

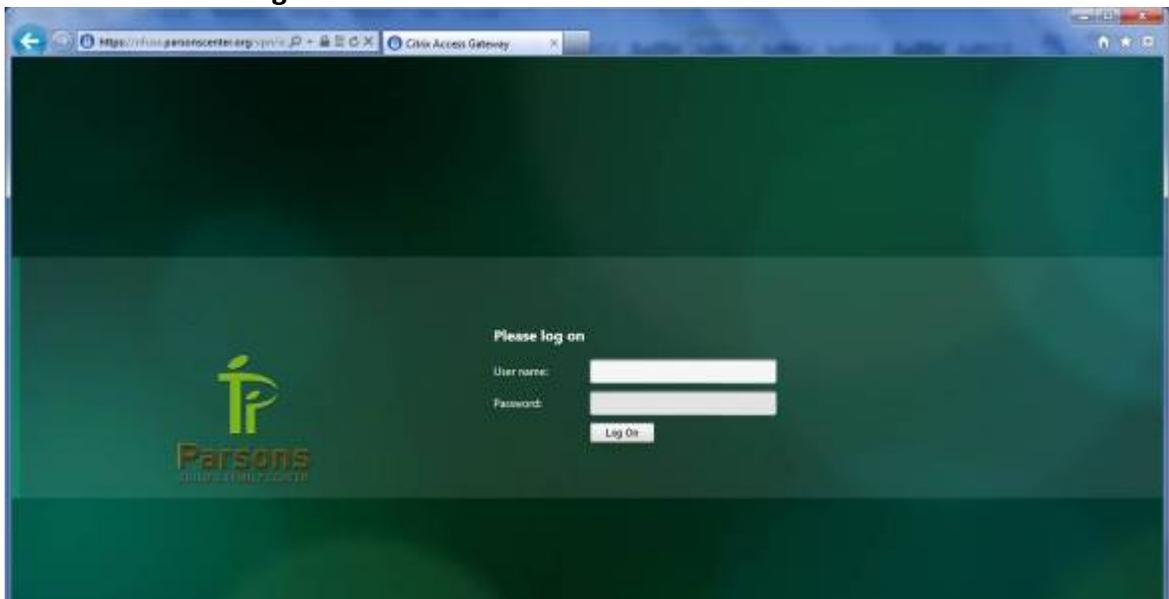
This document will reflect the most recent changes to the remote access desktop, and a graphically display new screens that have been created/modified in the process.

In order to access the remote desktop:

1. Go to [corp.parsonscenter.org](http://corp.parsonscenter.org)
2. From the website, select the **Parsons System Remote Access Login** icon

