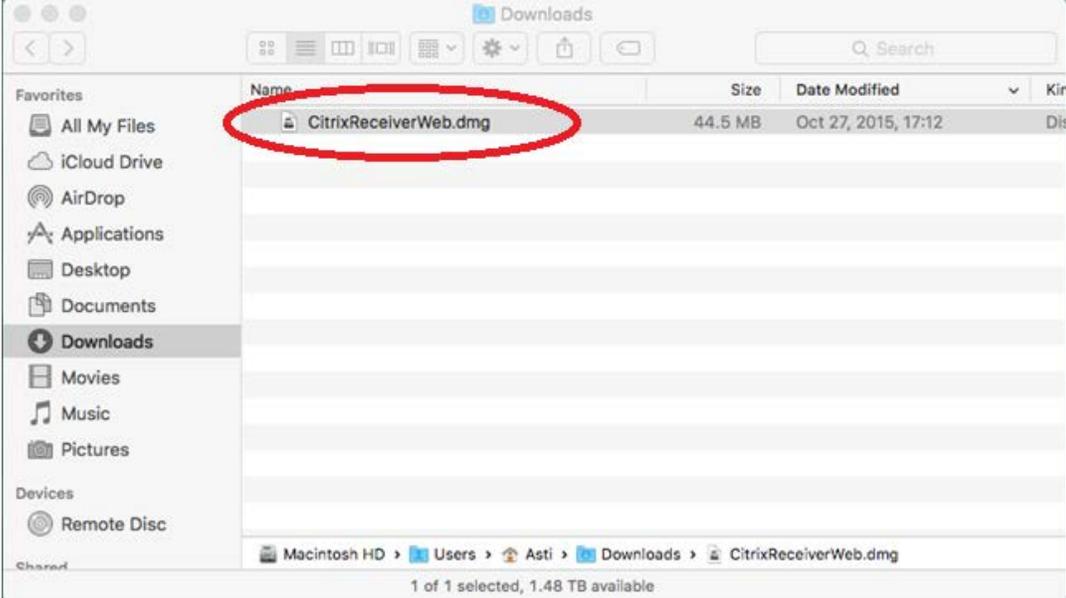
1. Browse to https://receiver.citrix.com and download and open the Citrix reciever installer.
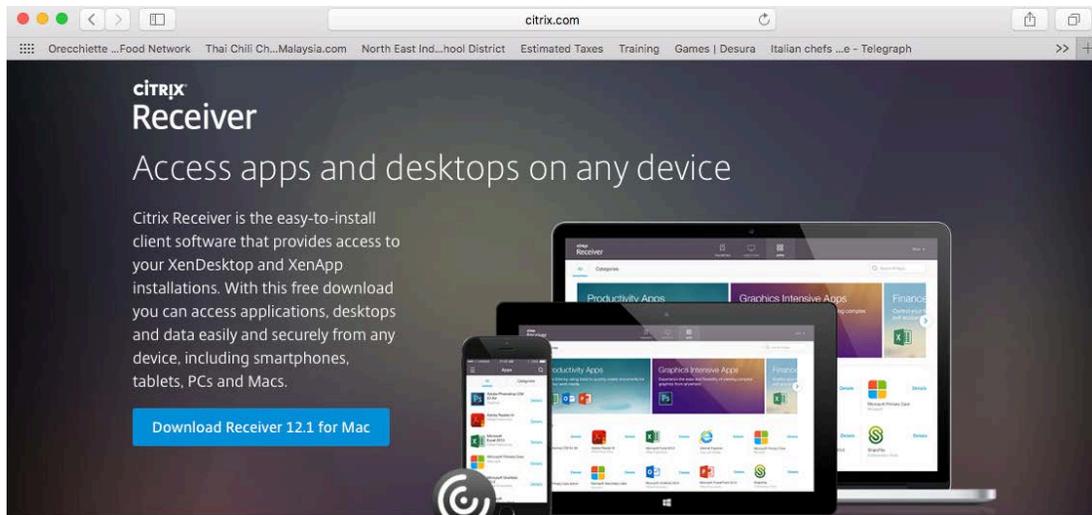
2. Safari may pop up with a certificate error, select `continue`
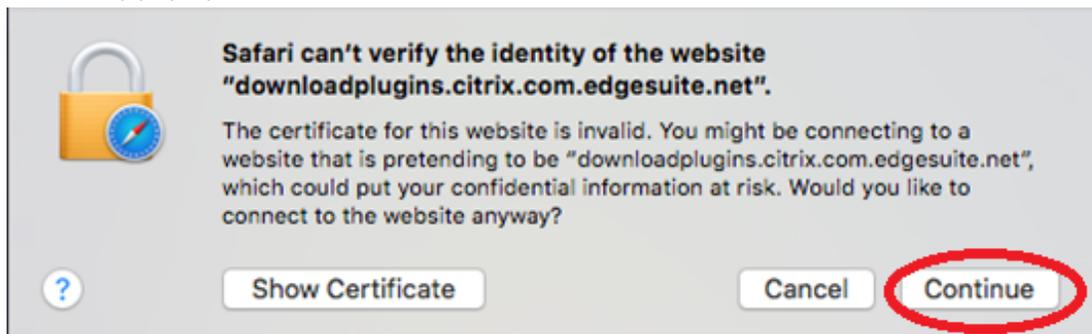
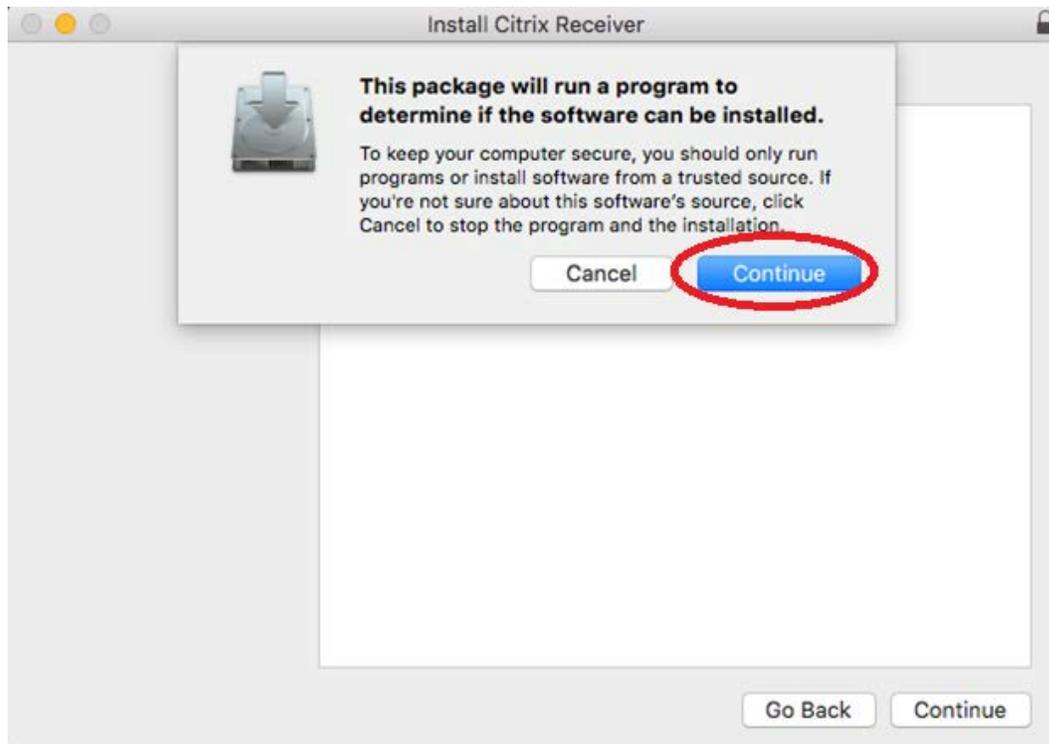3. Browse to the Downloads folder and run the `CitrixReceiverWeb.dmg`
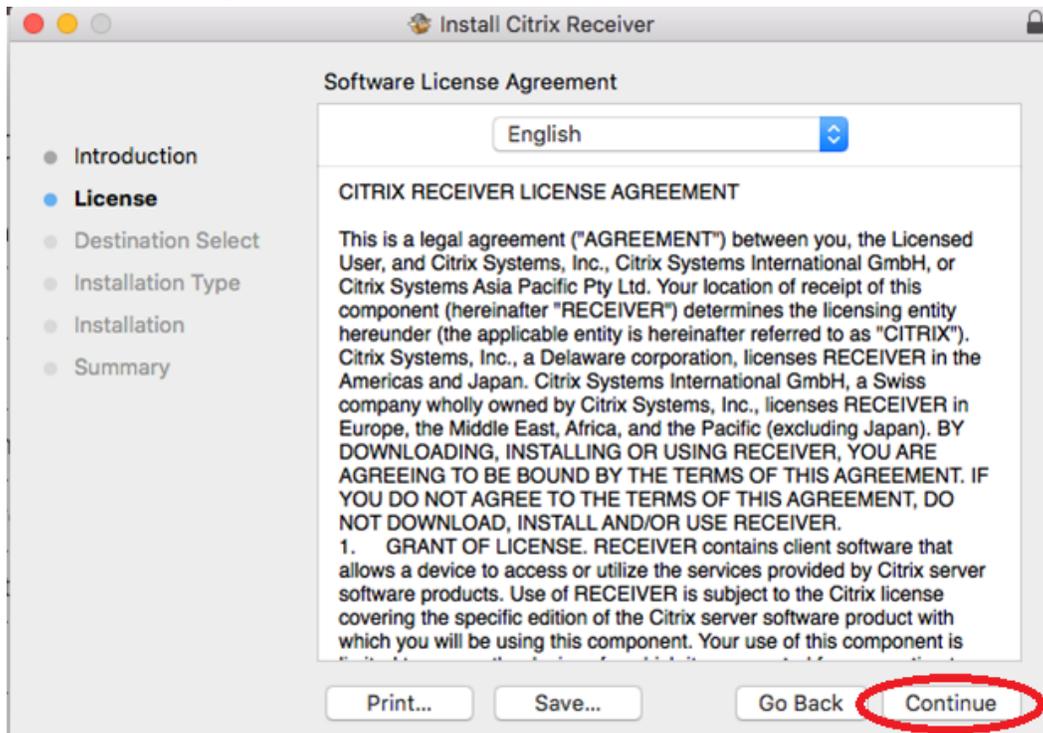

