How to Remotely Access the C&CDHB Network from a Personal Device

13/09/2012

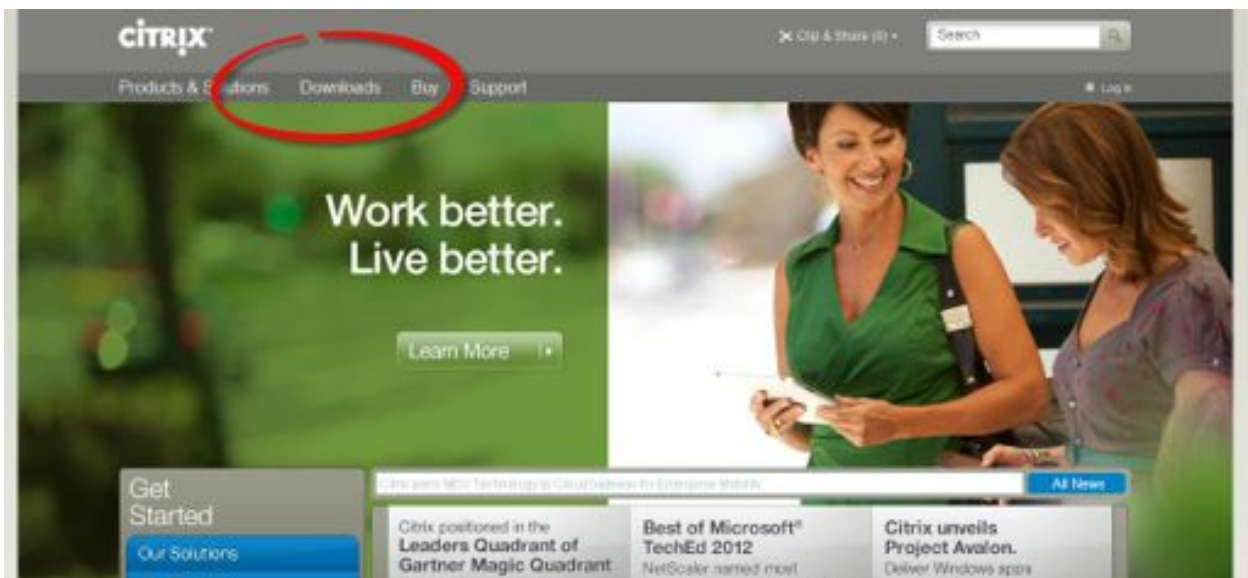# Contents

Installing the Citrix Receiver for Windows PCs

To login from a non-CCDHB PC you will need to install the Citrix receiver.

This receiver can be found on the Citrix website and once downloaded will allow you to launch the Citrix 99% icon from your login through the CCDHB staff login site.

In your web browser browse to www.Citrix.com

Click on the **Downloads** link at the top of the page.
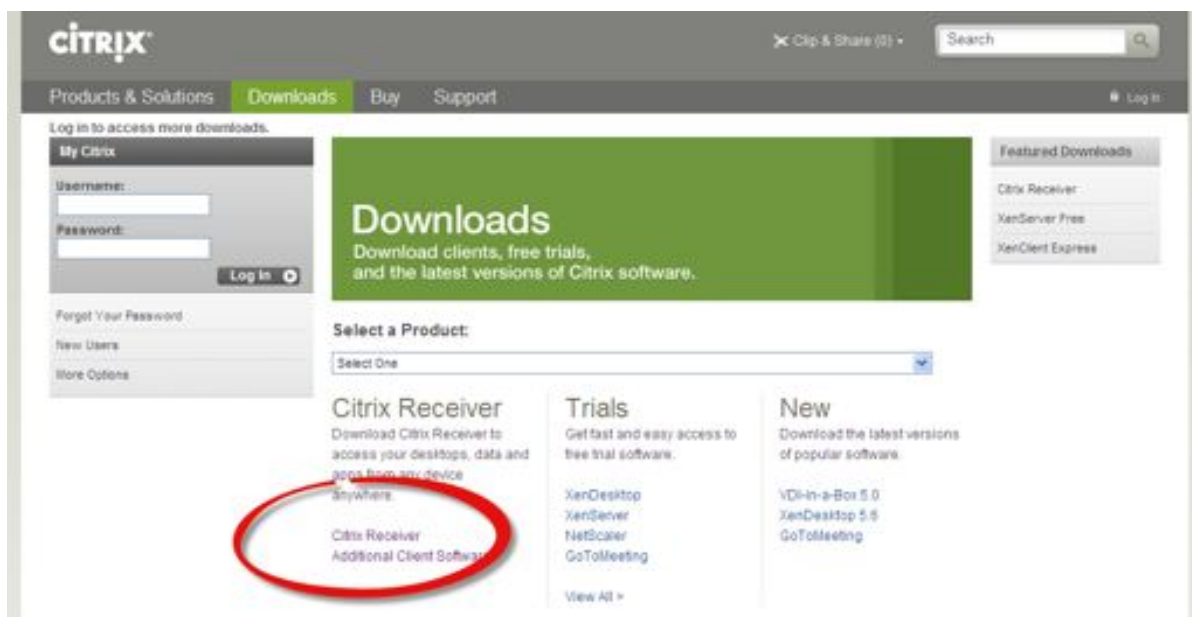
On this page, select **Citrix Receiver.**