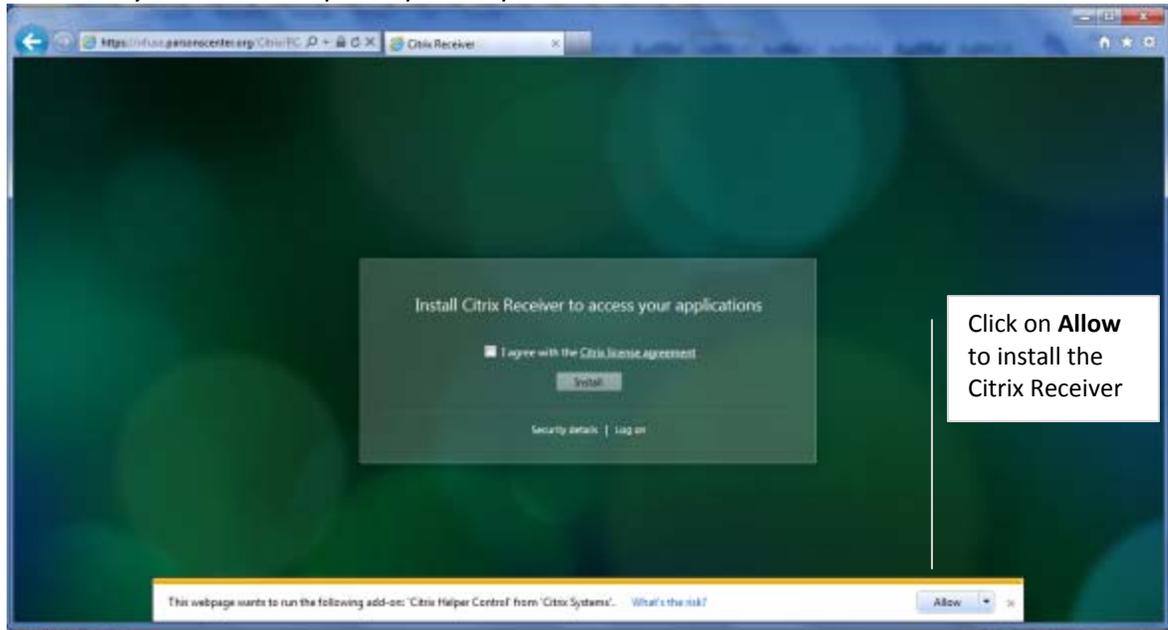


3. Enter your network login and password when prompted at the new login screen, and select the **Log On** button

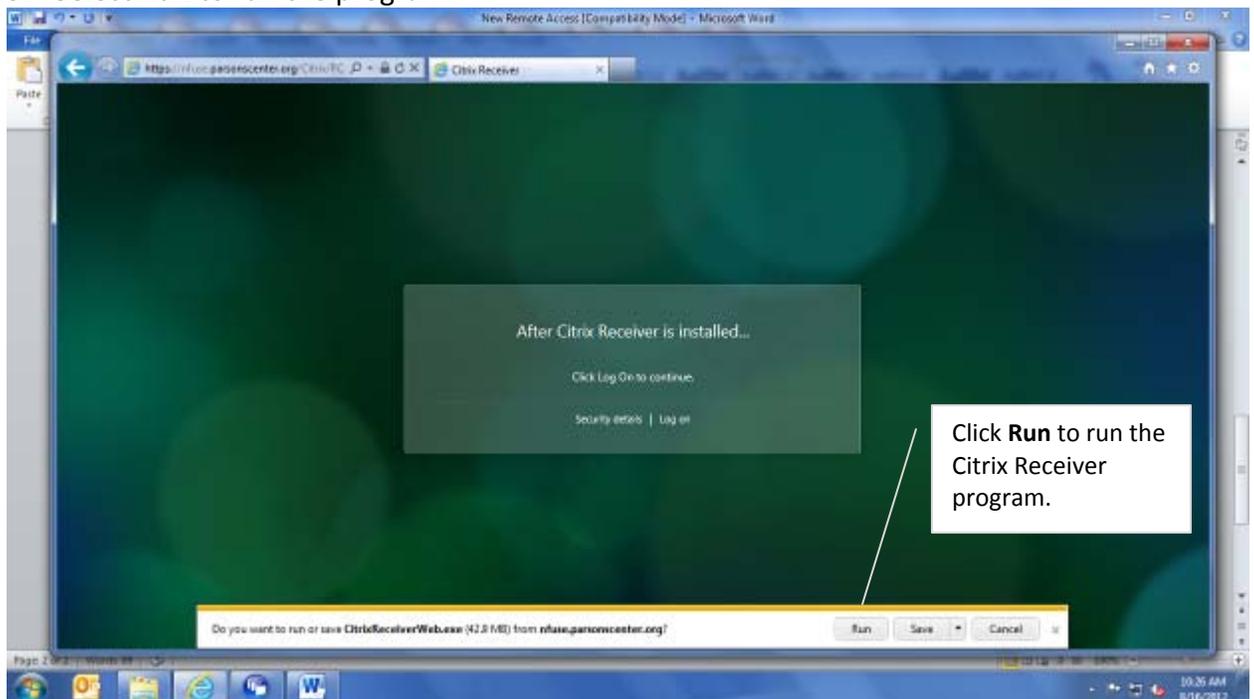


4. **IF** you are prompted to install the Citrix Receiver on your computer, check the “I agree with the Citrix license agreement” button and select the **Install** button. Then select **Allow** from the pop up menu if you are prompted to do so.

