



HOSTED SCHOOL SERVICE

How to access programmes and files remotely.

Student Guide

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Amendments to Issued Document			
DATE	AUTHOR	VERSION	AMENDMENT DETAILS
30/01/12	MJ	4	Revision of Citrix instructions

All enquiries or queries should be directed to the IT Help Desk:

01962 847007 or email hantsit@hants.gov.uk

This information is available in large print, in Braille, on audio tape or on disk. Please contact the IT Help Desk.

Summary

The purpose of this document is to provide step by step instructions on how to get access to programmes and files from home.

The service is accessed from a web browser such as Internet Explorer or Firefox (n.b. Google Chrome does not work).

You will login using the same Username and Password that you use at school.

These instructions will only work if you have a valid username and password.

In order for the solution to work, a small piece of software, the Citrix client, will be downloaded and installed on to the PC that you use to connect to the service.

Connection to this service requires a broadband connection.

Watch your browser window – during the connection process you may see that some items are blocked that you will need to allow to run.

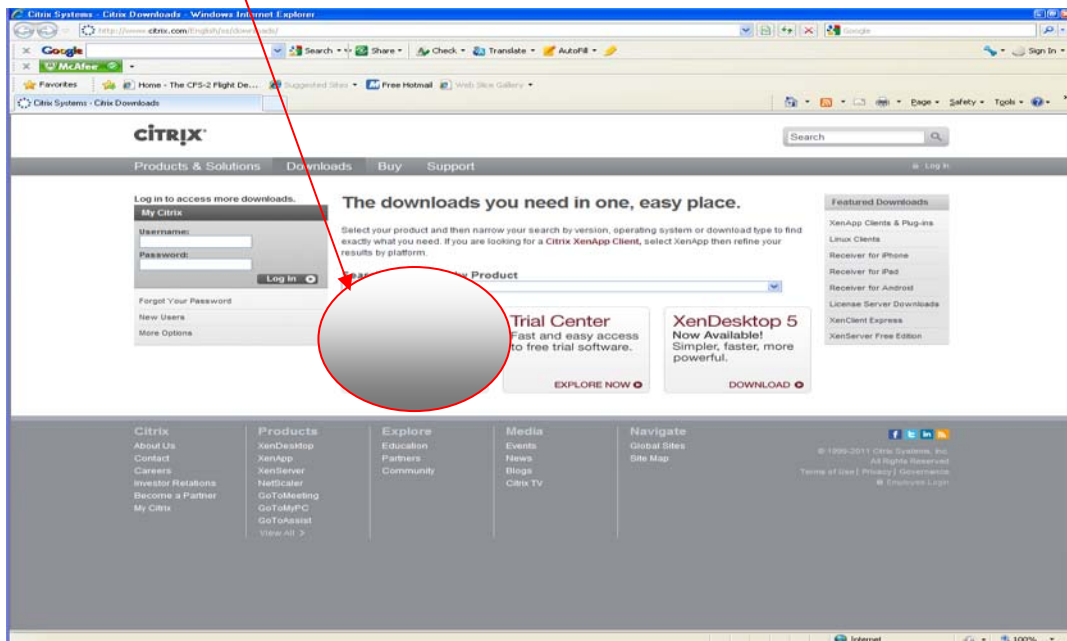
How to log on from home to connect to programmes and files

First, you will need to ensure you have the necessary software installed on your home computer. If using Windows 7 you will need to log in to your computer with Administrator rights in order to install software.

Software installation for Windows

Go to: <http://www.citrix.com/English/ss/downloads/>


Click on **Client Center**



Choose **Windows**

Client Center

Receiver, client plug-ins, delivery infrastructure and legacy client software







Download Citrix Receiver today







The only client software you need for accessing all of the IT services you want.

- Self-service access to desktops, applications and IT services
- Automatic updates ensure that you always have the latest features
- Enhances your services with tablet and smartphone support
- Replaces legacy ICA clients

for Desktops

-  Windows
-  Mac OS X
-  Linux
-  Chromebook

for Mobile Devices

-  Android
-  BlackBerry
-  BlackBerry PlayBook
-  iPhone
-  iPad
-  Windows Mobile

Receiver Infrastructure

Components and additional client plug-ins you need to control Citrix Receiver delivery, configure centralized updates and give users self-services access.

