

REMOTE STUDENT ACCESS AT DUFFERIN-PEEL C.D.S.B.

System Requirements

Compatible Operating Systems: Windows 7, 8.1, 10
Mac O/S 10.8 and above

Required software for Windows: Citrix Workspace <https://www.citrix.com/downloads/workspace-app/>

Smartphones and Tablets: ***Many other device types can also connect to Board resources. At this time, ICT cannot support these hundreds of different devices, but ICT will support your login account and address your ability to access the service.*** Android, iOS, and Blackberry users should feel free to download Citrix Workspace from your applicable appstore or direct from Citrix. Your board login credentials will be required on your initial setup.

You don't need Citrix Workspace for...

Please note that a variety of resources are directly accessible from the Internet.

You **DO NOT** need Citrix to use:

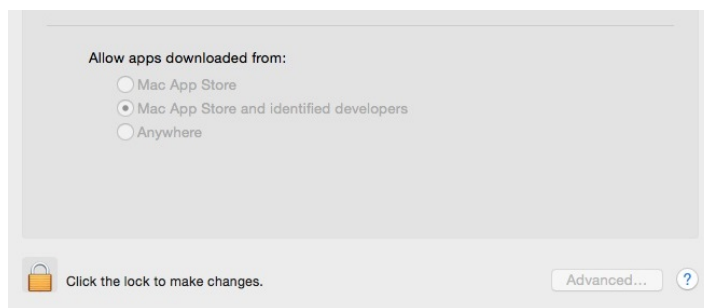
- Webmail <http://webmail.dpcdsb.org>
- Office365 <http://dpcloud.dpcdsb.org>

Method 1

In order to be able to access the published Citrix Applications, you will need to download and install Citrix Workspace.

Connect to the Internet on your personal computer and launch your Web browser. In the address bar of your Web browser, type in the following URL <https://www.citrix.com/downloads/workspace-app/> and hit enter.

Note: If you are using a Mac, you will need to ensure that your Security settings allow you to download the application. To do this, go to System Preferences – Security & Privacy. Temporarily change the option to “Anywhere”. Once you have installed Workspace, you can change this back to the previous setting.

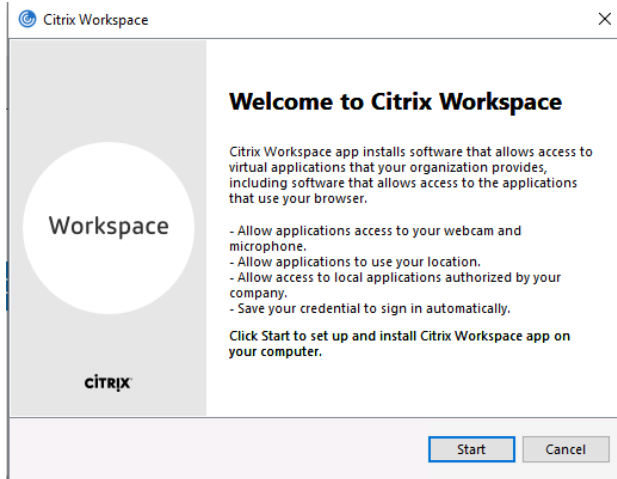


1. Click on the “Workspace app for Windows”

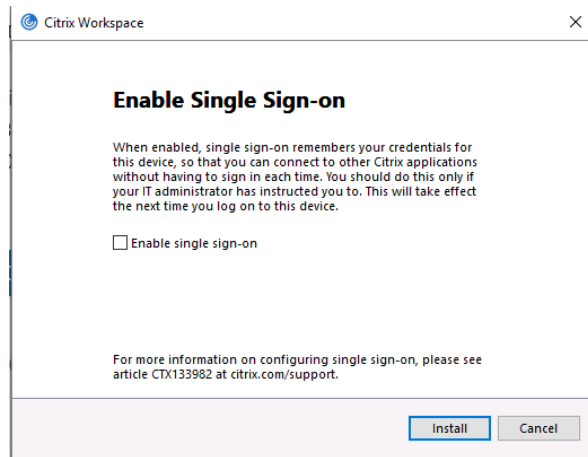
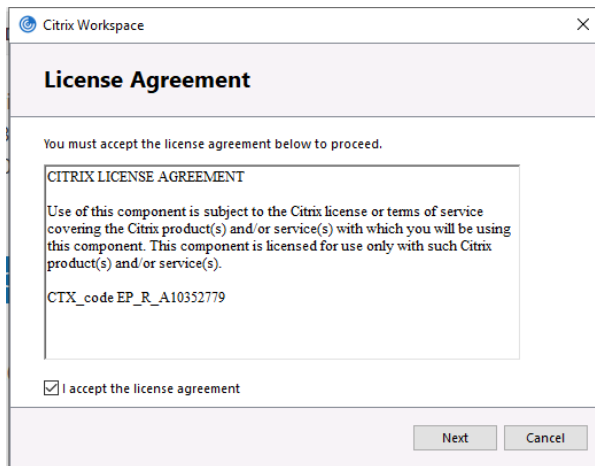
[Download Citrix Workspace app for Windows](#)

(129 MB - .exe)

