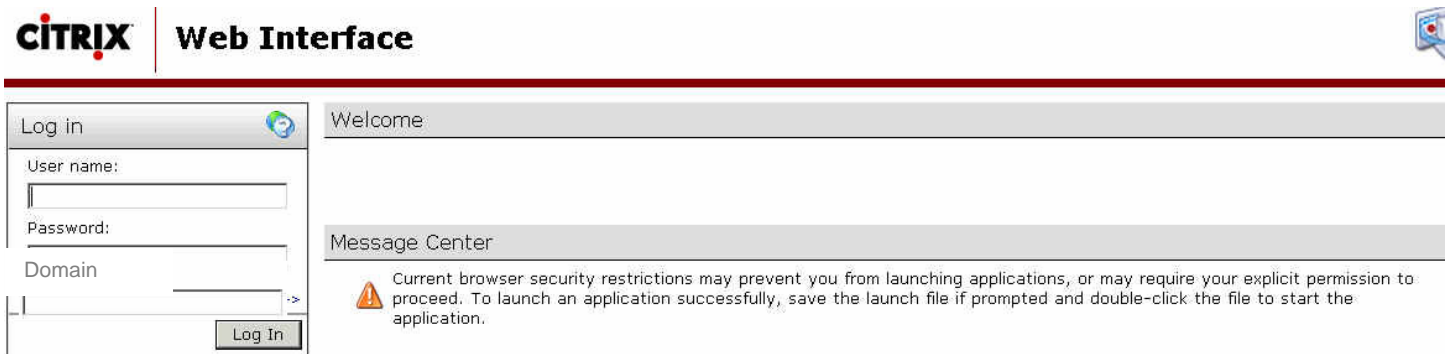


Access to Citrix via Secure Gateway

1. **Double-click** on Microsoft Internet Explorer Web Browser.
2. Enter the following URL in the address bar:
<https://sg.3villagecsd.k12.ny.us>
3. Enter your username, password, and domain.
 - o Your domain will most likely be ACADEMIC
 - o Remember, passwords are case sensitive, usernames are not.

Click the **LOGIN** button with the mouse

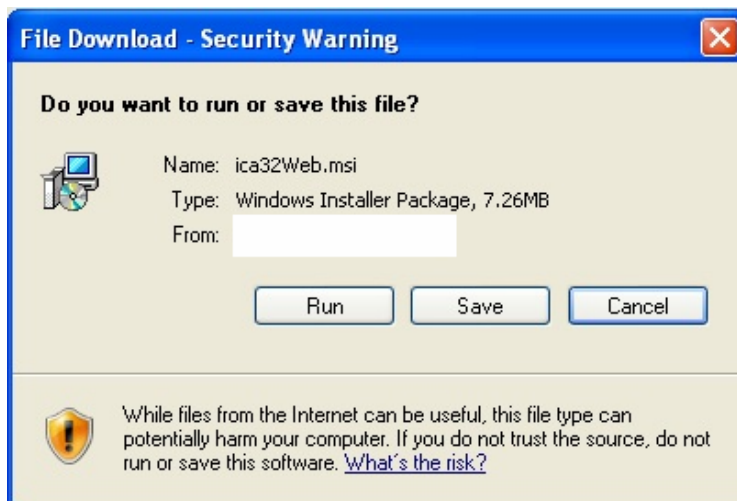
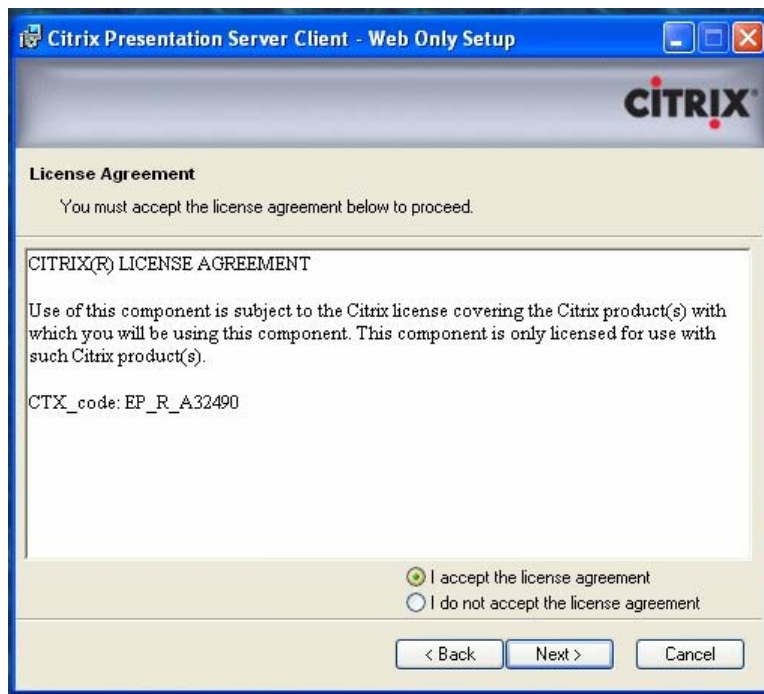


Important - If this is your first time logging on from this particular PC

- o If you click the Icon for the application, the Citrix web client should prompt you for an automatic install.
Click **Next**, go through the process.