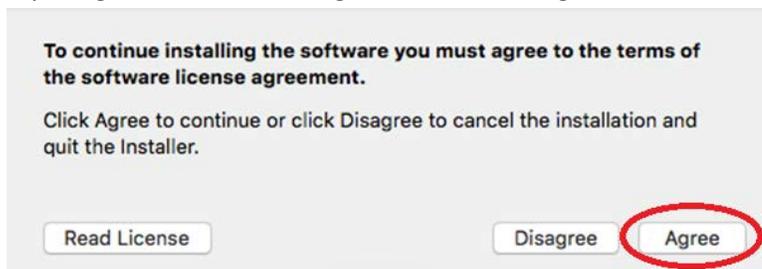4. Select `Install Citrix Receiver`
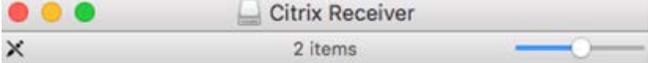
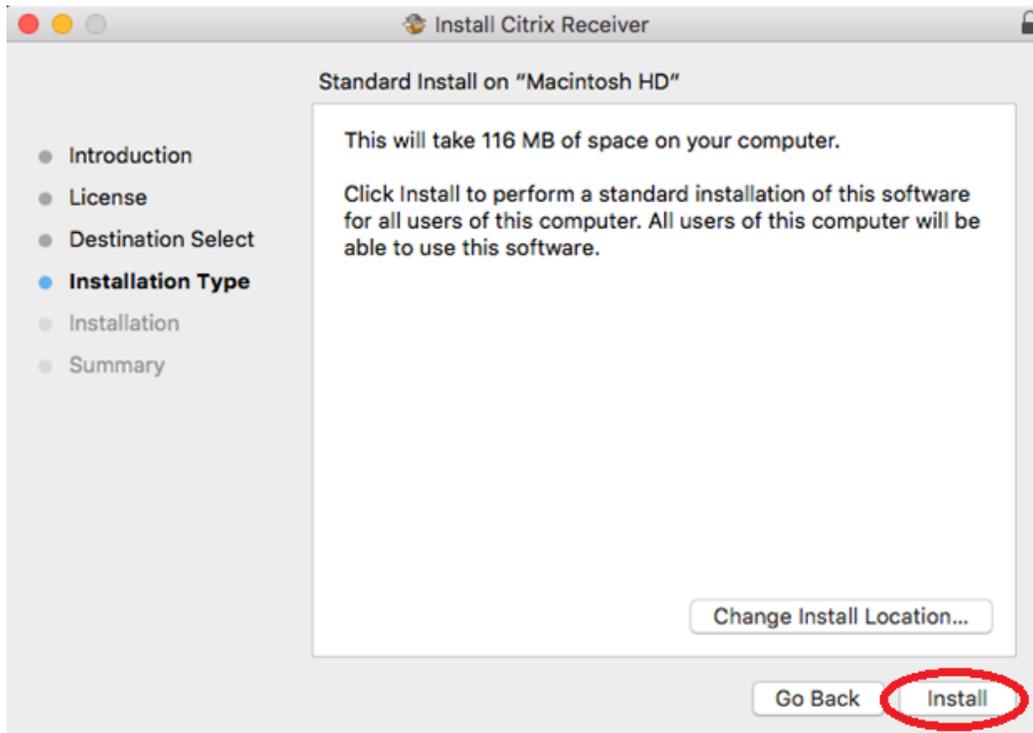5. Select `Continue`

6. Select `Continue`
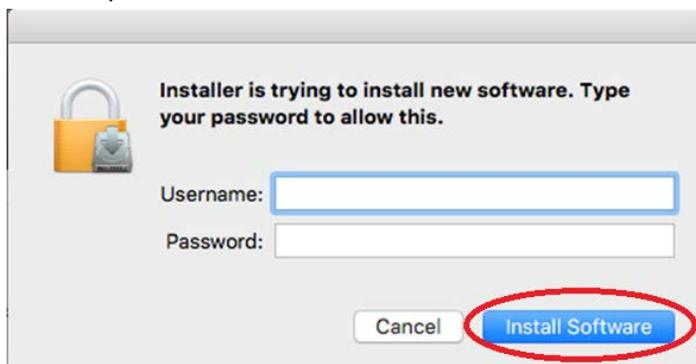
7. Read the license agreement and select `continue`

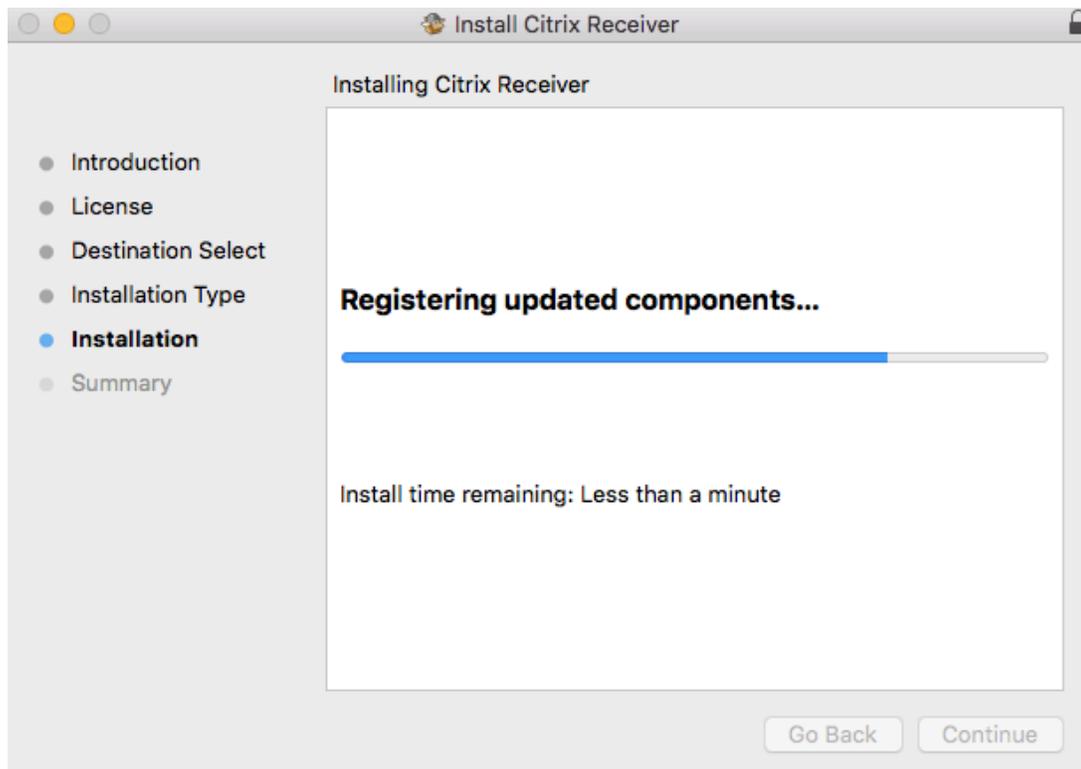

8. If you agree to the license agreement, select Agree

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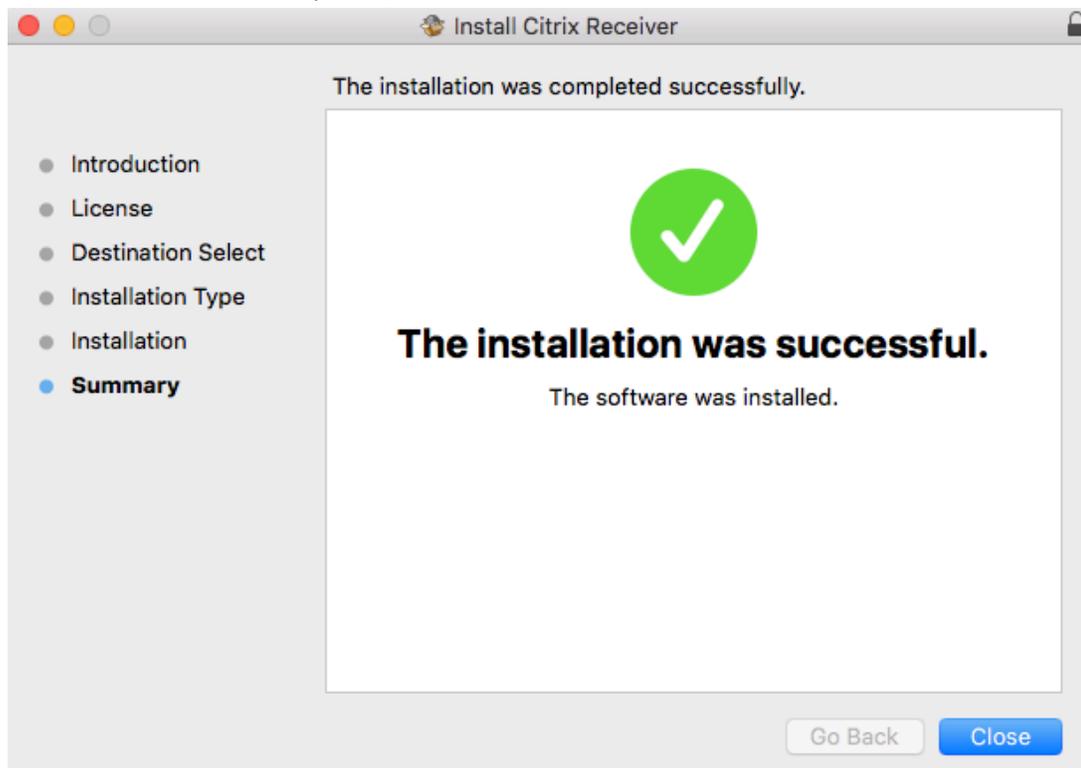

10. Enter in your Mac credentials to authorize the install and select `Install Software`

11. Installation will start

12. Once installation has completed, select `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 https://myapps.utsa.edu and enter your myUTSA ID & password in and click the `Logon` button.