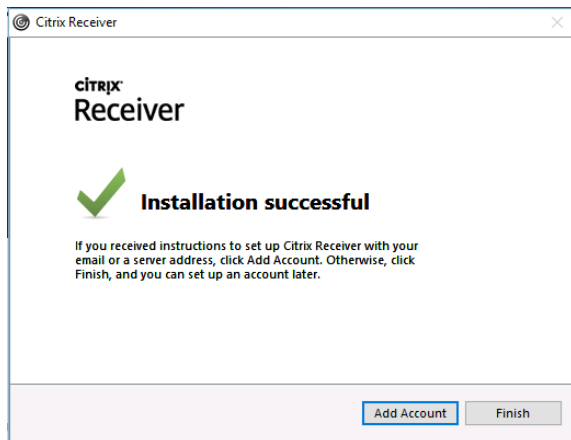
2. Once downloaded, follow the prompts



3. You must accept the license agreement to move forward. Do not enable single sign-on. Select Install.

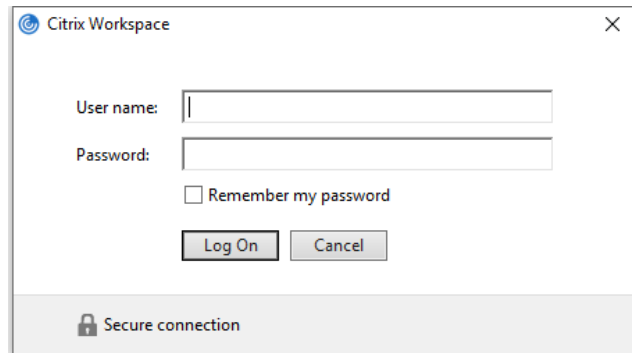
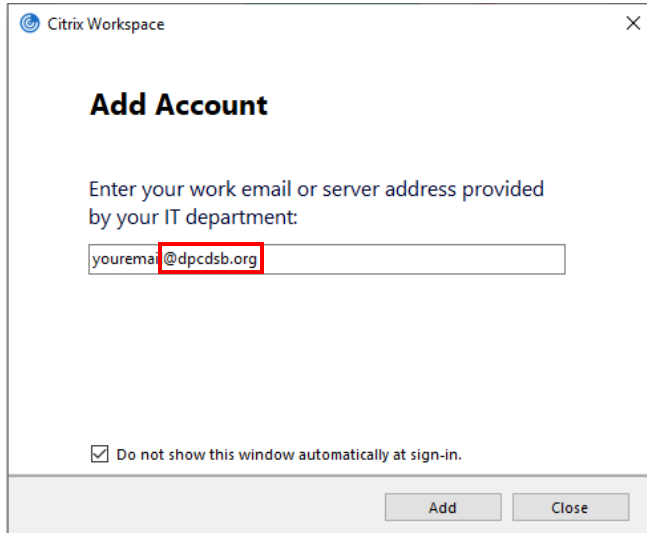


4. On completion of the installation, click on "Add Account".

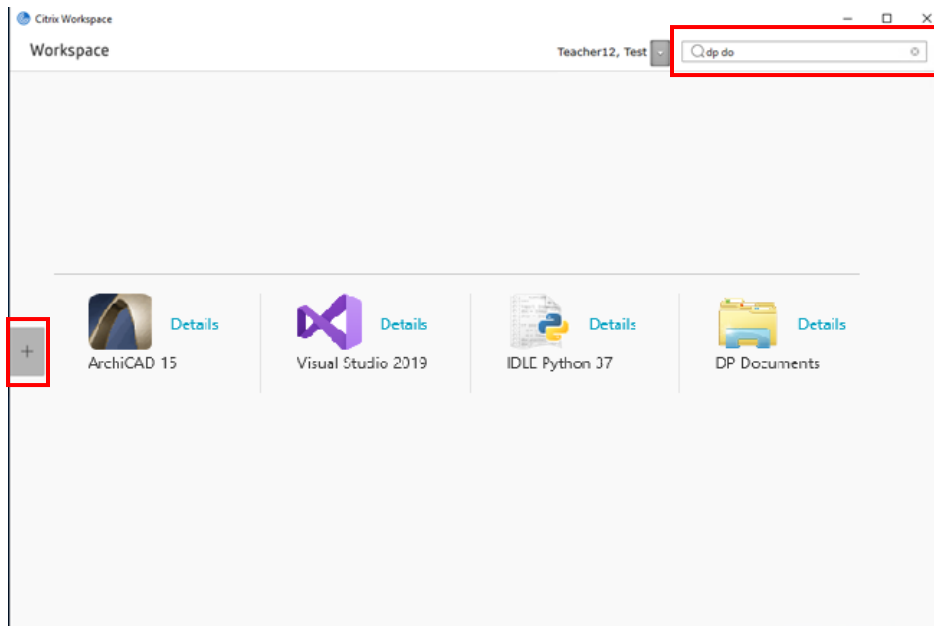


- When your email is requested, type in your **StudentID@dpcdsb.org** “Add”. You will be prompted to type in your Board “Username and Password” and “Log On”.