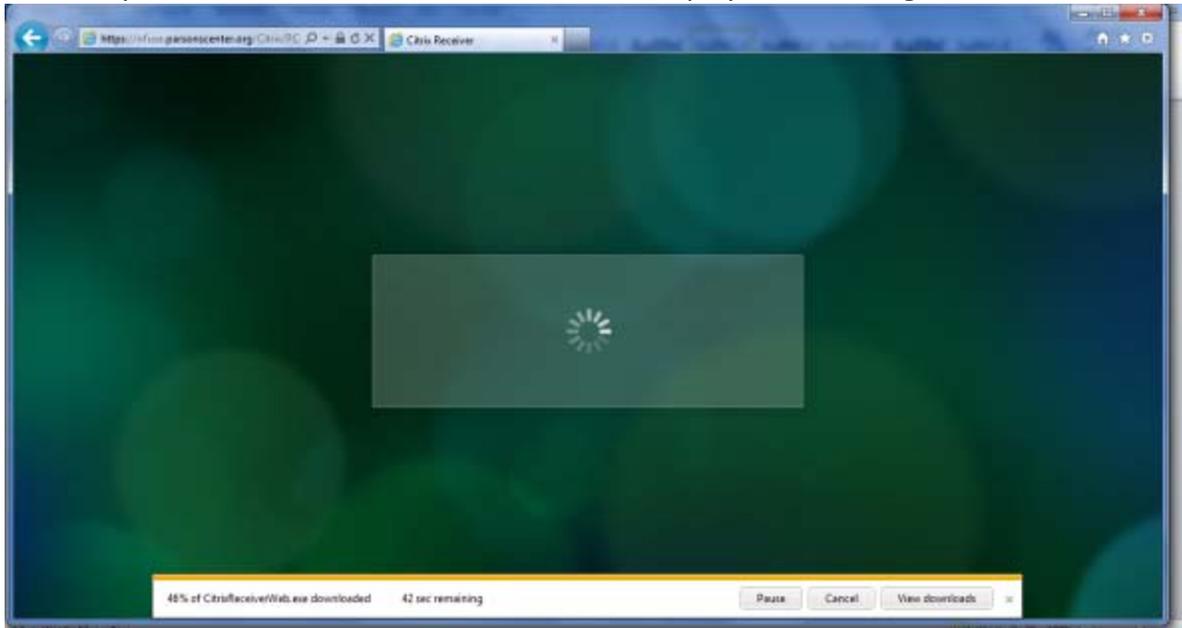
**IMPORTANT** - You will only install this once. Afterward, you will be brought directly to the desktop – skip to step10



5. Select **Run** to run the program.



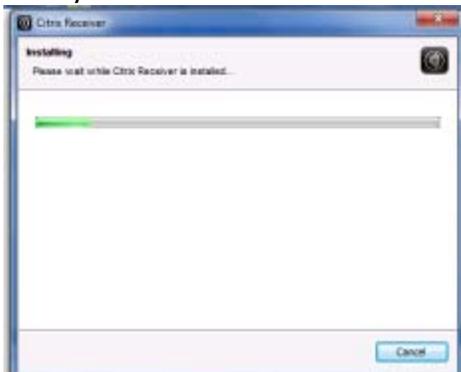
6. The system will Install the Citrix Receiver, and display the following screen.



7. The following prompt will display, select **Install**.



8. The system will install Citrix Receiver...



9. You will be prompted to restart your computer – please do so at this time.

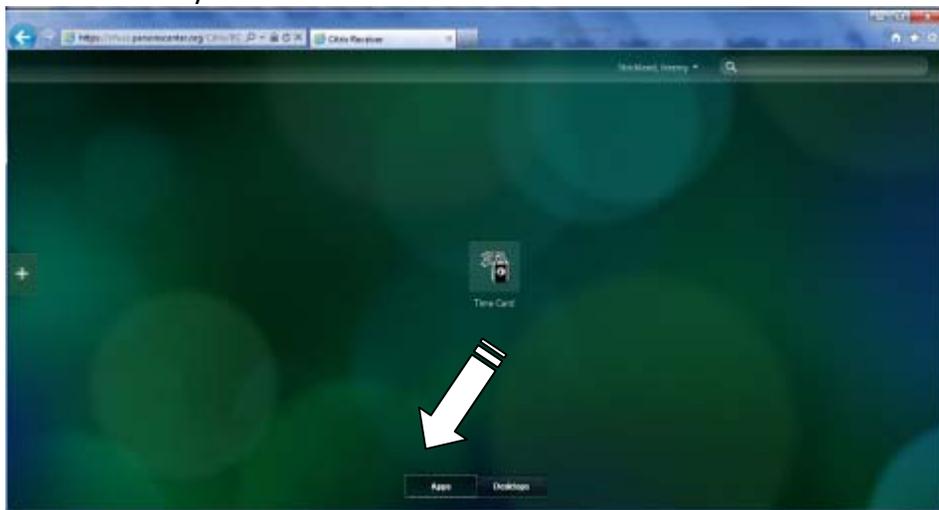


10. Once your credentials have been verified, the following screen will display. To access your desktop, select **Parsons Desktop** to be brought to your personal desktop on the network, where you will work as if you are at your desk at Parsons.

