

<u>Citrix Labs</u>

From this tutorial, you will learn:

- 1. How to access Citrix student labs.
- 2. How to upload and download documents into the Citrix environment.
- 3. How to save files directly to your personal computer from the Citrix environment.



Accessing Citrix Student Labs

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Using a web browser, such as **Google Chrome**, **Mozilla Firefox**, **Safari**, or **Microsoft Edge**, navigate to the LBCC homepage <u>https://www.lbcc.edu/</u>

Click on "Viking Portal" located at the top left corner of the screen.



Logging in
VIKING PORTAL
B LONG BEACH CITY COLLEGE
VikingID / EmployeeID
Enter your username
Password
Enter your password
Login
New/Forgotten Password
Change Password
<u>Student Login Help</u>
 Faculty/Staff Login Help

Enter your credentials to login

Note: If you do not remember your Viking Id number, please contact Admissions and Records Office at **562-938-4485**.

Note: If you do not remember your Password, please click the "New/Forgotten Password" button and follow the instructions.



Opening Citrix within the viking student system



Choose the "Citrix Faculty & Staff" tile.



Citrix Home screen

Citrix Workspace	- 0				
LONG BEACH CITY COLLEGE					
Apps					
II (1)					
Remote Desktop Connection					
Remote Desktop Connection	Apps ×				
Actions:	ion: rrosoft Remote Desktop clients, you can connect to Remote Desktop Services from Windows Server and remote PCs, and control desktops and apps that your admin has made available to you.				

Choose remote desktop connection, then open.



Information

Citrix Labs – Accessing Citrix Through The Viking Portal

Connecting to your computer.

Nemote		×				
	Remote Desktop Connection					
Computer:	Example: computer.fabrikam.com	1	~			
User name:	User name: None specified					
The computer name field is blank. Enter a full remote computer name.						
Show (Optio	Connect		Help		

Enter the name of the computer you are attempting to connect to.

ITS Faculty & Staff Help Desk • helpdesk@lbcc.edu · https://www.lbcc.edu/information-technology-services (562) 938-4357



Logging into your profile

Windows Security ×					
Enter your credentials					
These credentials will be used to	connect to L140				
Password					
LBCCD\ 0123456					
Remember me					
More choices					
OK	Cancel				

Enter the password to your profile.



Information Technology Services

Citrix Labs – Accessing Citrix Through The Viking Portal

Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

•Phone: (562) 938-4357 •Email: <u>helpdesk@lbcc.edu</u>