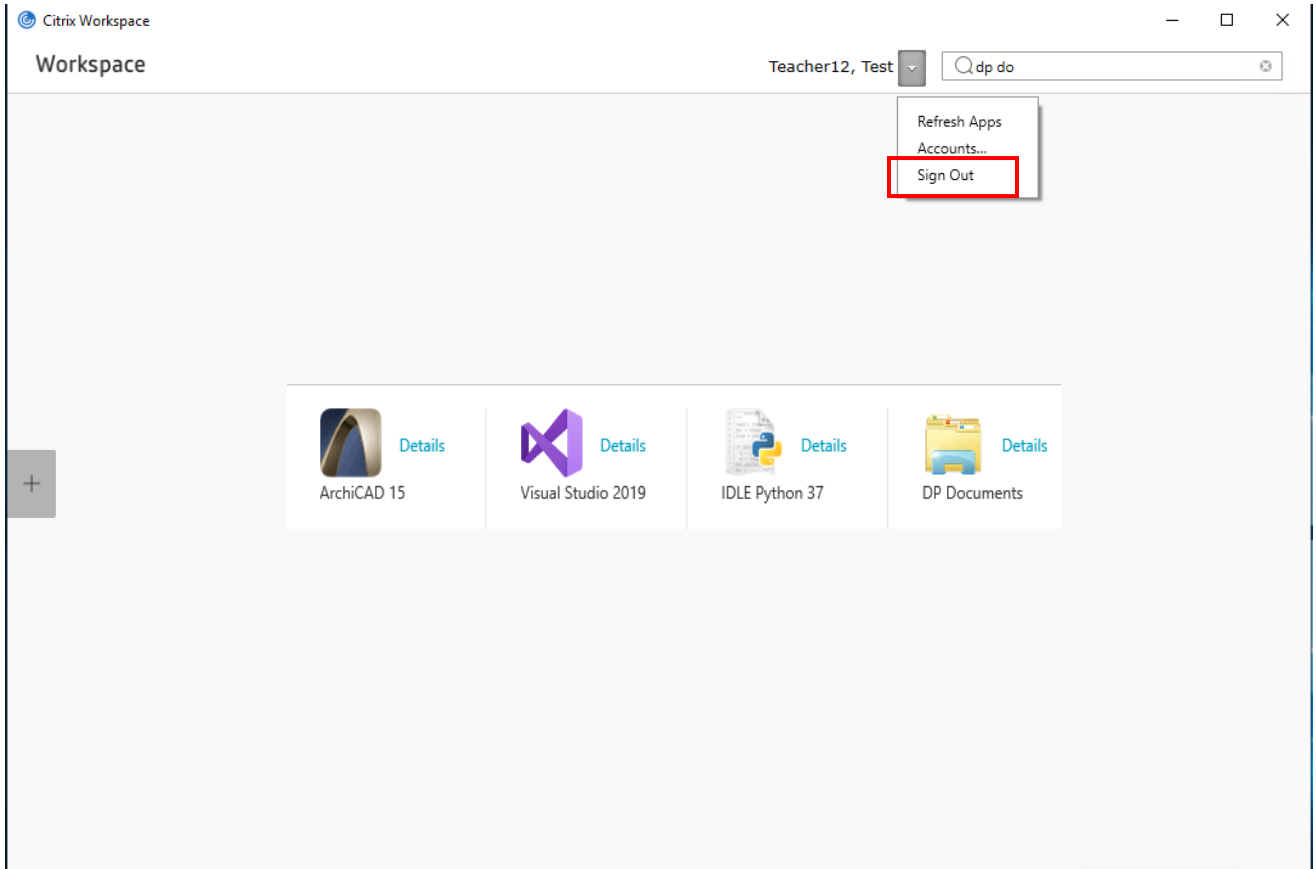
Note: Your student email address will not work.



- Your Workspace is unique to you, and is fully customizable. To customize your Workspace to show your favourite applications, click on the **+** button on the left. All applications that you have access to will be listed in the menu that appears. Alternatively, just type the name of the application you need in the search bar on the top-right of the Workspace window. Click to select the application(s) you wish to add to your landing page. This customization will be displayed everytime you login.



7. To log off Workspace, click on the drop down arrow to the right of your name at the top of the page. Select "Sign Out".