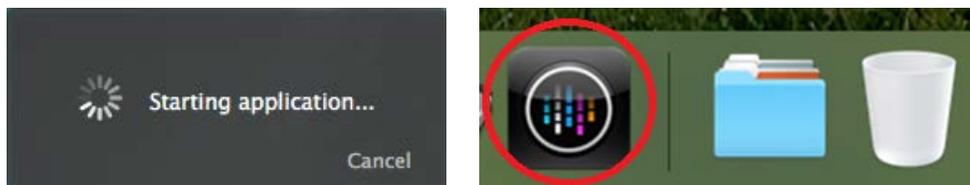15. Select the application folder and application to launch and click to launch
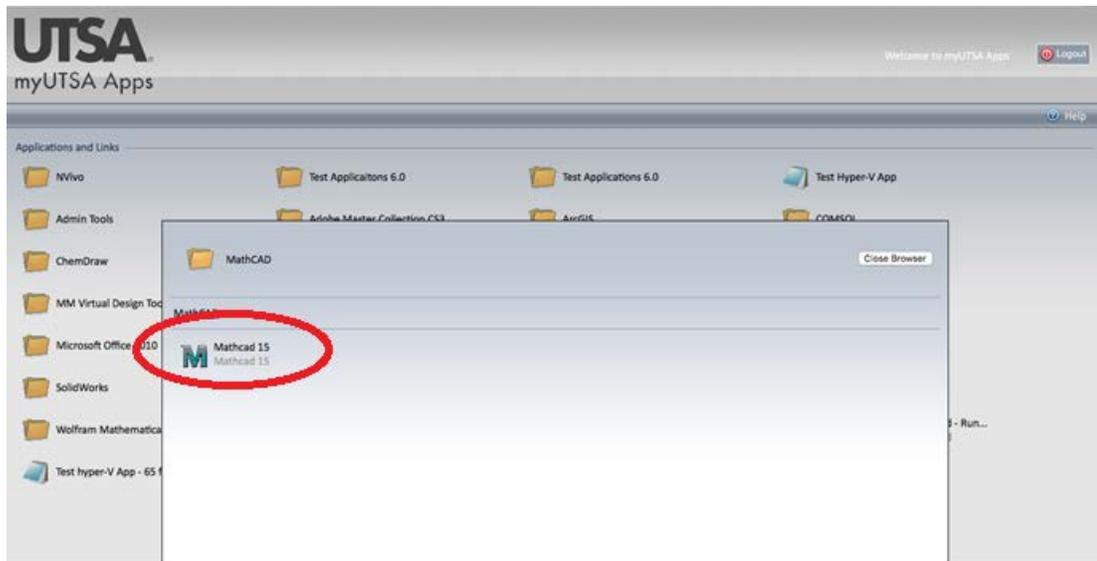
16. Application launch status will be displayed and the citrix reciever will show in the applciation bar as active

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

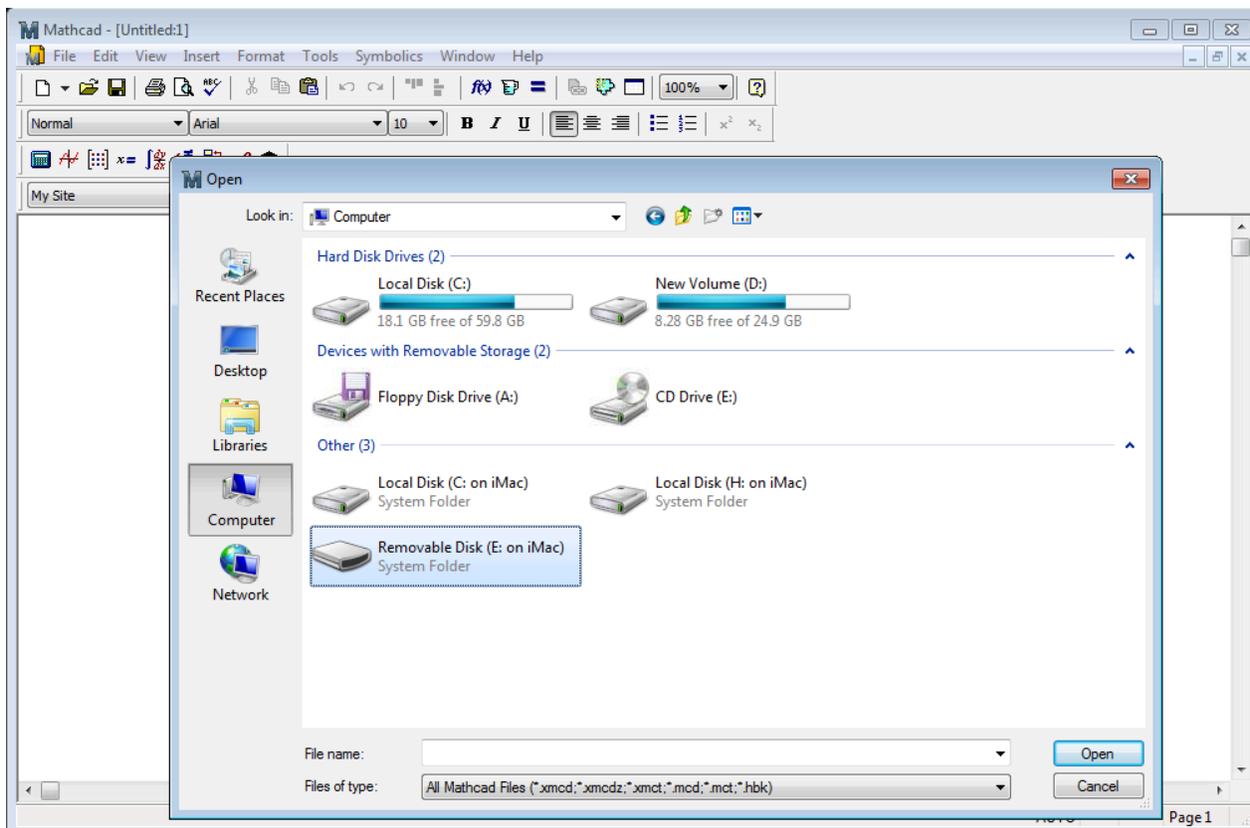`<Device Type> (<DRIVE LETTER> on <Your Computer Name>)`

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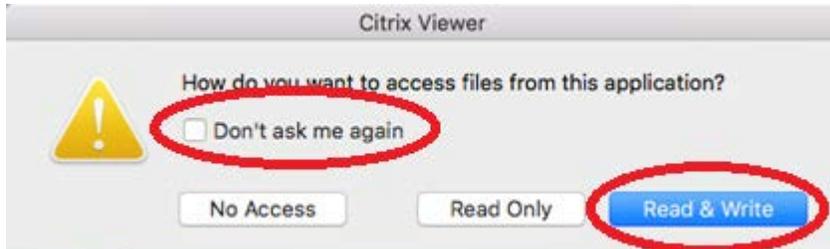
If permissions need to be altered for local resources, select `Preferences` from the `Citrix Viewer` from the system menu
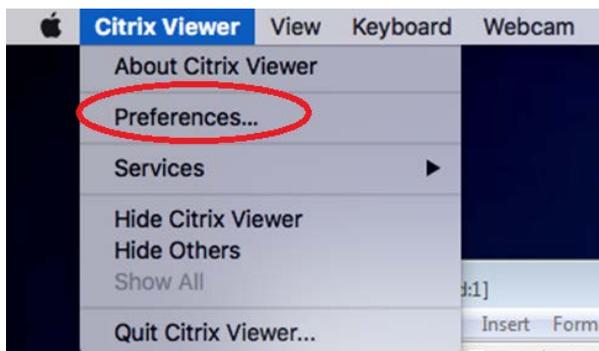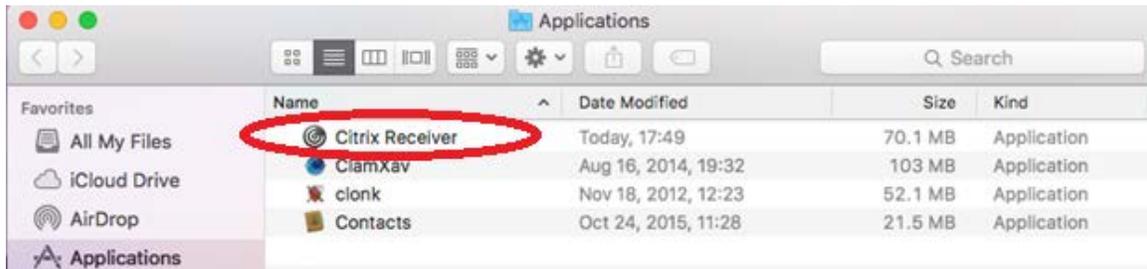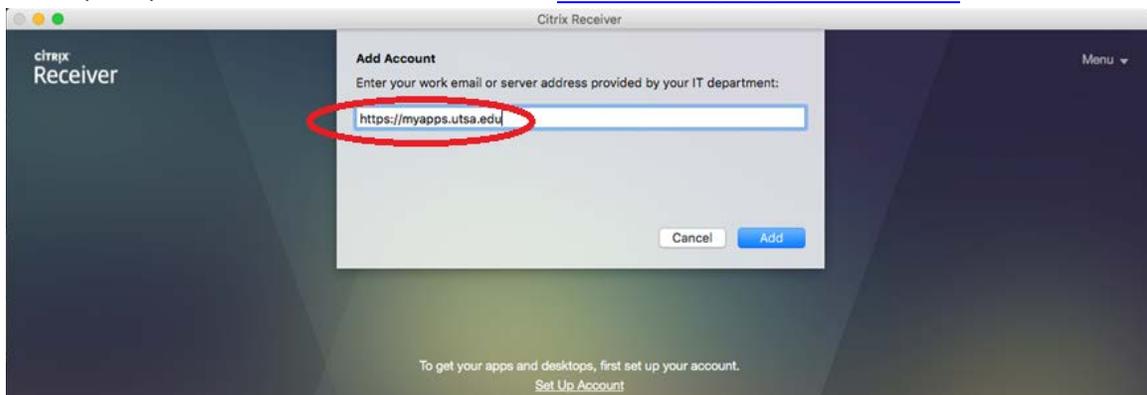