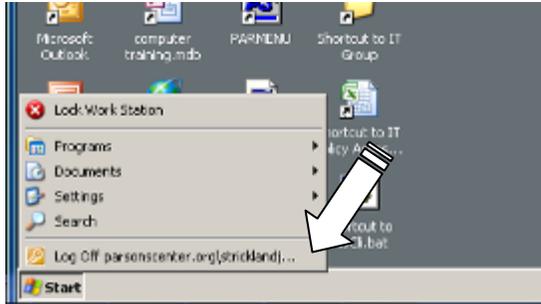
*The other icons on the screen will soon be removed from this view.*



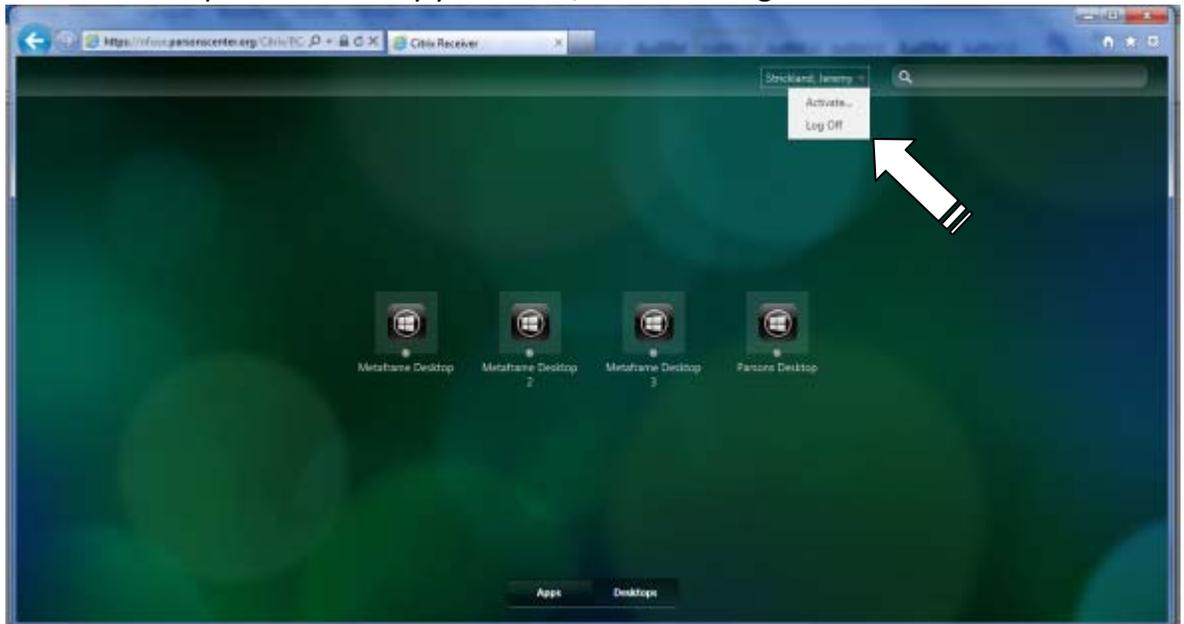
11. If you need to access the Time card application, select the **Apps** button at the bottom of the screen, and the Time Card application icon will display. Select the icon to access your Time Card.