It will **automatically detect** your operating system and present you with the correct download to select.

If you desire you can **select a product** from the dropdown menu above a select the citrix receiver, this will take you to a page where you can prompt it to automatically detect your broswer
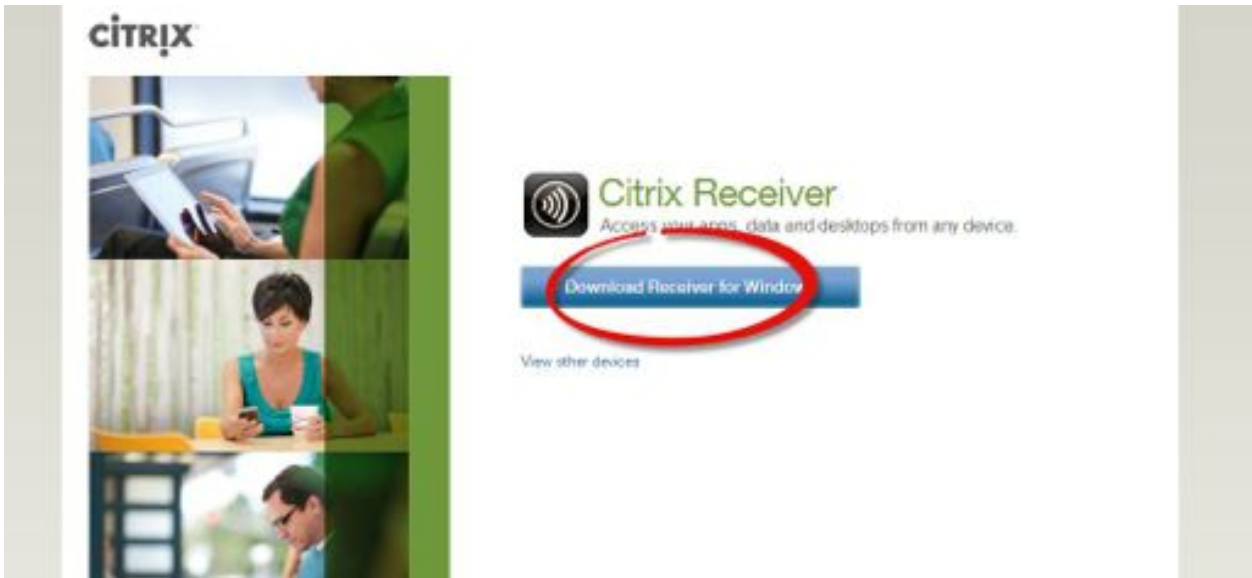
You will see that you can **View other devices** also, and this presents you with the option for **other devices receivers.** For Mac OS X users, click here for installation instructions.

Clicking the **download** button take you to this window.

NB: **Allow** Internet Explorer to **download files** by clicking the **yellow bar** in the top of the screen.

Follow the on screen instructions.