Amending the permissions from the Devices tab
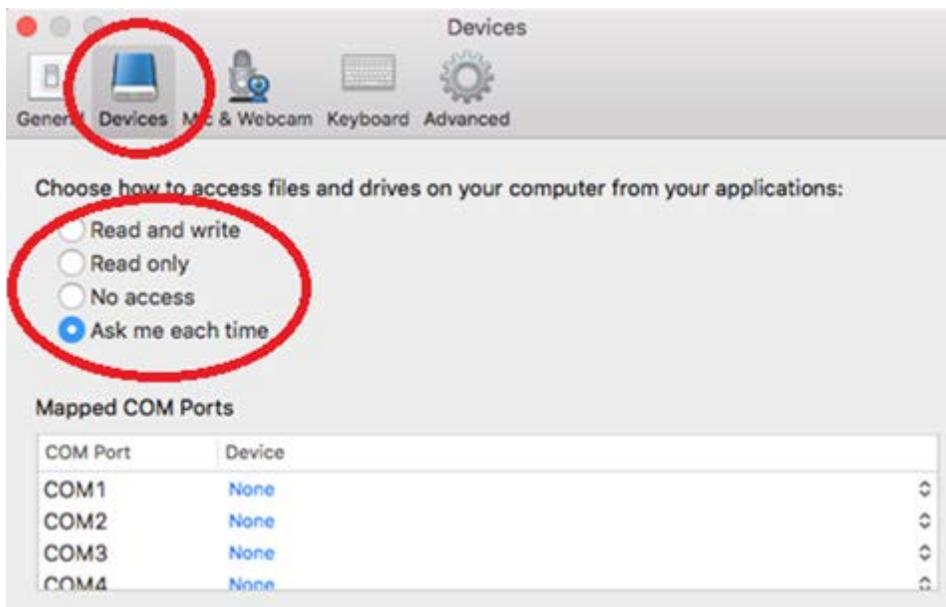
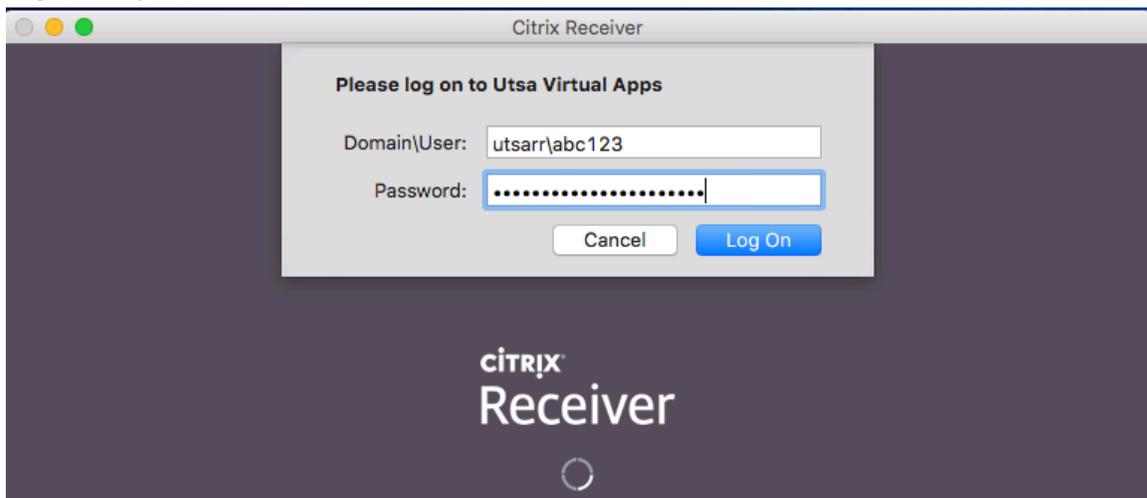# Configure the Citrix Receiver on a Mac to not require the Web Browser to remain open

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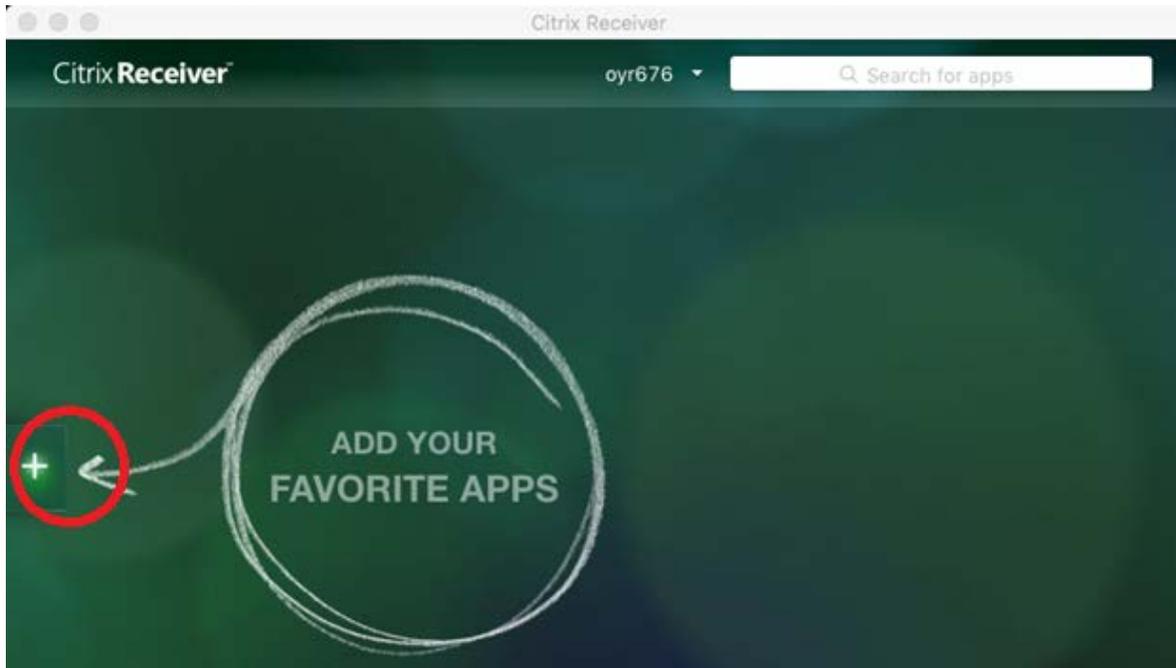
2. Open the Citrix Receiver from Applications

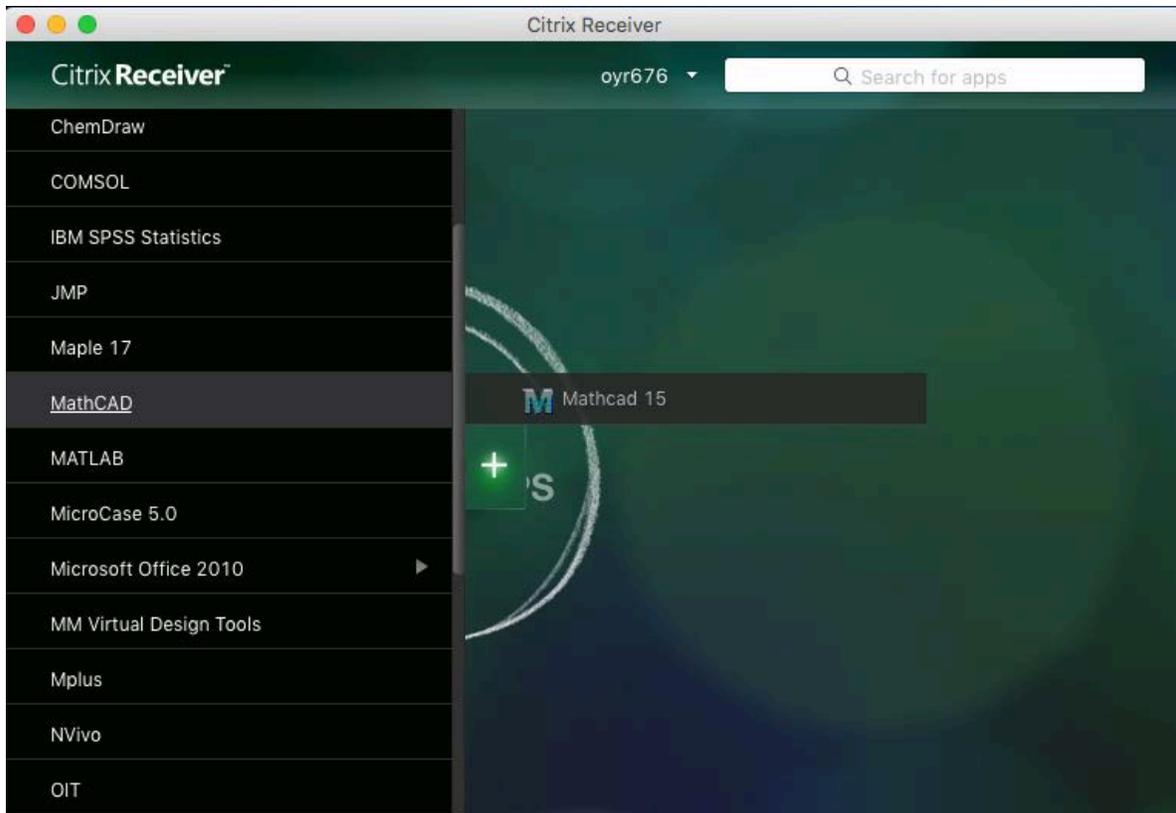3. When prompted for a server address, enter in `https://myapps.utsa.edu`