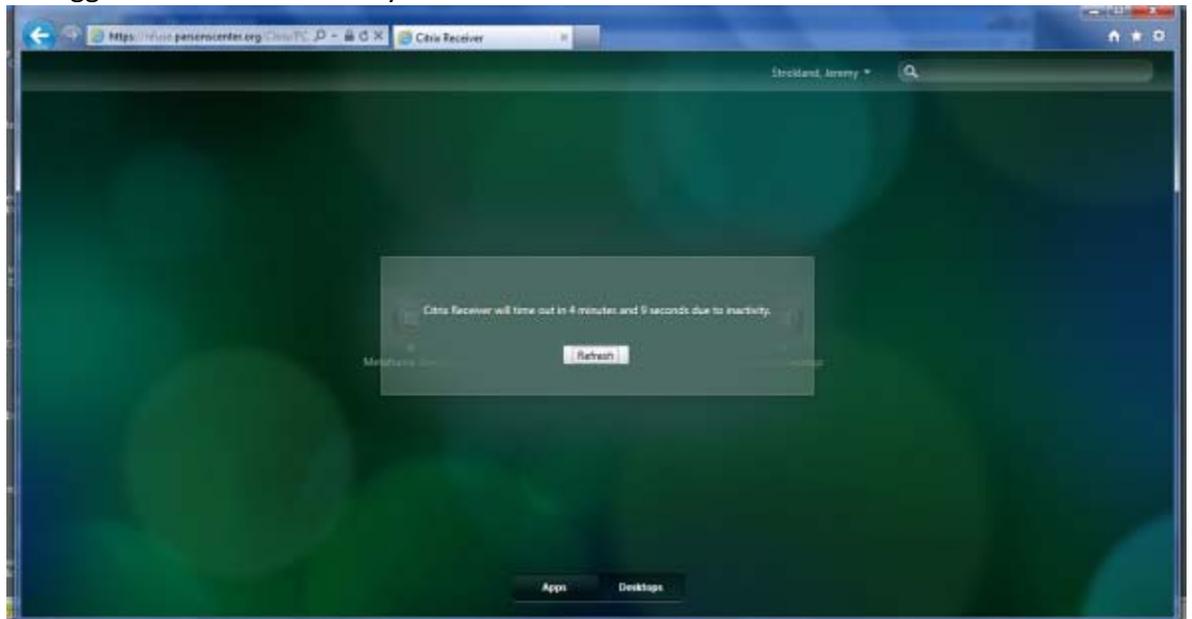
12. Log off from your desktop normally, by selecting **Start**, and then “Log off parsonscenter.org\username”



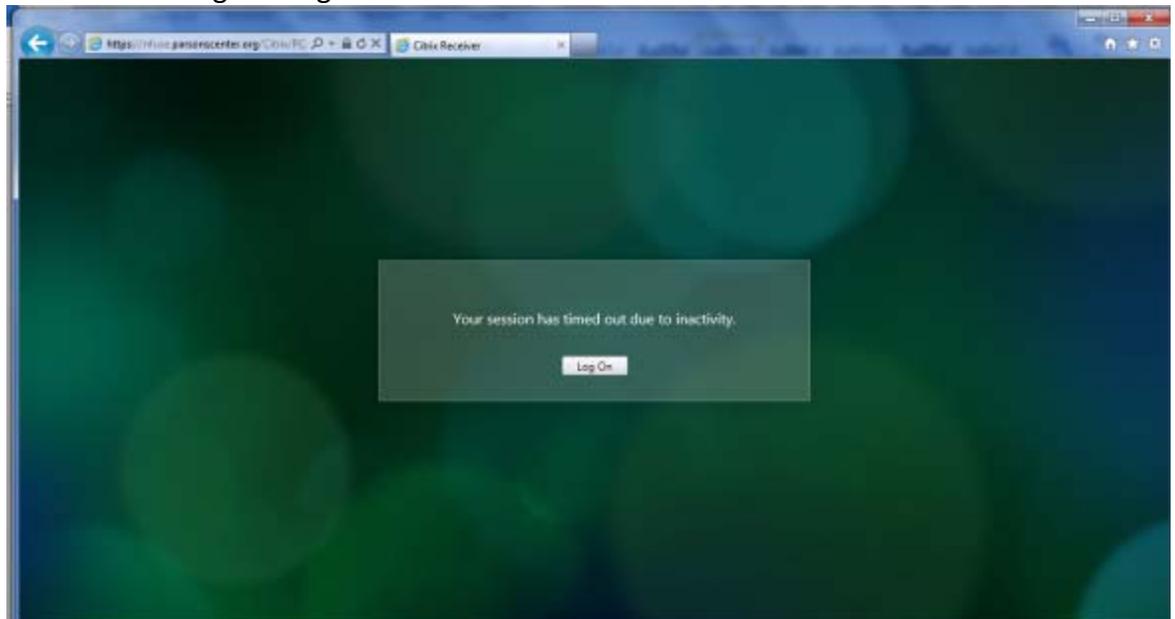
13. You will be returned to the Remote Access website. To log off from the website, click on the drop-down arrow by your name, and select **Log Off**.



14. If you leave yourself on the desktop for an extended period of time, you will receive the following message starting at 5 minutes idle, indicating that you will be logged out due to inactivity on the site.



15. After the five minutes have expired, you will be logged off the desktop and will see the following message.



16. If you have any questions or concerns, please do not hesitate to contact us in IT at extension 5555 (518-292-5555 externally) or via email at [support@parsoncenter.org](mailto:support@parsoncenter.org)