Once you have downlaoded the receiver software there will be a prompt box for you to **Run** the software.
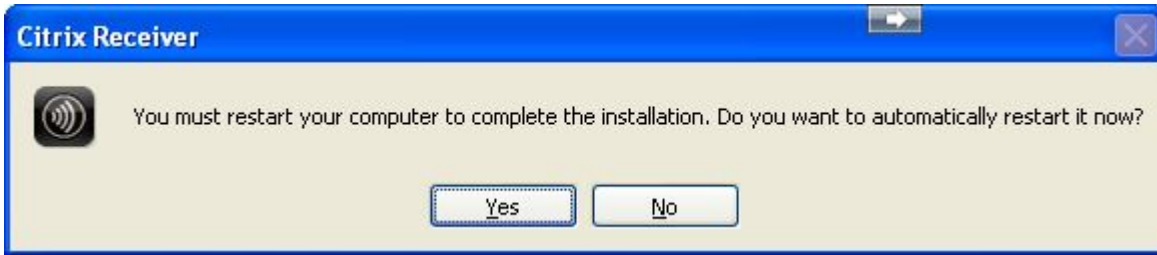

Click **Run**

Select **Install**

Once installed you **may** be prompted to restart.

Now that you have installed the Citrix Receiver jump to [Logging into Citrix from the C&CDHB Website](#).

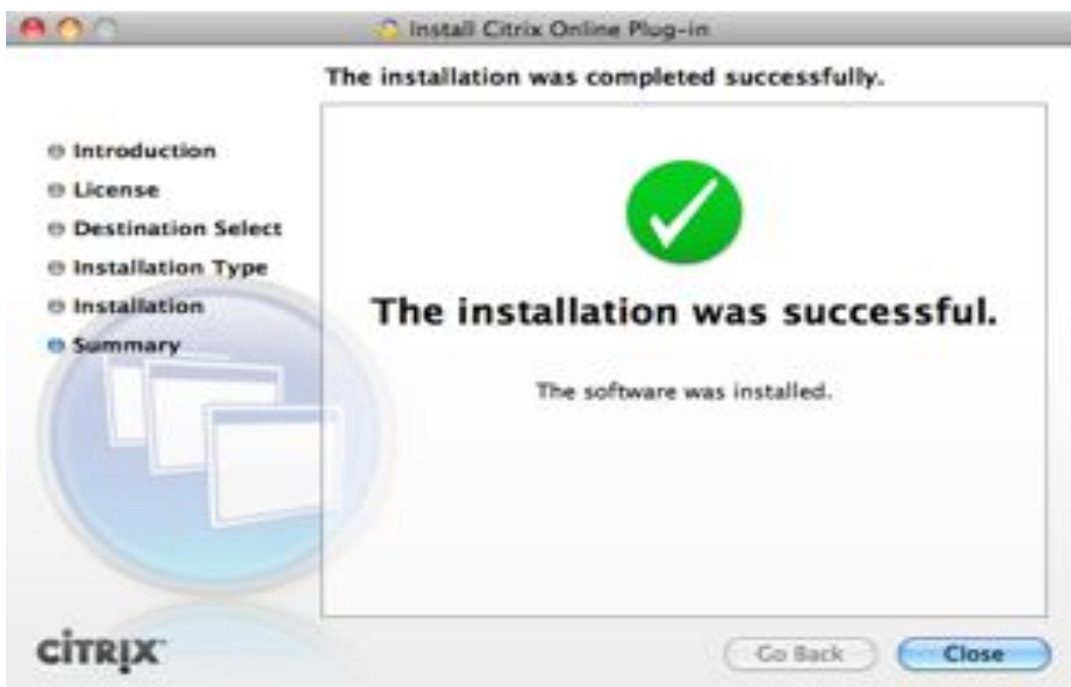# Installing the Citrix Receiver for Mac OS X

To login from a non-CCDHB Mac you will need to install the Receiver for Mac. This receiver can be found on the Citrix website and once downloaded will allow you to launch the Citrix 99% icon from your login through the CCDHB staff login site.

In your web browser browse to www.Citrix.com

Clicking on Install **Citrix Online Receiver.pkg** will start the installation process, from the next screen click **Continue**


You will then be prompted at the **Installation** stage to enter a **Username** and **Password.** This is the Username and Password for your computer (not your CCDHB login details)

Once complete the installation will tell you when it has completed successfully. From here you can now go to the CCDHB website and login through the Staff Login link.