4. Login with your UTSA Credentials

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


6. Select the application group and the associated application

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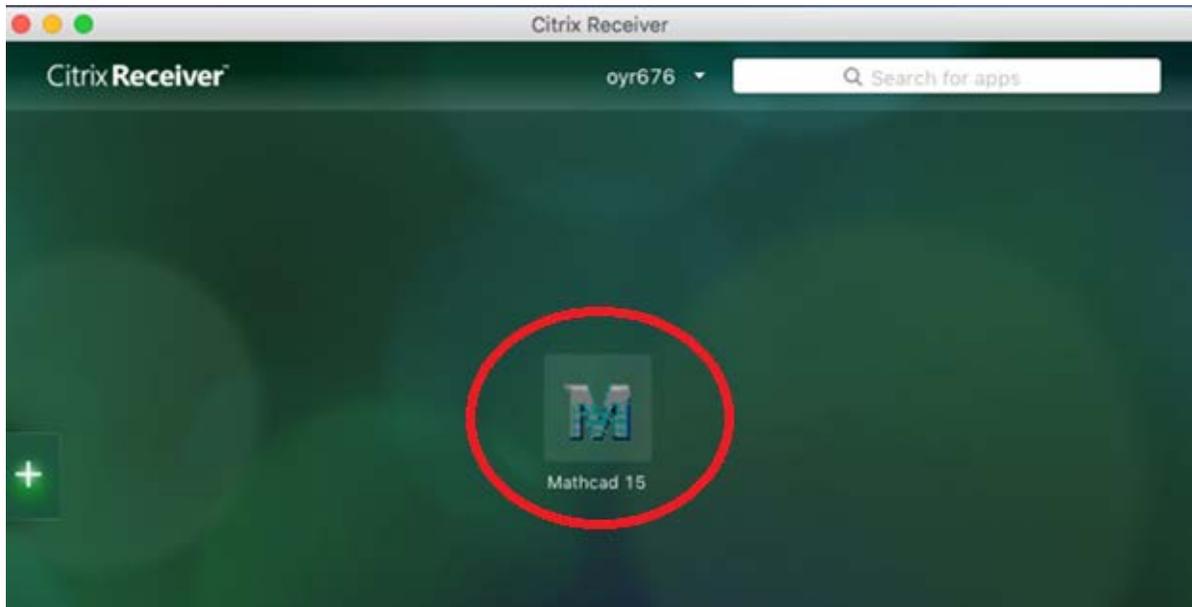
8. The Citrix Receiver will provide a status window and launch the applications selected
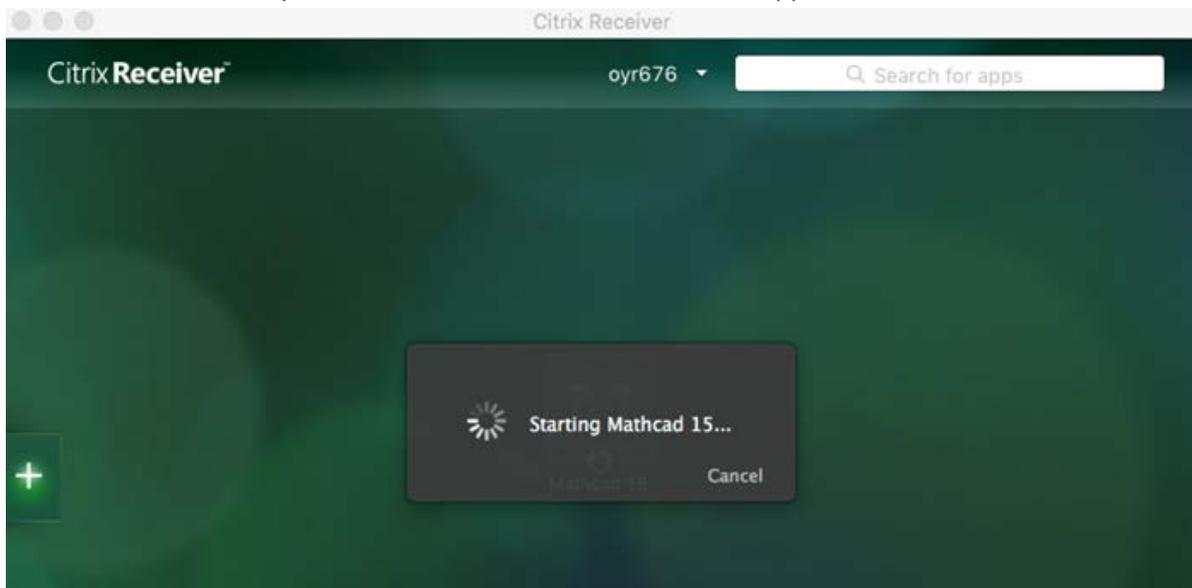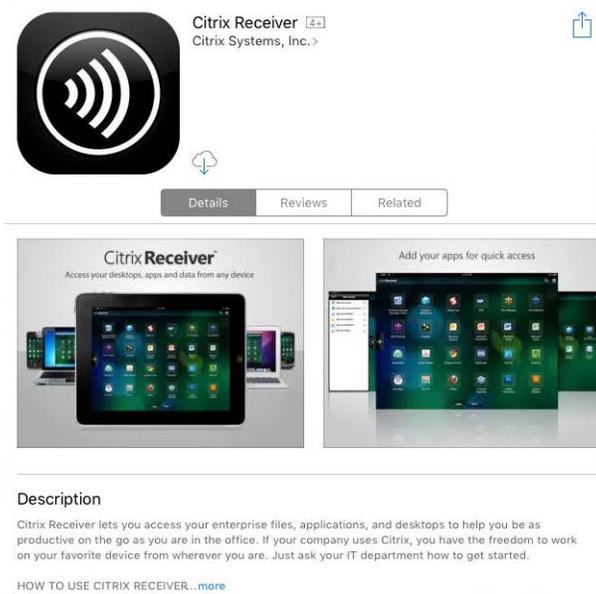

9. Configuration of local resource access is the same as Accessing local drives and resources on a MAC with Web Client installed

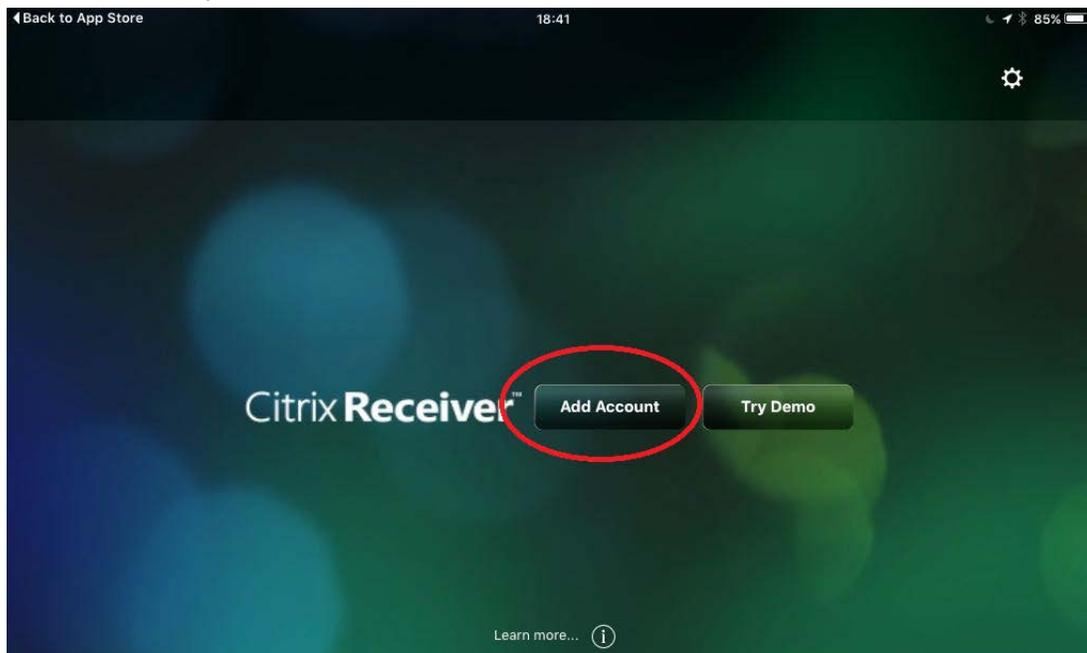# Configure the Citrix Receiver on iOS

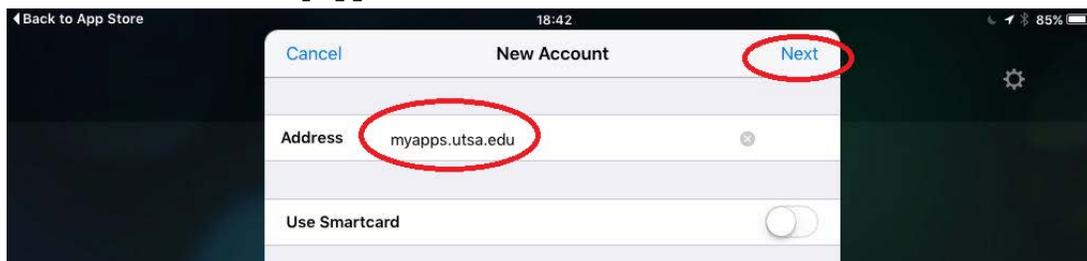1. Open the Apple AppStore and search for Citrix Receiver

2. Download and install the Citrix Receiver, entering in your Apple ID / Credentials when prompted
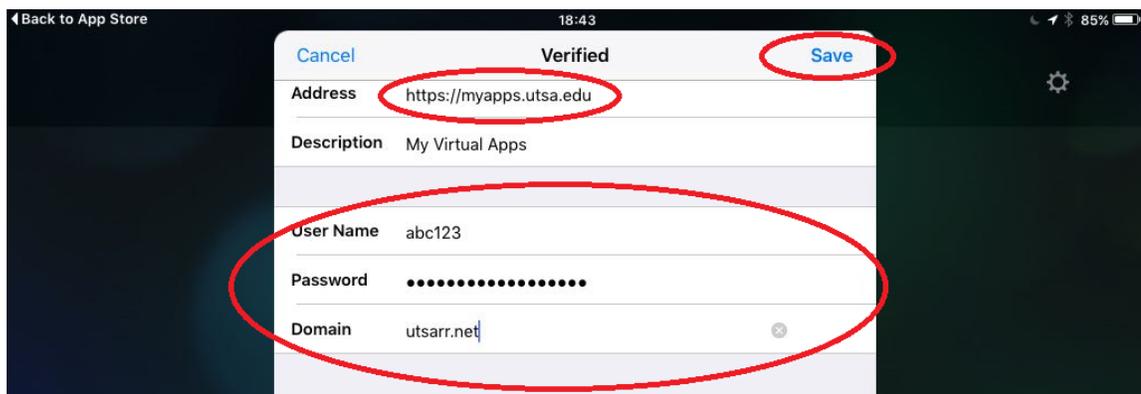
3. Once installed, open the Citrix Receiver and select Add Account