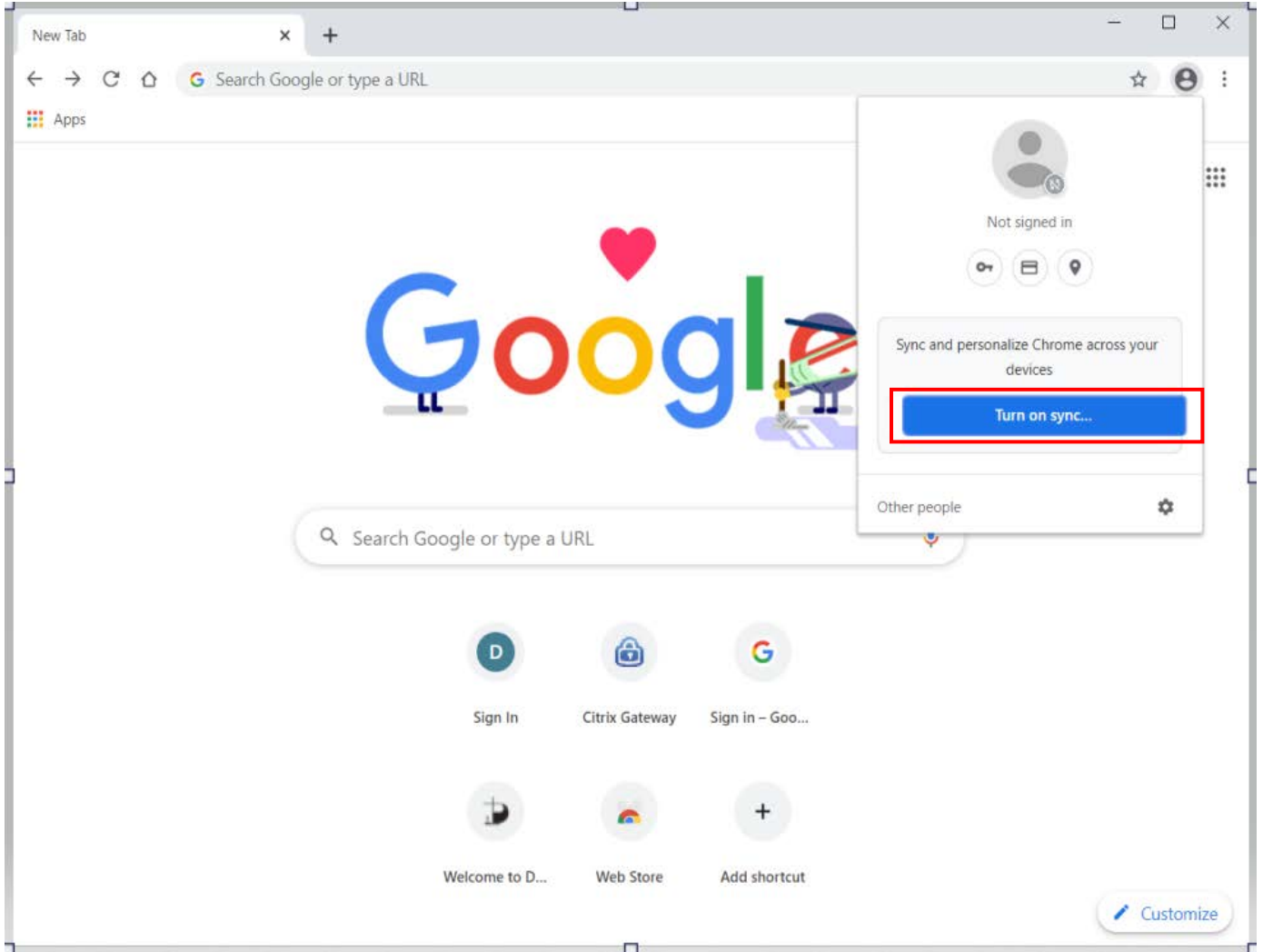


Method 2

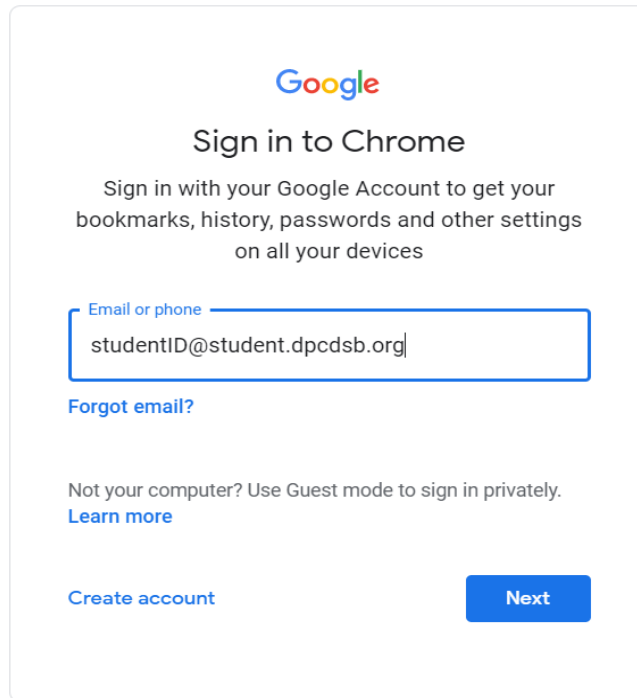
If you cannot connect with Citrix Workspace, try logging into Chrome Browser

1. Start Chrome
2. If you're signed into Chrome with a personal account, go to Method 2a below

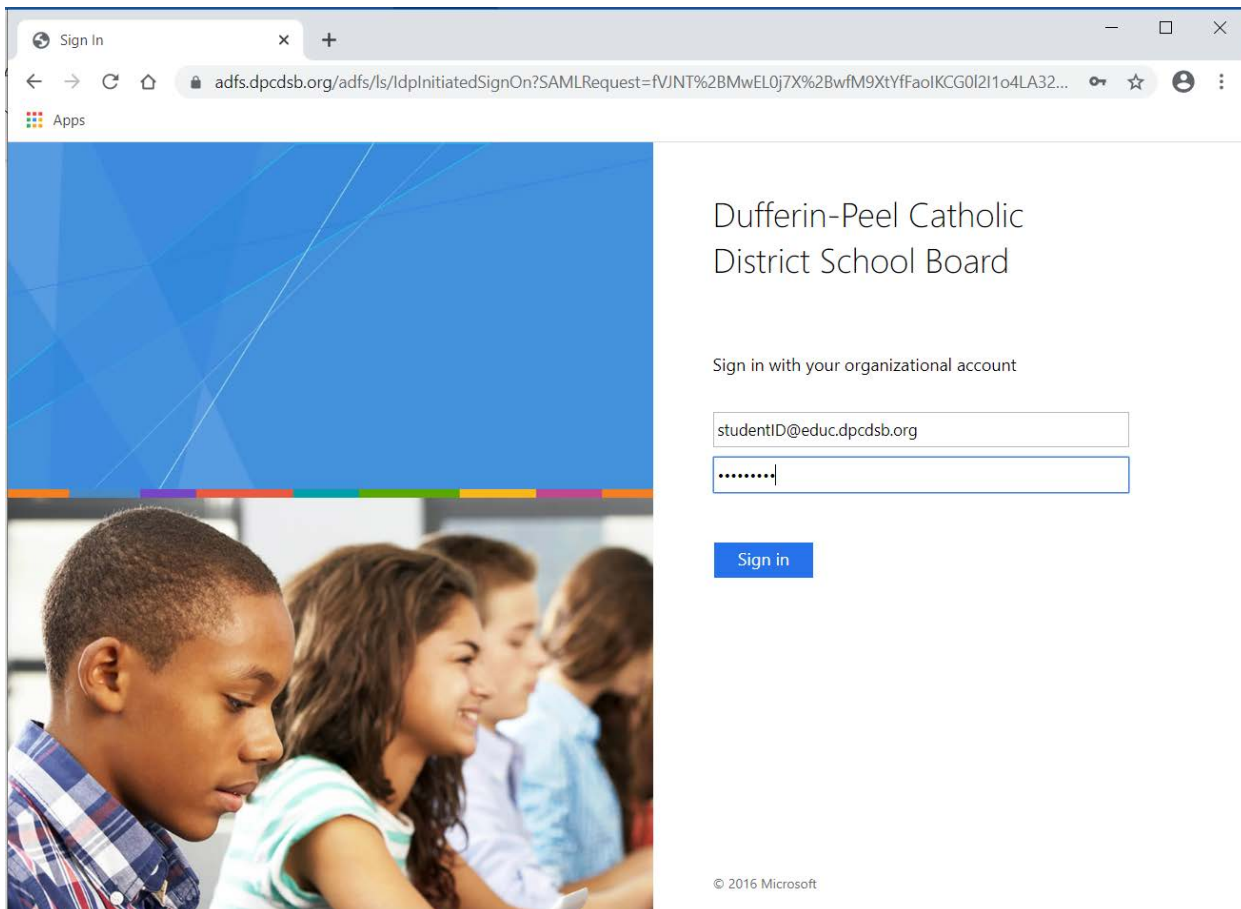
3. Turn on sync...