Installing the Citrix Receiver on an iPhone/iPad

Open the **App Store** and search for **Citrix Receiver** and Install the appropriate one for your device.
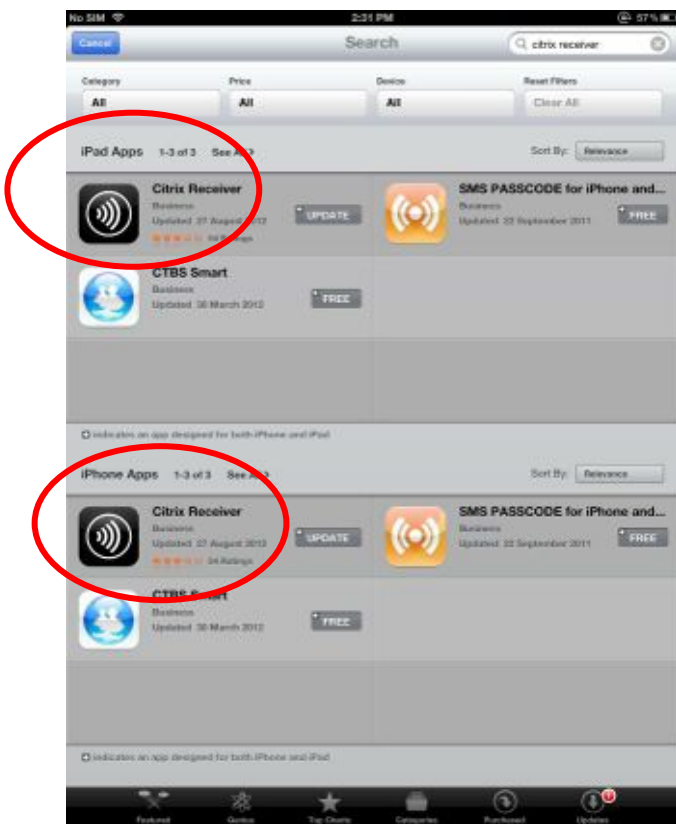
Once installed start **Citrix Receiver**

The first thing you will need to do is setup your **Account**

In the **Address** field type: **citrix.ccdhb.org.nz**

Click **Next**

Type a **Description** for your account; this can be of your own choosing or just leave the default description.

Enter in *your* Citrix **Username** and current **password**.