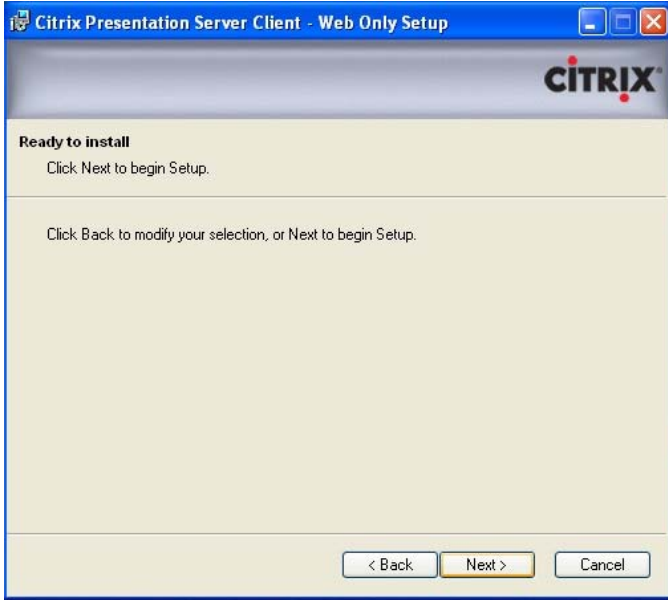
- o Click **YES** to the CITRIX LICENSE AGREEMENT.



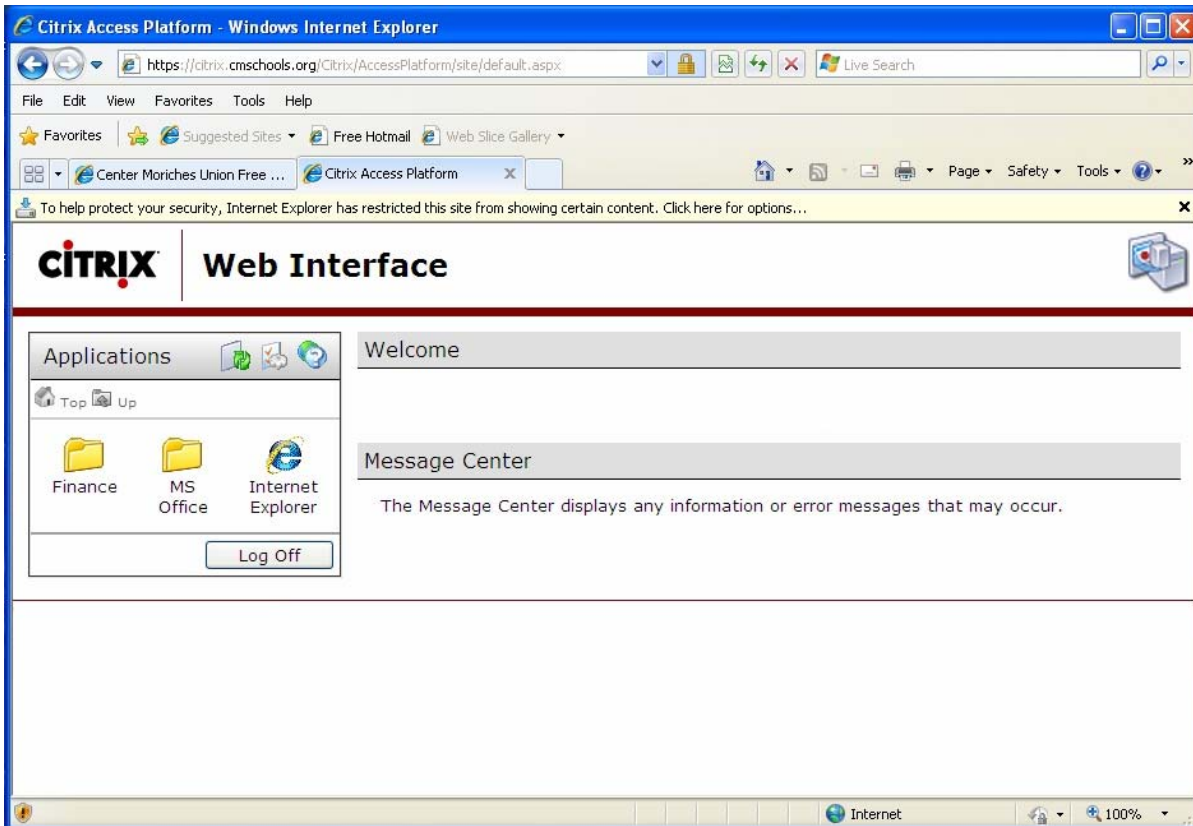
Select **Run**

If it does not, the browser will ask if you wish to save the item locally. Click **Cancel** as this means you have a tighter method of security on your PC.

The next prompt will be for the installation:



- Click **Full Permissions** and select **This Time Only**.
- This is a security measure so you can connect your local drives to the system for printing and for drive access.
- When you have accessed the page below you have completed the install



4. Printing

- A universal printer driver has been installed that should automatically map printers that Citrix can recognize. Most major printers and drivers on the new computers will automatically translate. Some printers will not map automatically. The following will explain how to resolve this issue.
 1. Write down the make and exact model of your printer,
Example: Hewlett Packard Deskjet 800C
 2. Write down your Operating System and Revision
Example: Windows XP, Windows 2000, Windows Millenium.
 3. Open the “**PRINTERS**” folder on your PC and locate your printer model. **Right mouse click on the printer** and select **properties**. On either the general or advanced page there will be a item that say DRIVER:
 - A. It will say the Driver in one of your printer properties, an example similar to the printer above will be “driver:HP DJ800c”.
 - B. Copy this information in an email and Mail to your support personnel.
Your printer may require custom information to be entered. Not all printers will be guaranteed to work but we will do our best.