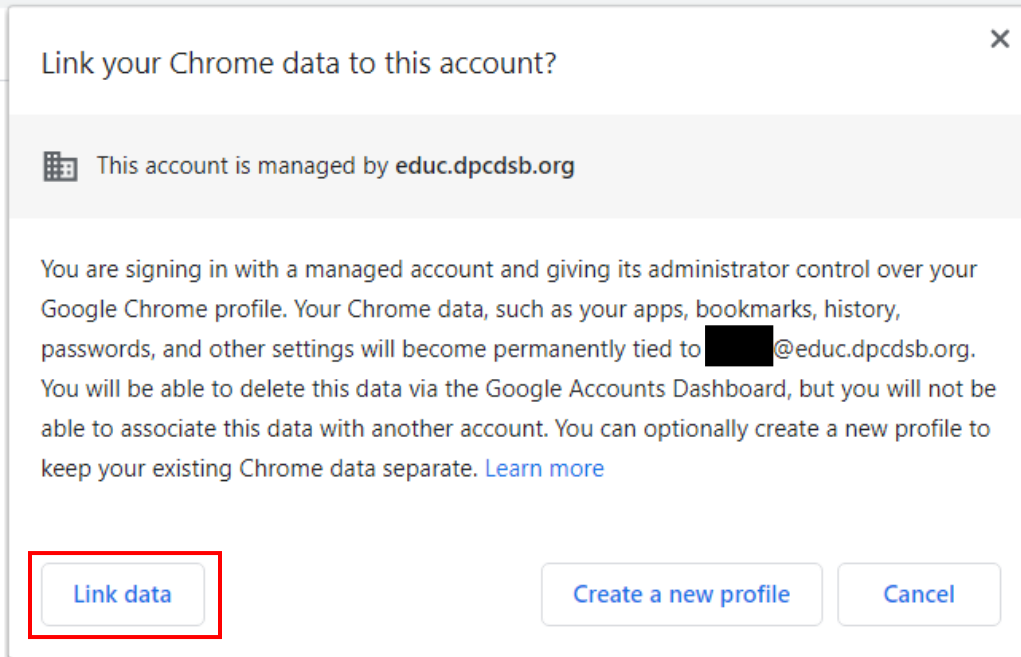
5. When prompted, sign in with your school email, **StudentID@student.dpcdsb.org**