[Download Components*](#)

Other client software

Download client software for prior versions of Citrix products as well as for legacy desktop and mobile platforms.

[Download Components*](#)

*May require My Citrix login

Choose **Download**

CITRIX Clip & Share (0)

Products & Solutions Downloads Buy Support

Log in to access more downloads.

Receiver for Windows 3.1
Release Date: 12/29/2011
[Back to results](#)

On-demand access to Windows, Web, and SaaS applications. Use for web access with Chrome, Internet Explorer or Firefox or configure for anywhere access from within your desktop by simply opening a configuration file.

For Windows 7, XP, Vista, 2003, 2008, 2008R2, or ThinPC.

[View the list of countries that may have export or import restrictions for products containing strong \(128-bit or greater\) encryption.](#)

Receiver	All Languages	12/29/11	29.8 MB	.exe	Download
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At the Citrix Download Manager, select '**Download your file manually**'

Citrix Download Manager

Download your file quickly and reliably

- Easy to use interface
- Reliable downloading of large files
- Pause and restart at your convenience
- Intelligent recovery if your connection fails

Accept the secure download to install Download Manager and begin downloading your selected file automatically.

Having trouble?
[Download your file manually](#)

At the File Download – Security Warning [Choose **Run**]

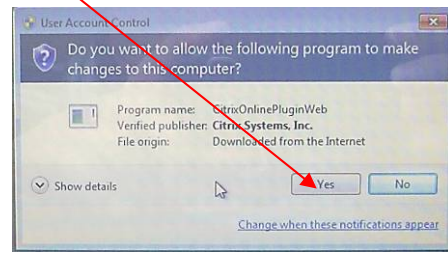
File Download - Security Warning

Do you want to run or save this file?

Name: CitrixOnlinePluginWeb.exe
Type: Application
From: download.citrix.com.edgesuite.net

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

You may see a 'User account Control' dialog box – Click **Yes**

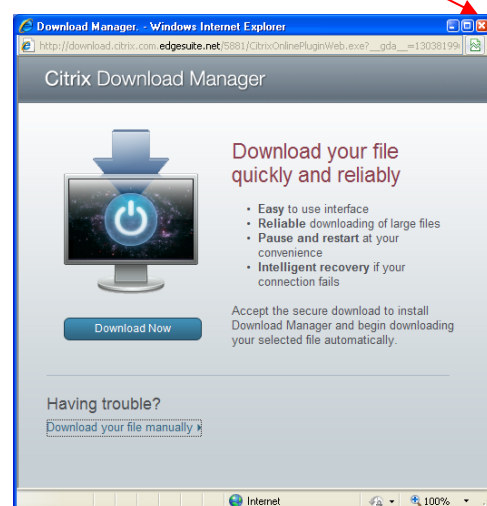


Then **Run** to complete the installation.



Once the install is complete click **OK** and close the download window.

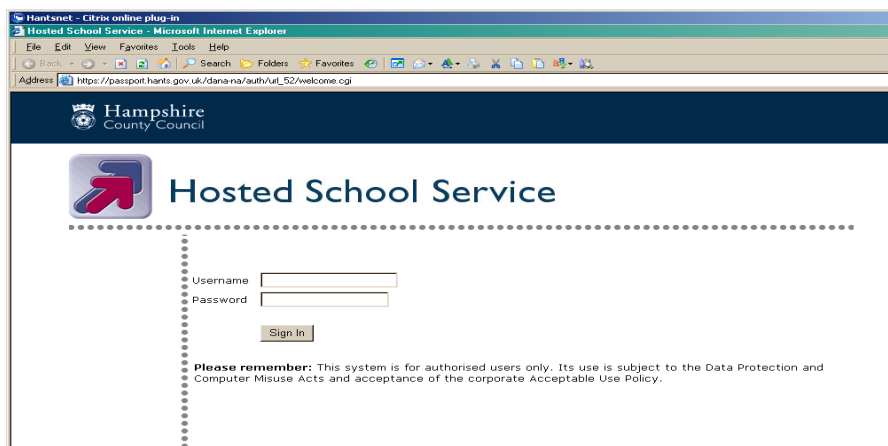
If the Citrix download manager window remains open you can close it by clicking the **X** in the top right corner of the window.



