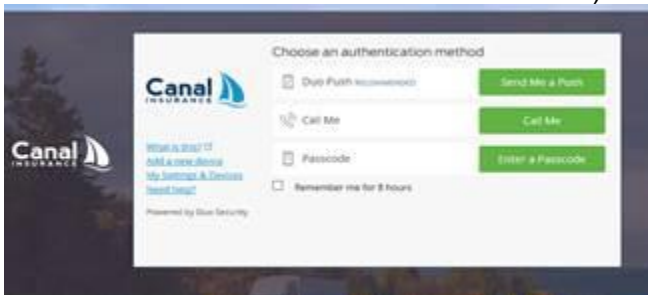


Instructions for Remote Access to Canal Applications

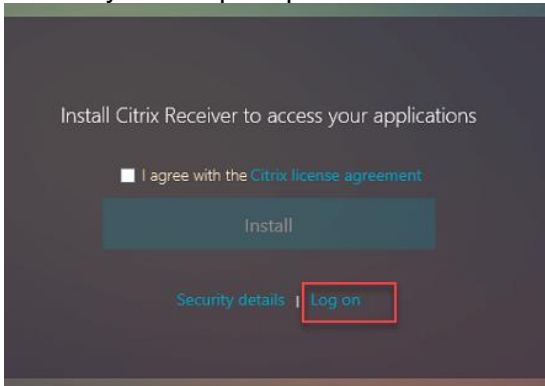
1. If you are using a home PC and do not have Citrix installed, you will need to go to this site to download the correct version of Citrix Receiver for your computer - <https://www.citrix.com/products/receiver/>. Canal only supports Windows and Mac OS systems.
2. Open up your browser and type <https://citrix.canal-ins.com> in the address bar. When the page fully loads you should see the page below:



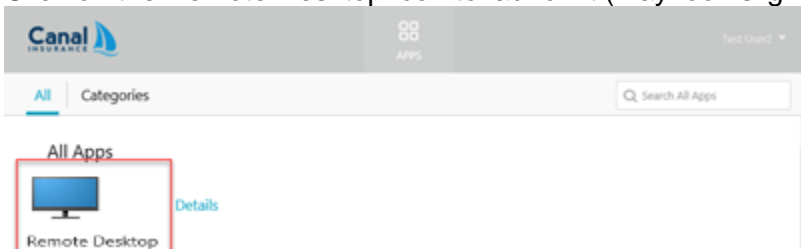
3. Log in with your email address and the password you log onto your computer with.
4. You will then be presented with the DUO authentication (if you have not used DUO before, see instructions towards the end of this document).



5. You may still be prompted to install a client, but you can click on Log On.



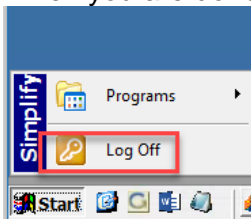
6. Click on the Remote Desktop icon to launch it (may look slightly different).



You should then see something like this:



7. When you are done, log off the desktop just like you would your regular computer.



8. Please make sure you log off from the main web page when you are done.

First Time DUO Instructions

The setup process is simple; just follow the steps presented to you.