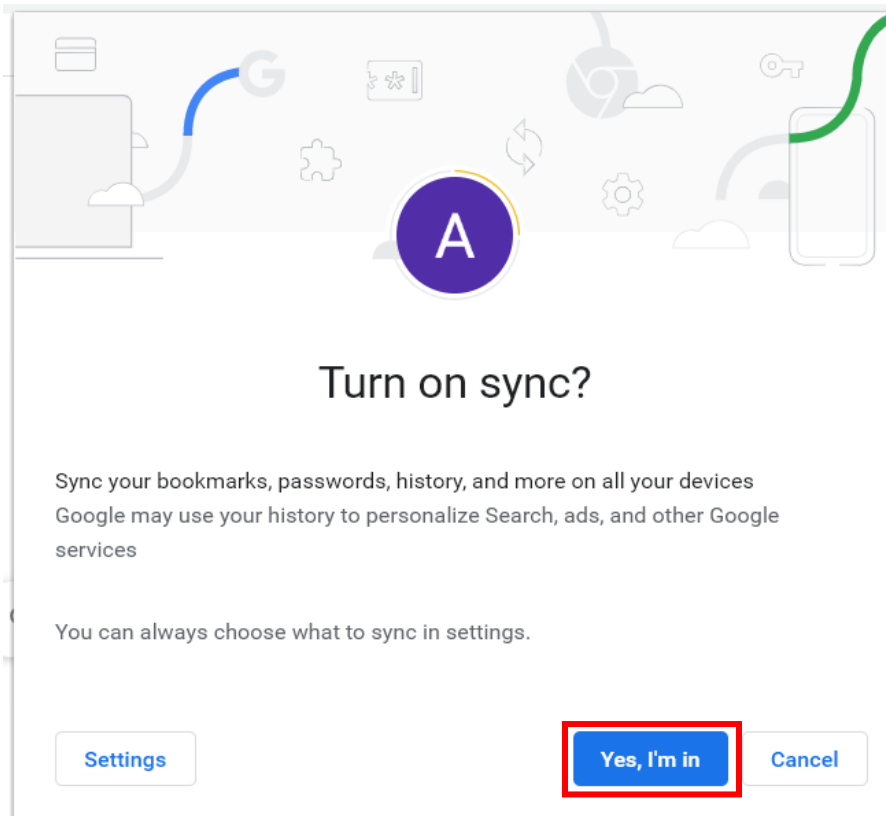
6. Sign in with your school account



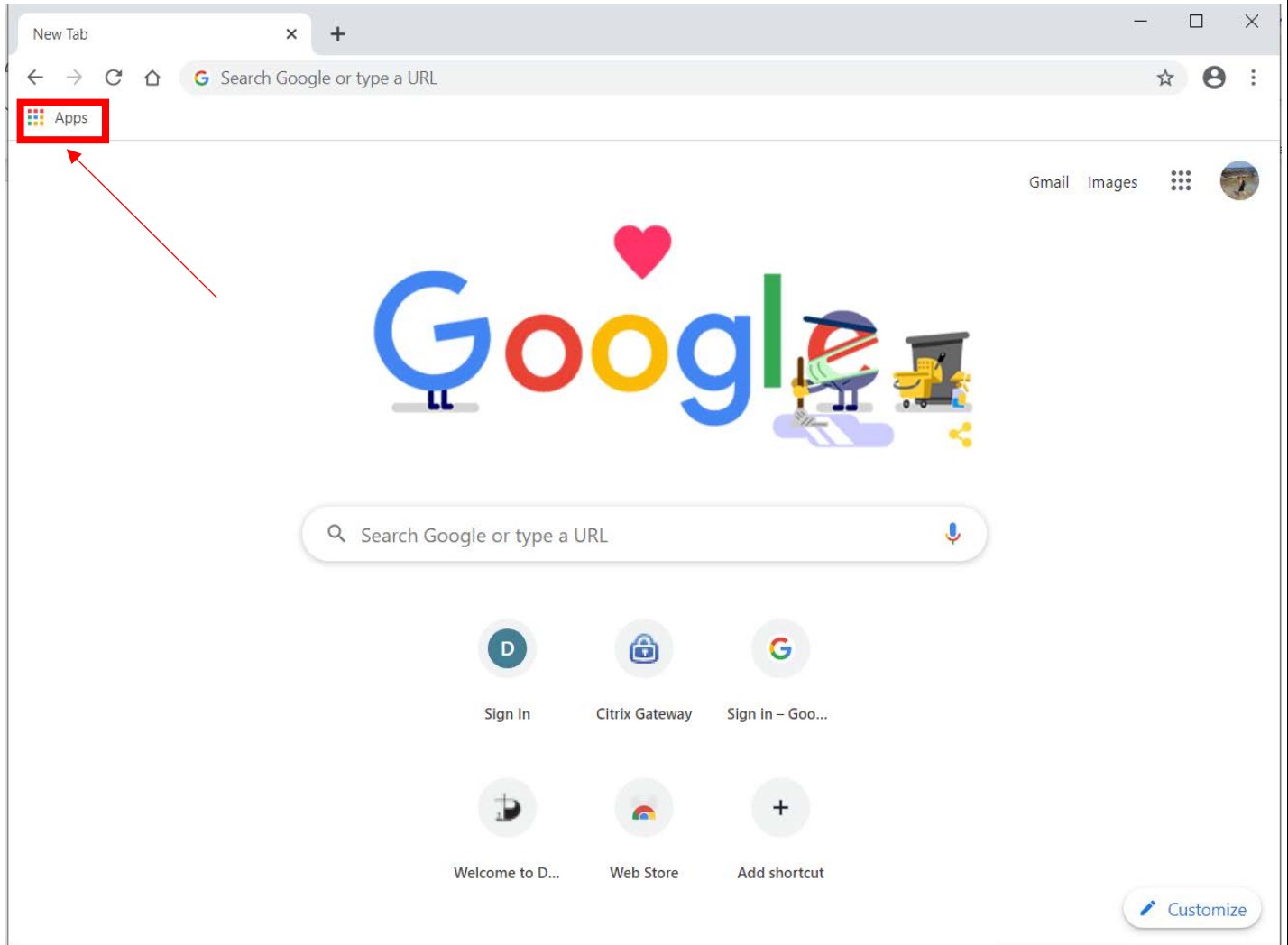
7. Select Link Data



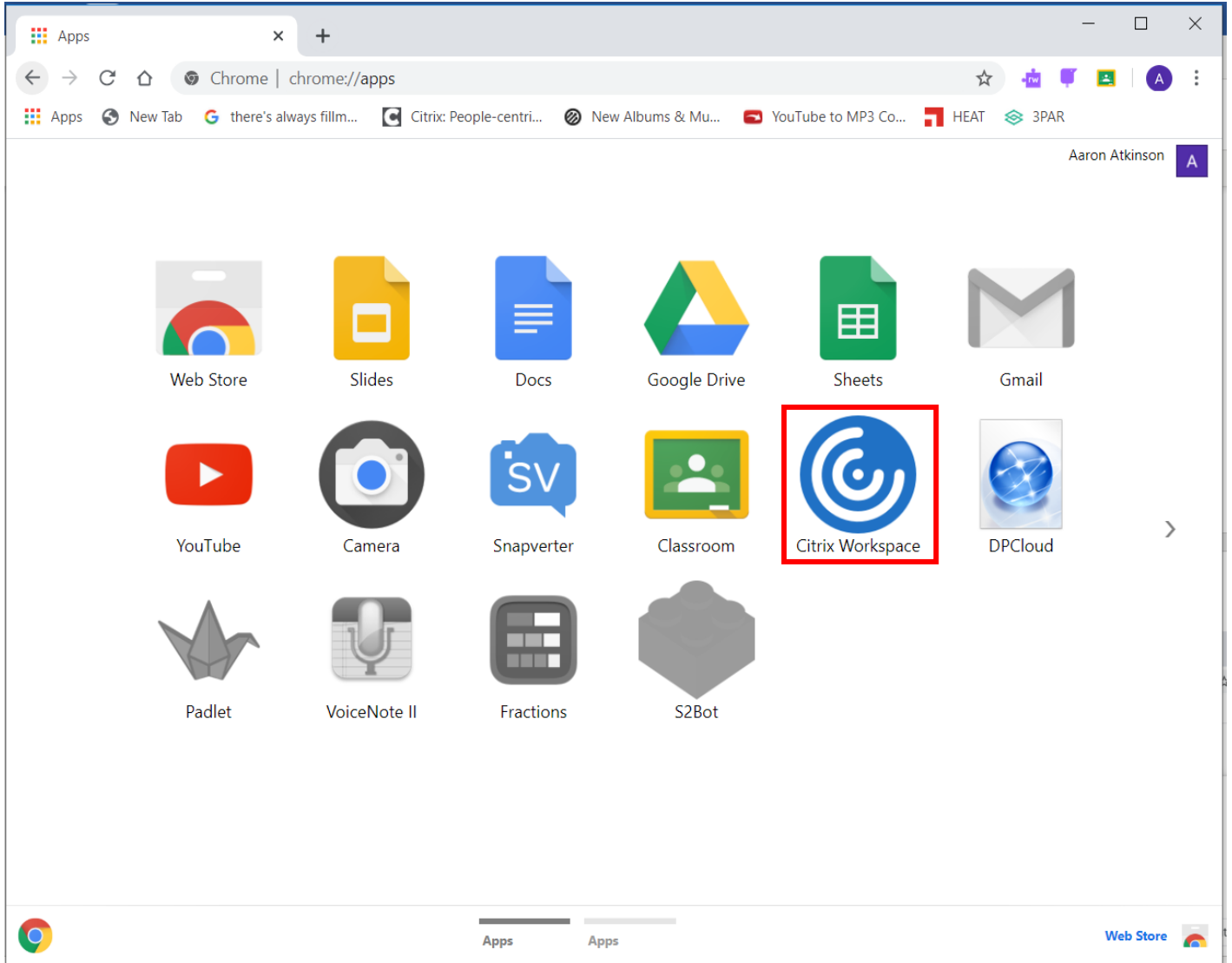