Enter in the **Domain** name, this should be: **AD**

Tap **Save**

Installing the Citrix Receiver on an Android device

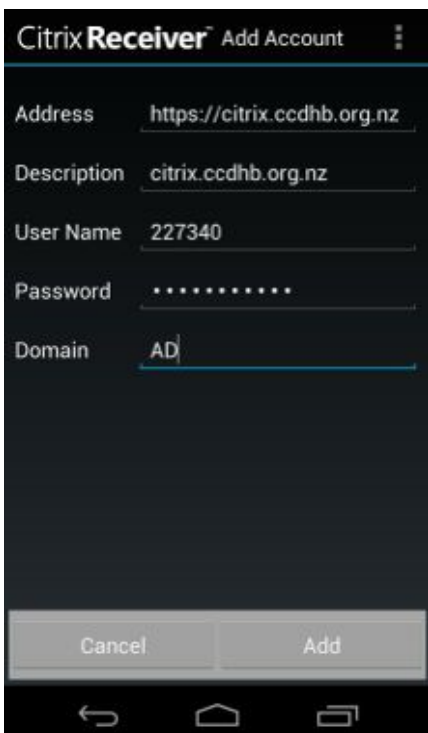Open the **Google Play Store** and search for **Citrix Receiver.**
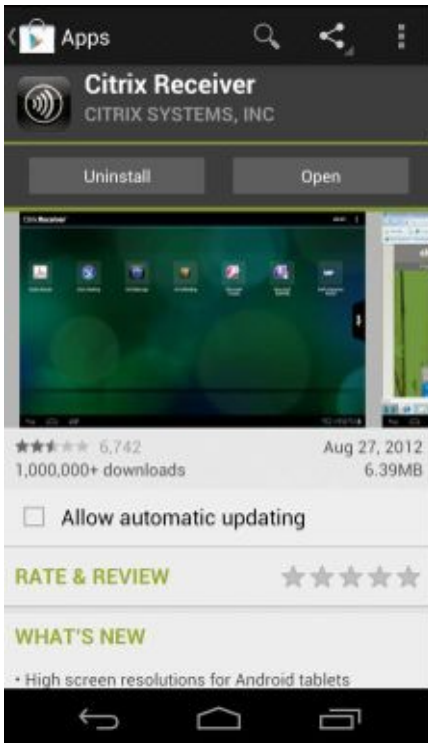
Once installed open the **Citrix Receiver** app
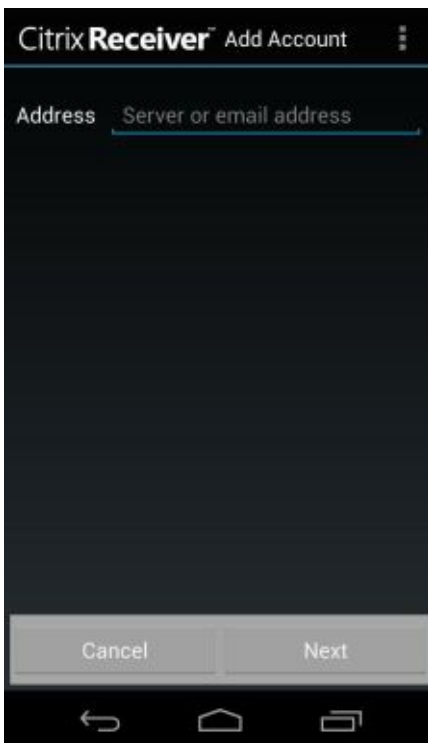
Add an Account
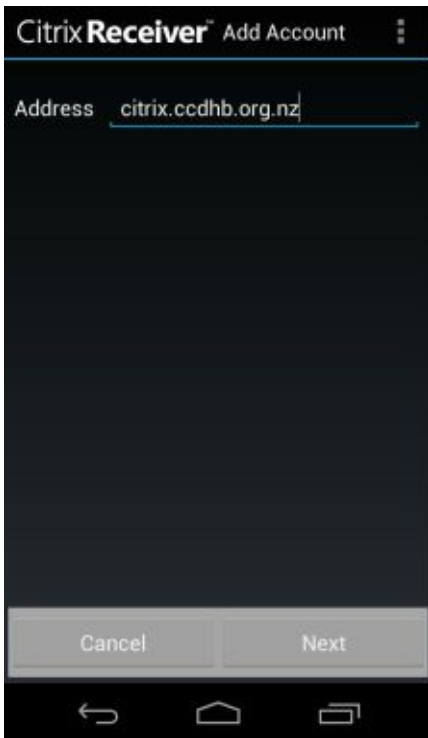
Type in the following **Address** and tap **Next: citrix.ccdhb.org.nz**

Enter in a **Description** of your choosing or leave the default.

Enter in *your* **Username** and current **password.**

Enter in the **Domain** name, this should be: **AD**

Logging into Citrix from the C&CDHB Website

You can use your CCDHB Citrix account details to login to the CCDHB from any computer that has internet access. **Before doing so you will need to have installed the relevant Citrix receiver**. Please refer to the Citrix download and installation pages on how to do this (page 3).

Once the correct Citrix receiver is installed you will need to go to the C&CDHB website.

http://www.ccdhb.org.nz/

There is a link on the front page for **Staff login.** This link can be found at the top right hand corner of the homepage.

Clicking this link will take you to the staff login site, from here you can access your emails or choose to login to Citrix and have access to your emails and applications.