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

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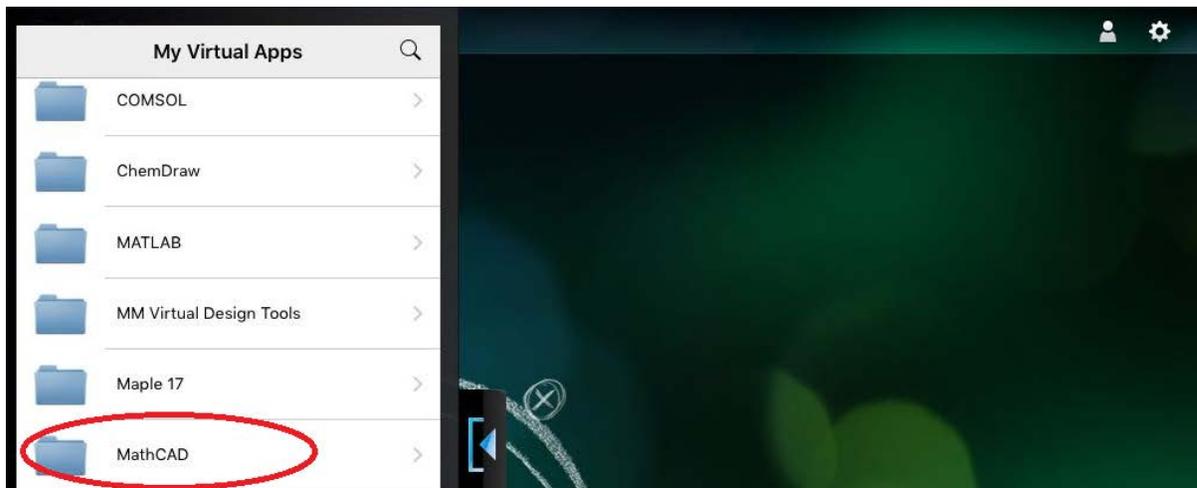
6. Launch the Citrix Receiver from the iOS Launcher
7. Add your favorite applications to the Citrix Receiver window by clicking on the +
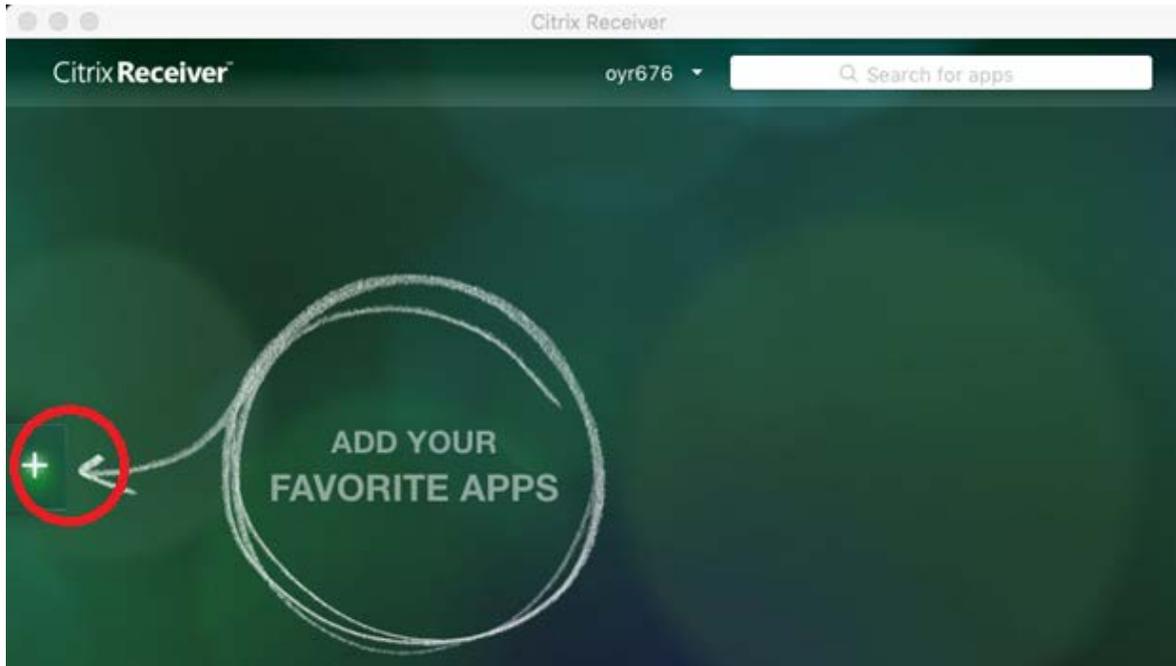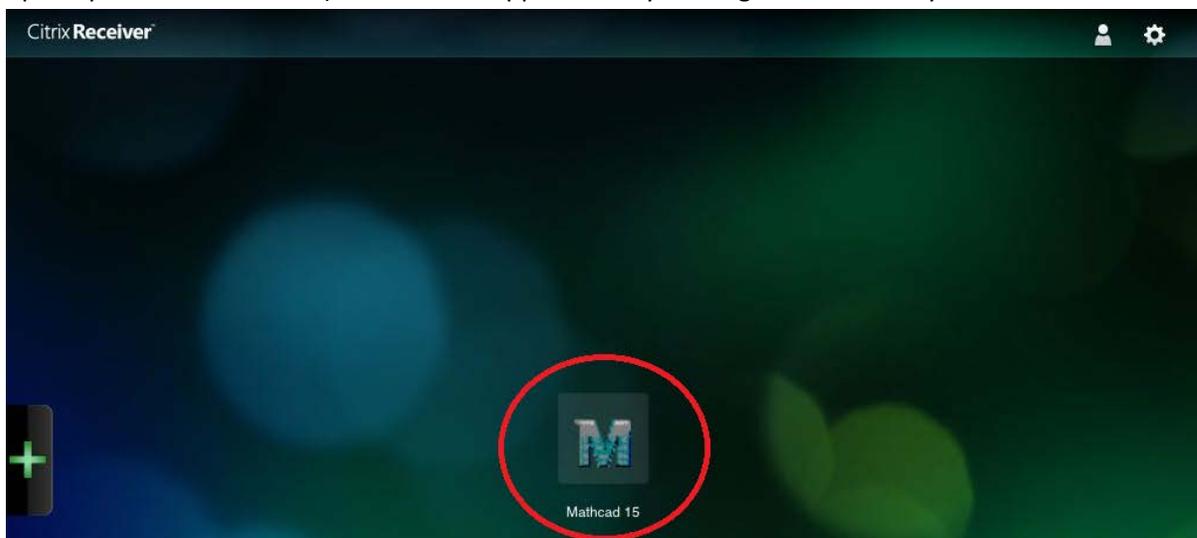

8. Select the application group
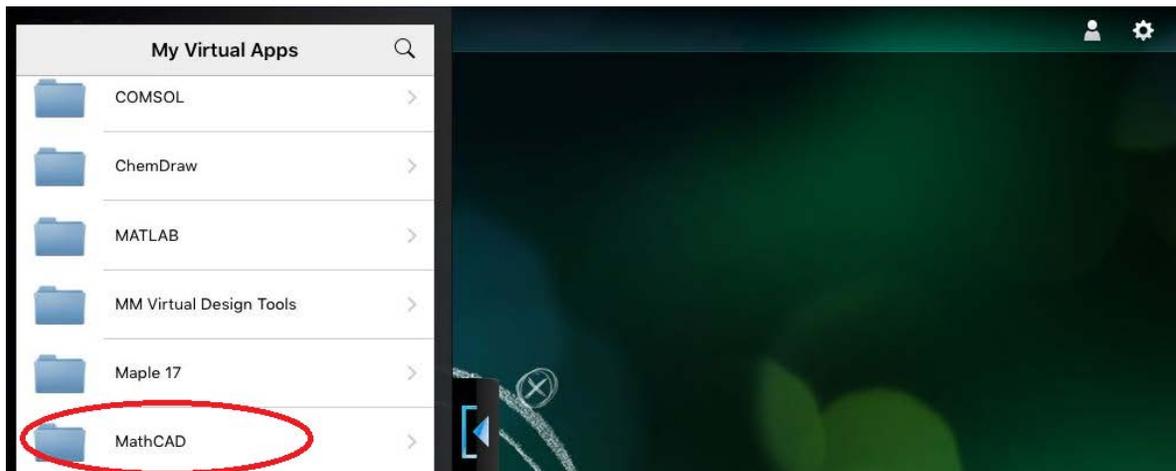
9. Select the + to add it to your Citrix Receiver favorites