Next, you will need to connect to the Remote Access web page. Open your internet browser and enter the following address in the address bar:

<https://passport.hants.gov.uk/education>

You will be presented with the **Hosted School Service** landing page.

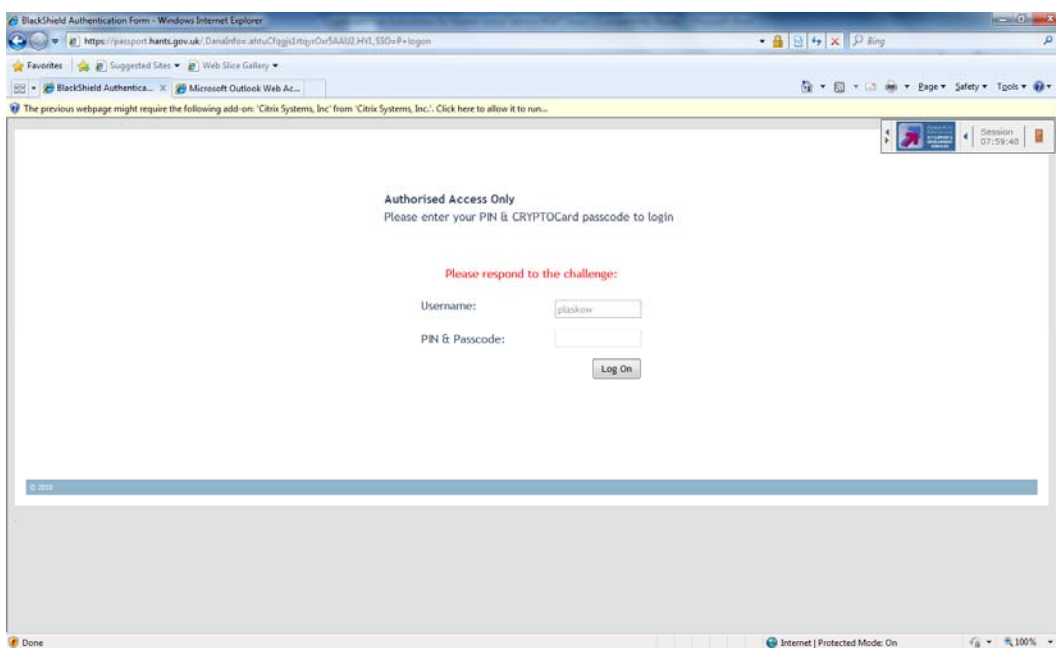


Enter your **Username** and **Password** and click **Sign In**.

This is the same username and password you use when at school.

If you do not have a username or password, please contact your schools SIMS administrator.

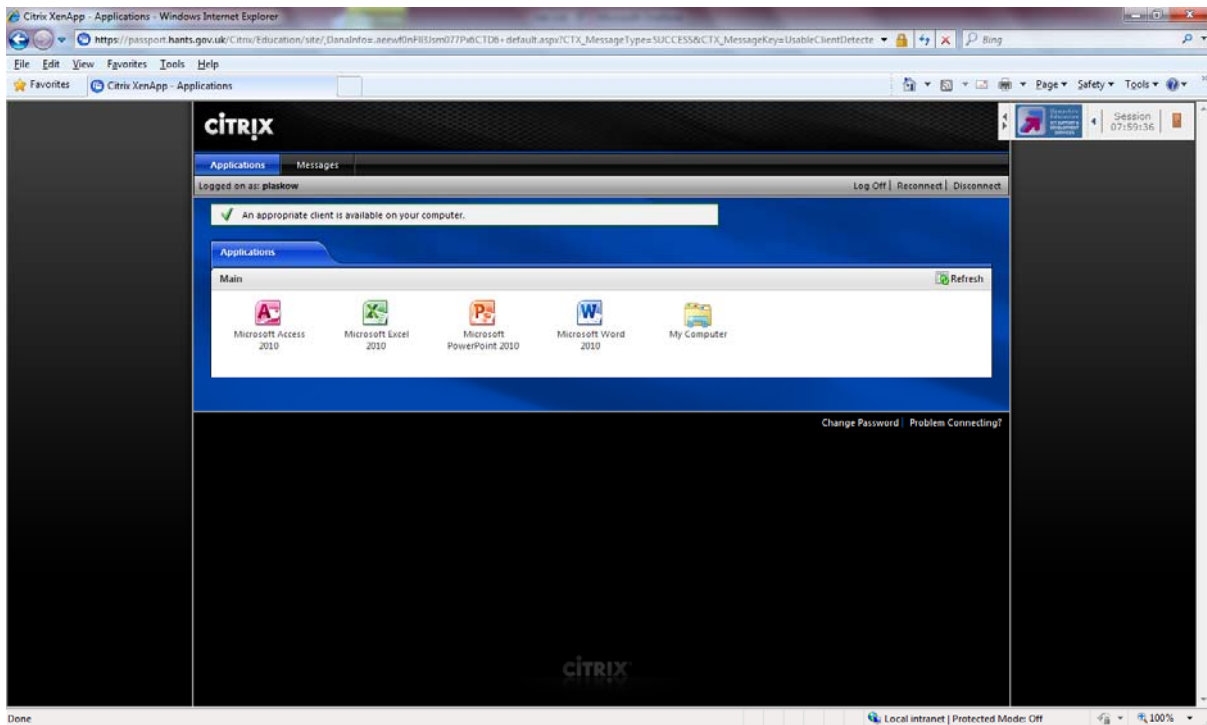
At this point you may be prompted to run an add on – see screen below.