8. Turn on sync



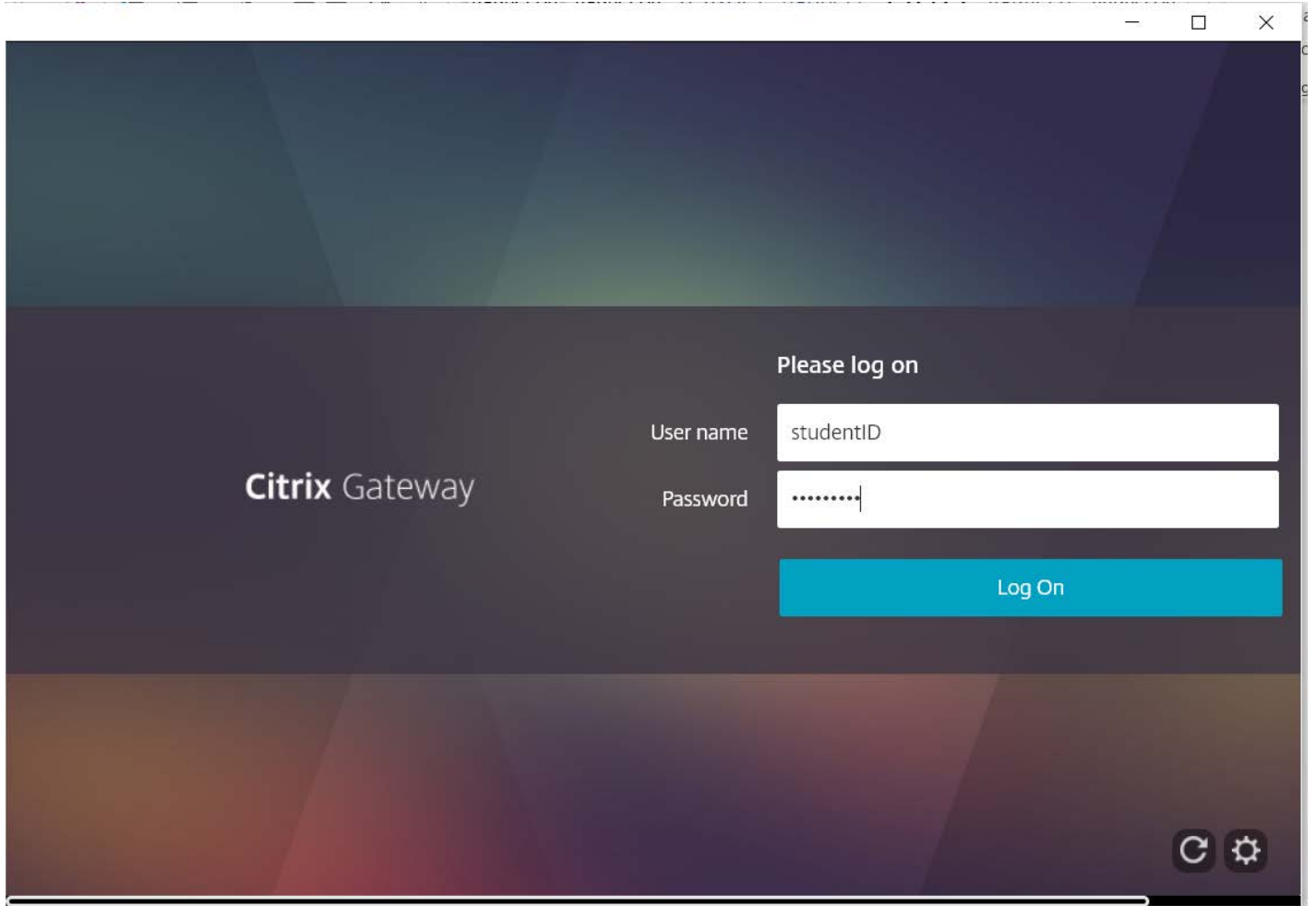
9. Select Apps



10. Select Citrix Workspace

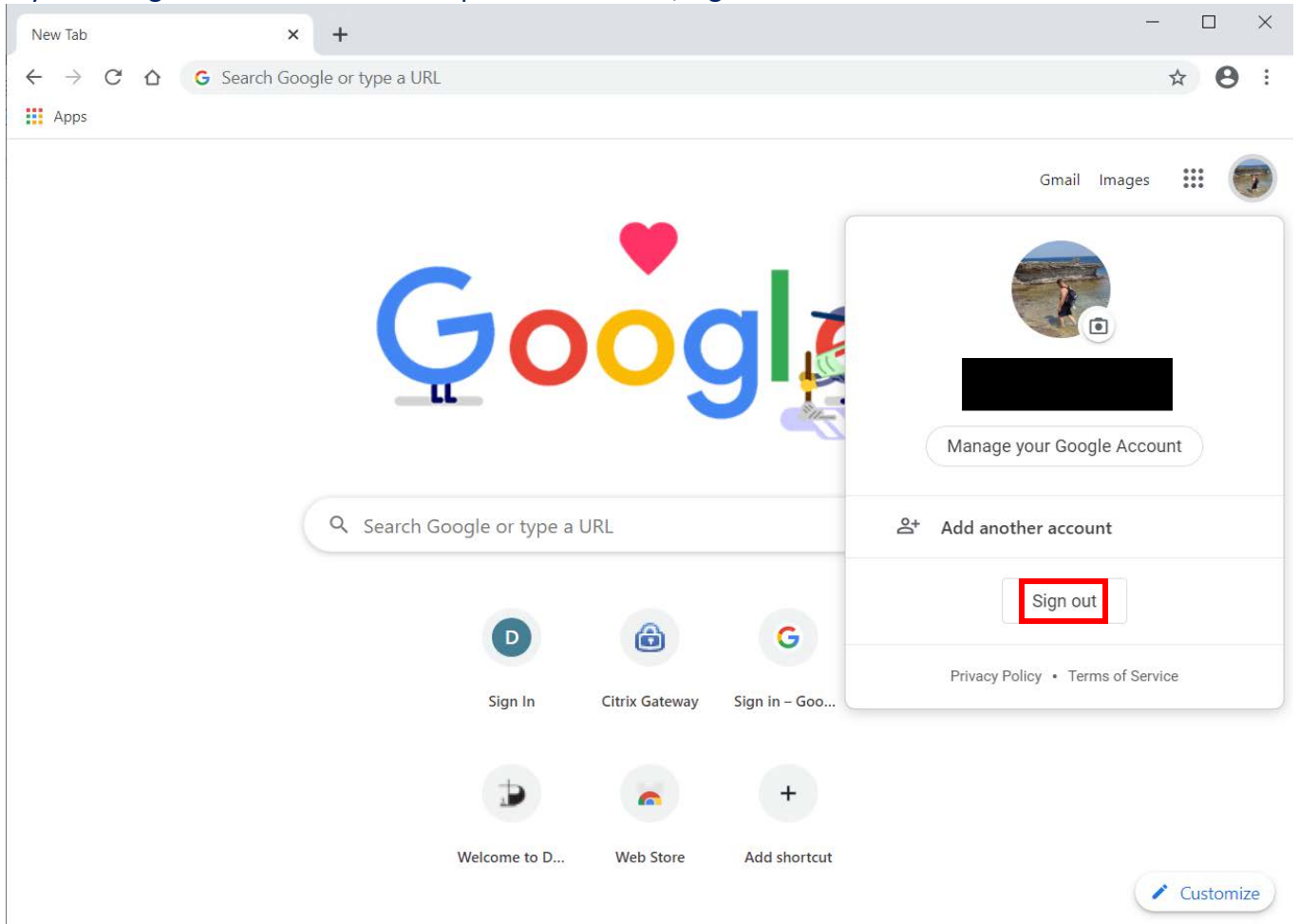


11. Sign in with your studentID and password