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
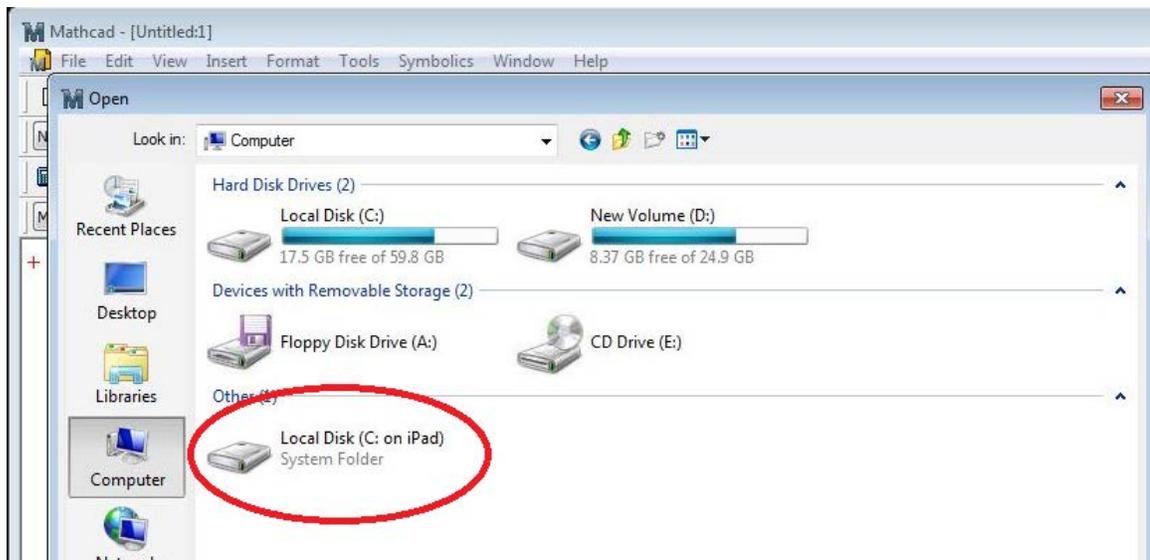
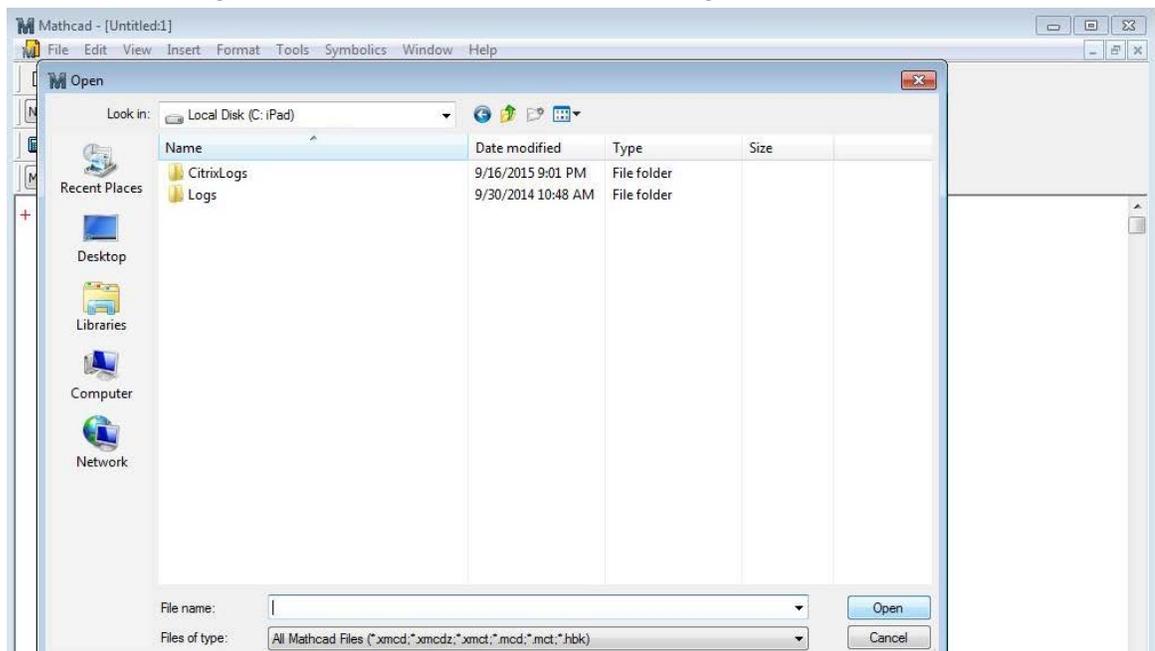11. The Citrix Receiver will provide a status window and launch the applications selected
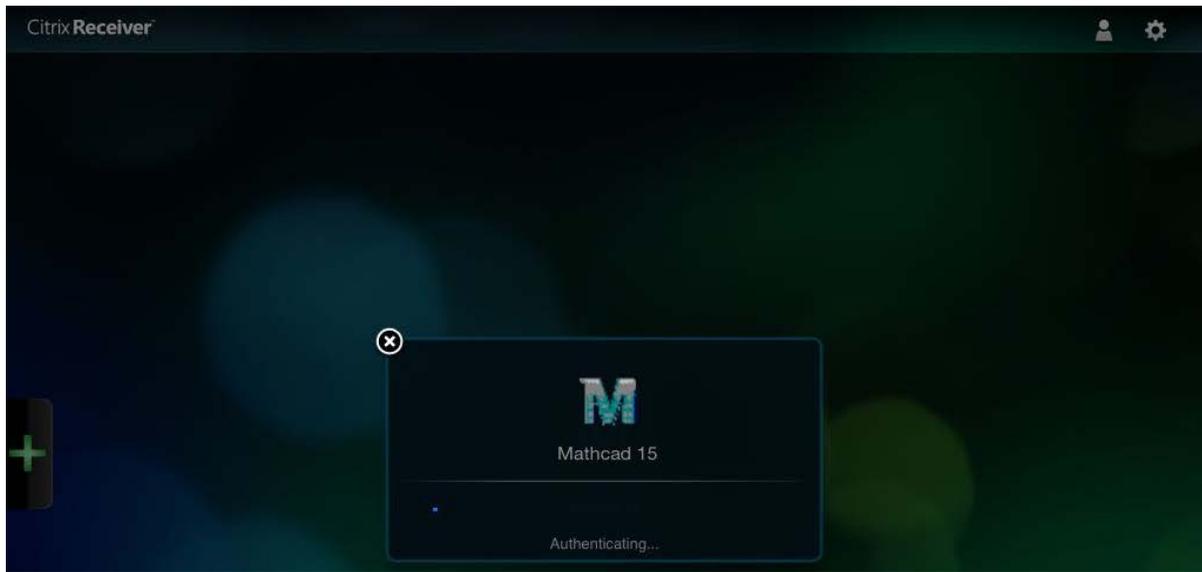
Accessing local drives and resources on an iOS device

1. Once an application is launched the local resources will be shown as Local Disk under Computer (C: on <Owner Name> iPad)
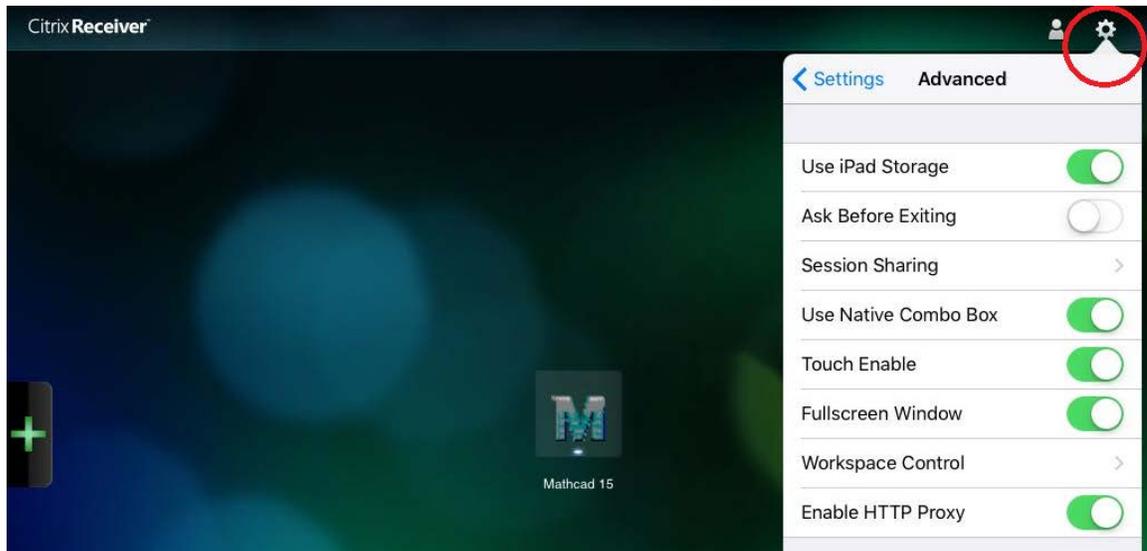
2. With the following locations available to use for local storage

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)

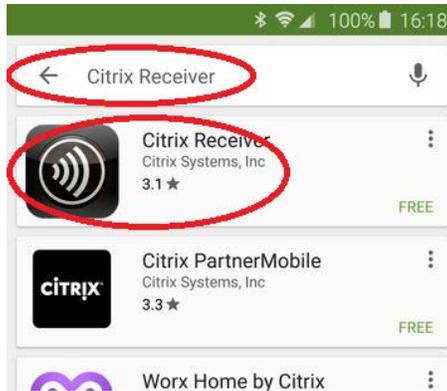4. Access settings for the iOS client can be configured from cog in top right of the Citrix Receiver

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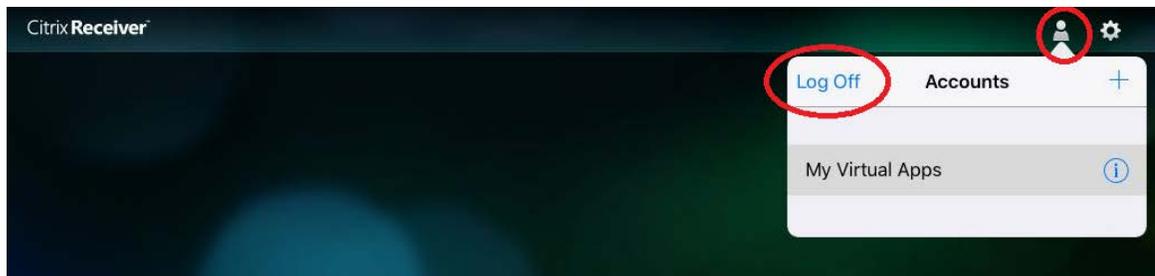
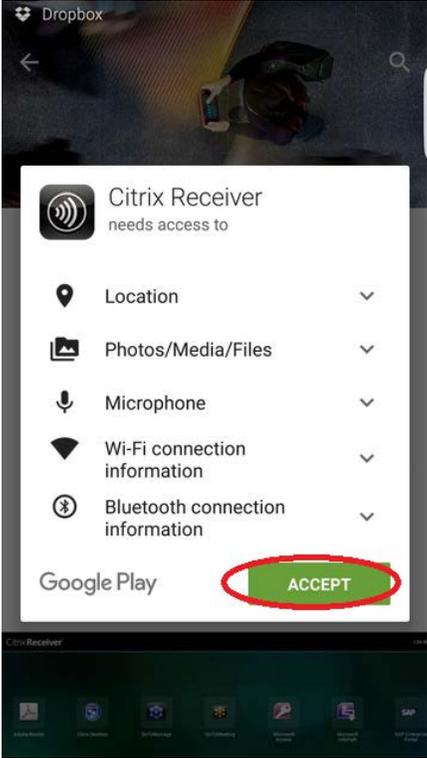## Configure the Citrix Receiver on Android