Click on the bar and Allow the add on to run.

Then you will come through to the main screen below.

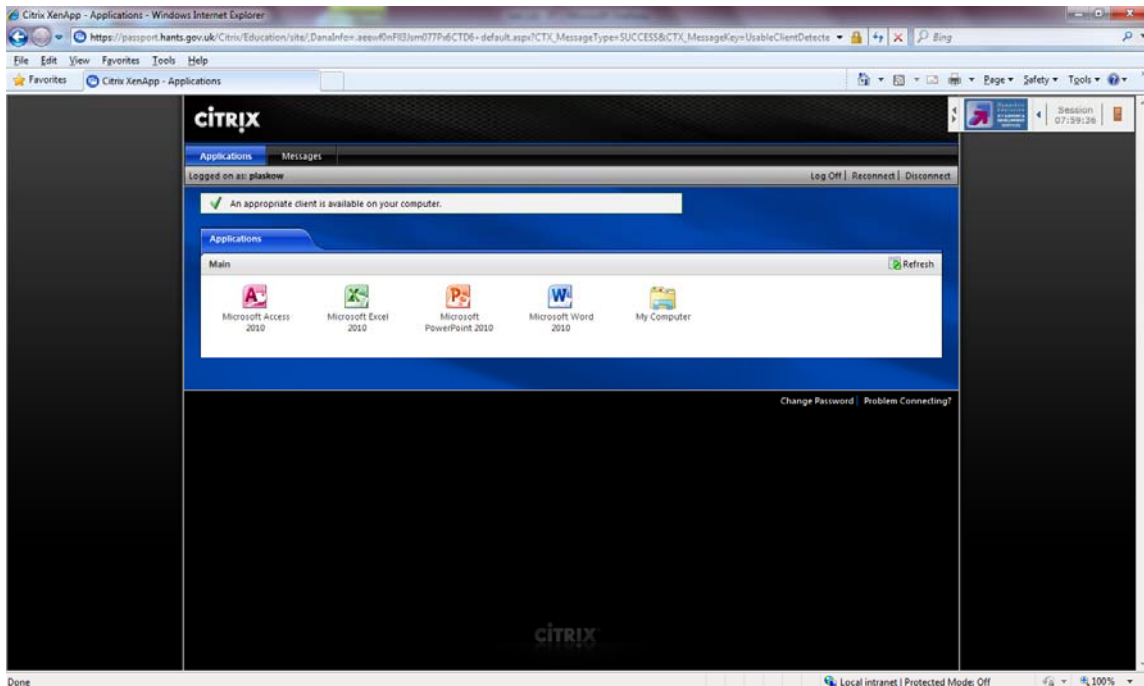
Main screen



From here click (just a single click is required) on the icons required – My Computer provides access to your files.

Logoff and exit

When you have completed work, remember to log off.



Finally, close the session fully by clicking on the brown door in the top right of the screen