Once you have clicked on the **Login to Citrix** link you will be presented with a login screen. This is where you enter your C&CDHB login credentials. The domain should always be set to **AD**.
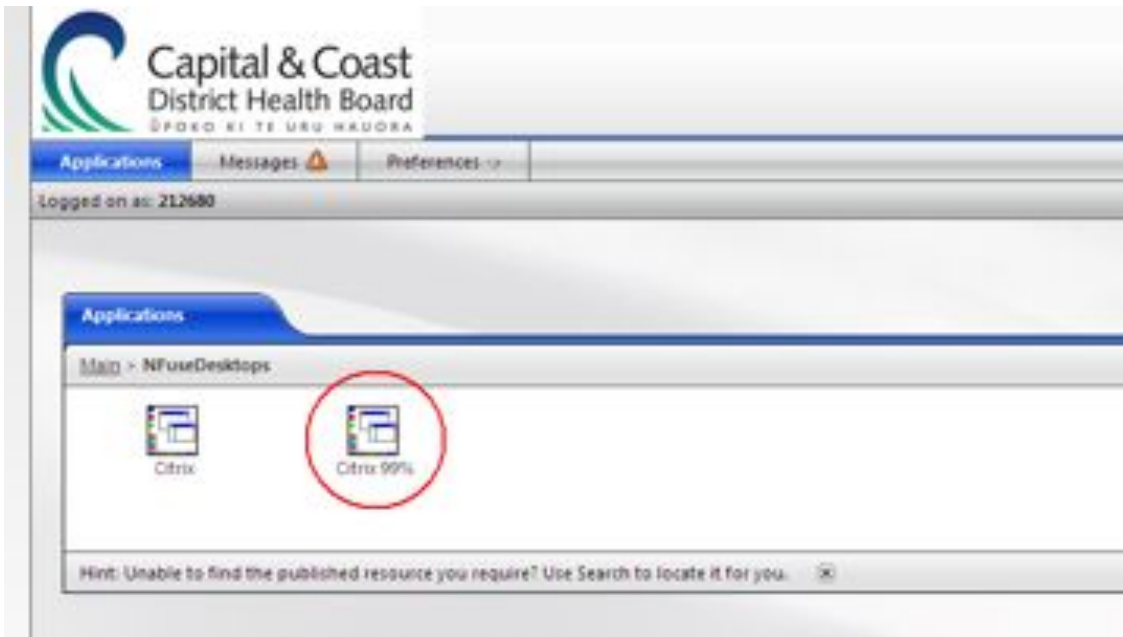

Enter your Username and password and click **Log On.**

You are then presented with the options below:

Click the **Citrix 99%** icon

The Citrix web receiver you installed initially will then connect to the C&CDHB network and provide you with access to your Citrix Desktop. Citrix connections used in this way will time out after a long period of inactivity. If you are disconnected in this way you will be able to log back in again following the same process.

Changing your Password

To change your password remotely, browse to the Staff Login page, Login to Citrix with your current username and password as above.
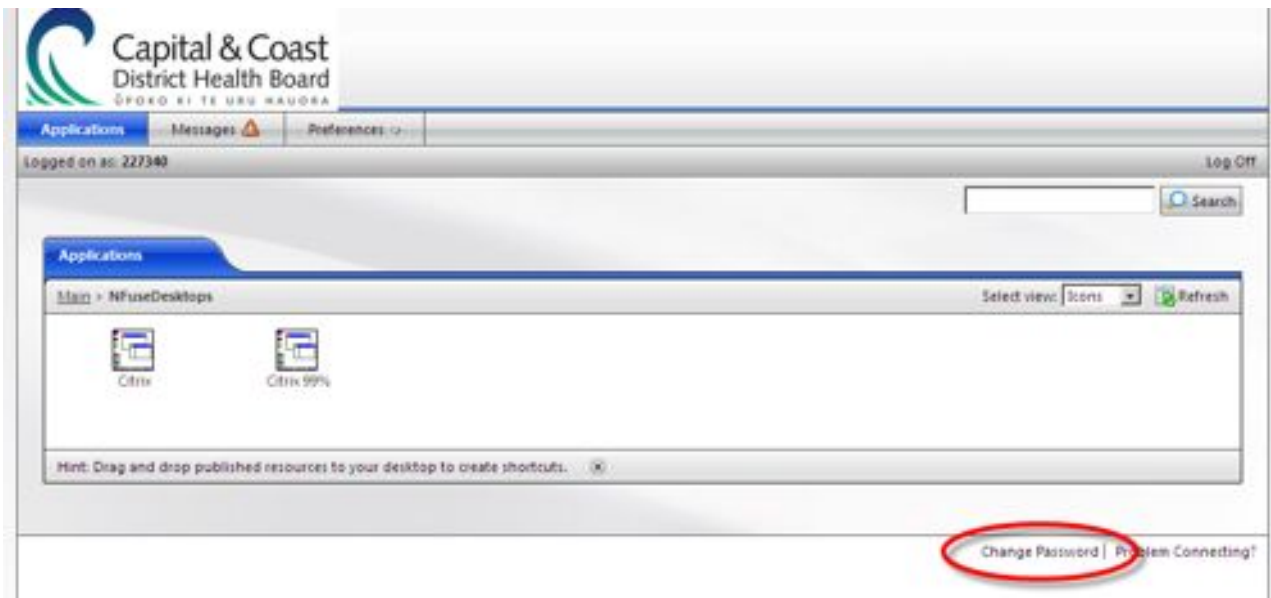
Click on the **Change Password** link.