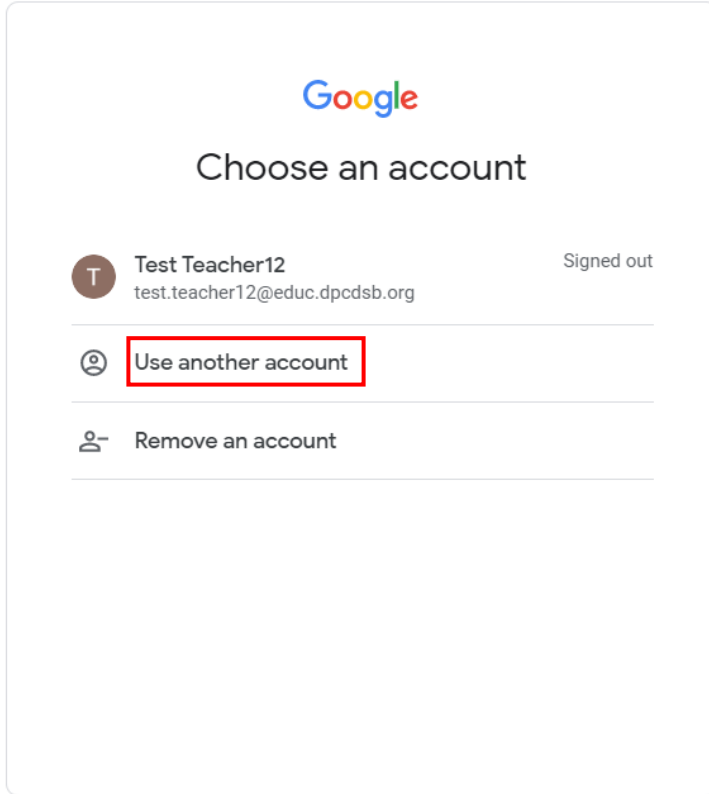


Method 2a

12. If you are signed into Chrome with a personal account, Sign out



14. Use another account



15. Follow steps 5 to 11 above