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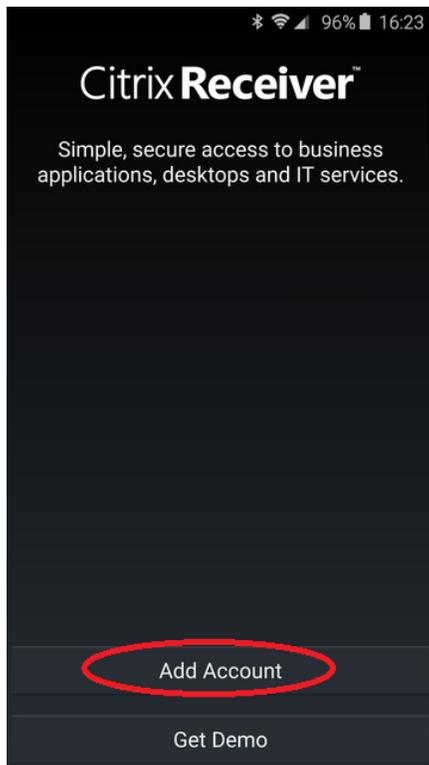

2. Select `Install`

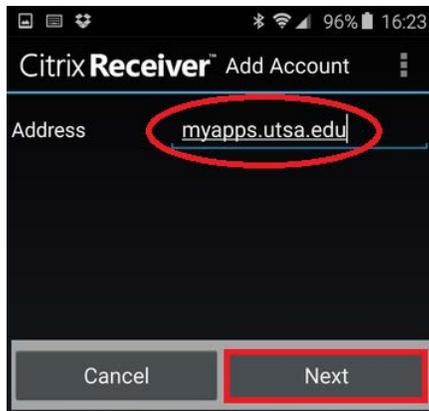3. If you accept the permissions requested, select `Accept`
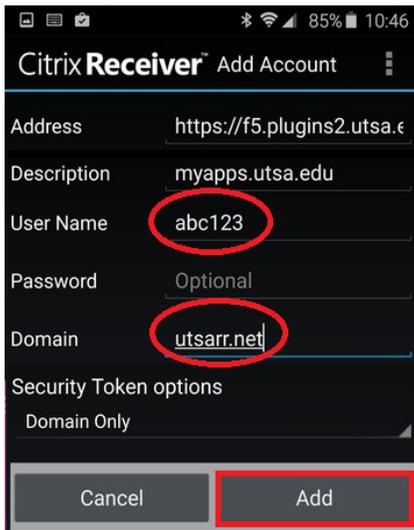

4. Once installed select `OPEN`

5. Select `Add Account`

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

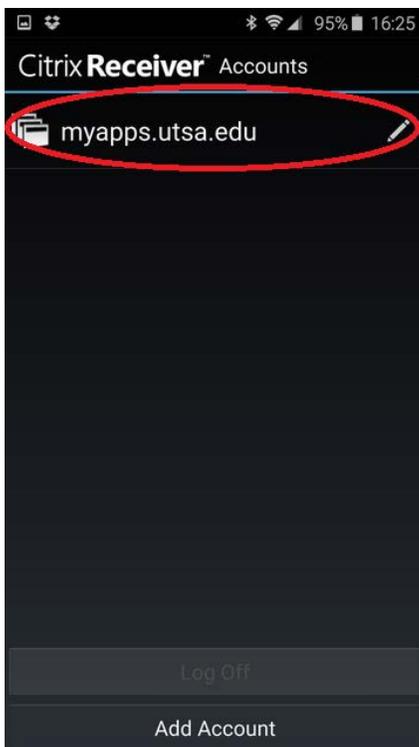7. Enter in your UTSA credentials, Domain as `utsarr.net` and select `Add`
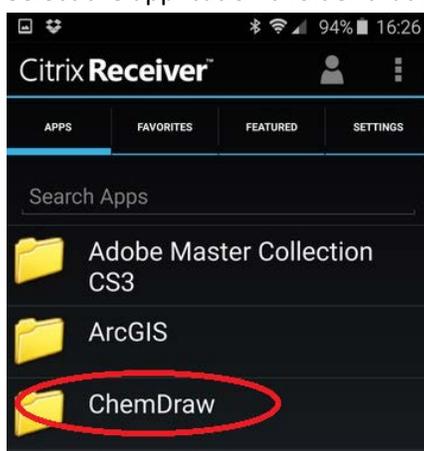

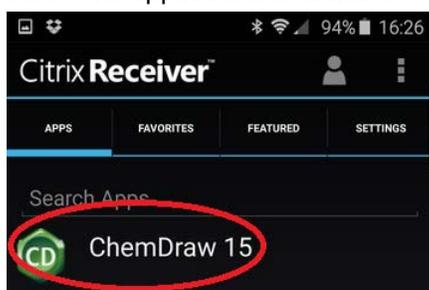8. Select the `myapps.utsa.edu` account

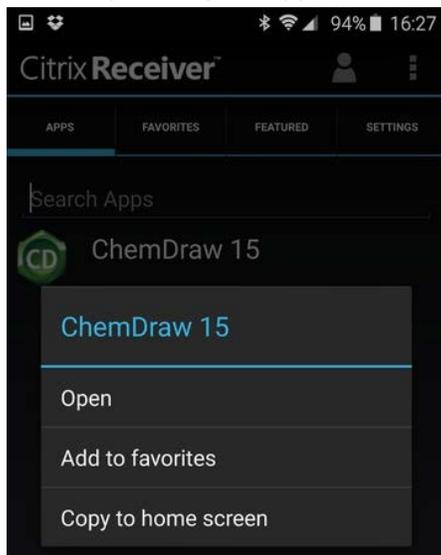9. Enter in your UTSA password and select `connect`
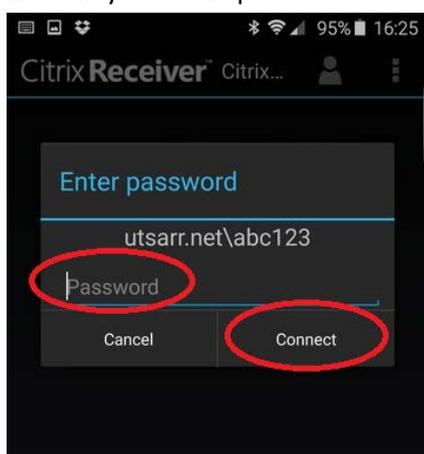
10. Select the application's folder that you want to launch e.g. ChemDraw

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
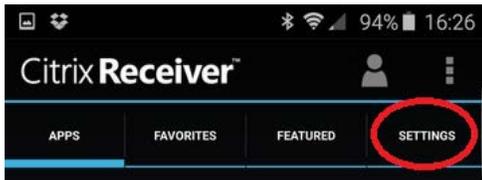

13. The first time an application is launched the Gestures screen will be shown for reference
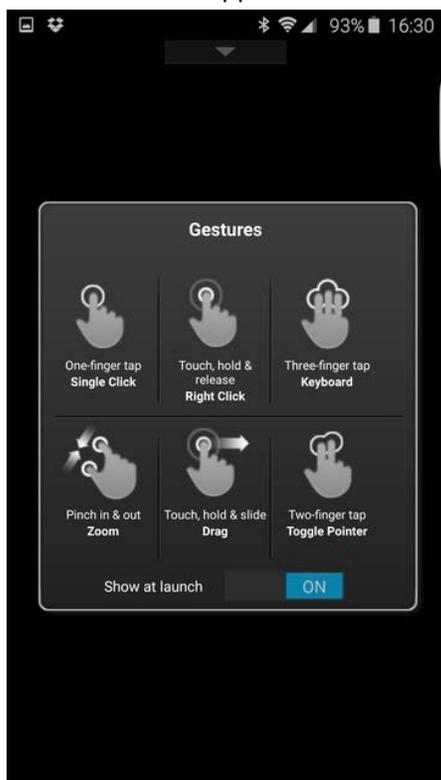
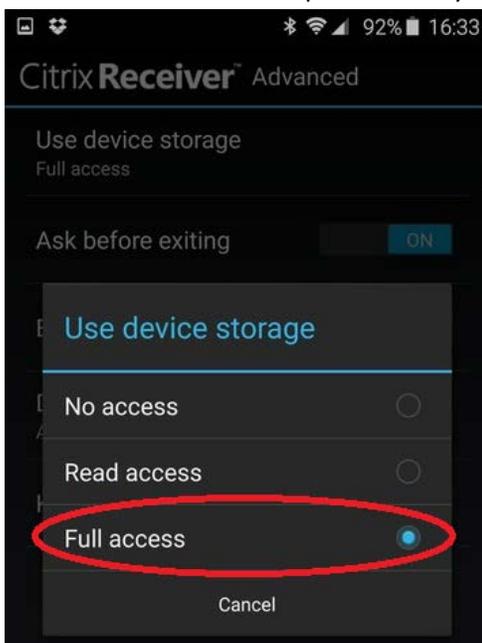# Accessing local drives and resources on an Android device

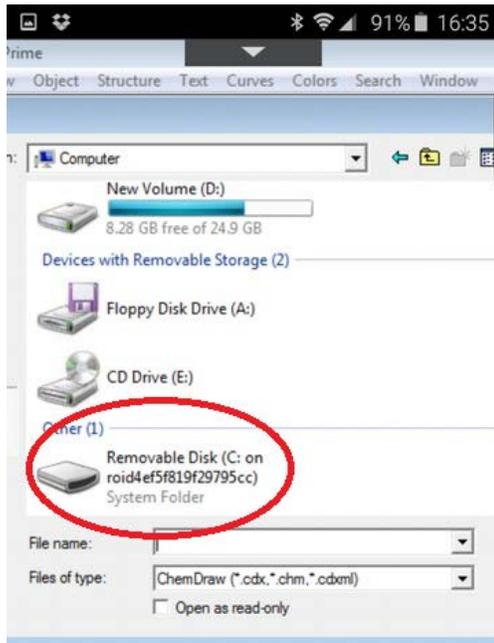1. From the main Citrix Receiver screen select the settings tab

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

Showing the following options