



SOUTH GEORGIA MEDICAL CENTER

Citrix Receiver Configuration Instructions

SGMC is pleased to provide the following information for Physicians, Remote users and employees to assist with accessing applications hosted on SGMC campus.

Citrix is a remote-access service that allows SGMC to make certain software applications available from a browser. All you will need to access these applications is a web browser and the Citrix receiver which can be downloaded from <https://www.citrix.com/go/receiver.html>

The instructions provided are for Windows based Operating Systems, in most cases you will need to follow the directions from the device you are configuring, additional configurations are provided below.

- [Android](#)
- [iOS](#)
- [Mac OS](#)

Using Citrix to Access SGMC Applications

- 1) First Open your web browser and type <https://apps.sgmc.org> (figure 1.1)

The image shows the Citrix Receiver login interface. On the left, the 'Citrix Receiver' logo is displayed in white on a dark green background. To the right, there are two input fields: 'User name:' with the text 'SGMC.org\yourusername|' and 'Password:'. Below these fields is a 'Log On' button.

Figure 1.1

Note: You have 2 options at this point:

- 2) If you need **AUDIO** and **PRINTERS**, select **OPTION 1** as seen in figure 1.2
- 3) If you DO NOT need **AUDIO** and **PRINTERS** or **you have already installed the Citrix Receiver**, select **OPTION 2** as seen in figure 1.2

The image shows the Citrix Receiver installation screen. The title is 'Install Citrix Receiver to access your applications'. Below the title, there is a checkbox labeled 'I agree with the Citrix license agreement' which is checked. A red '1.' is placed to the left of the 'Install' button. Below the 'Install' button, there is a link for 'Security details' and a 'Log on' button with a red '2.' next to it.

Figure 1.2

4) Once you are logged in, you will see a screen similar to the one below (figure 1.3)

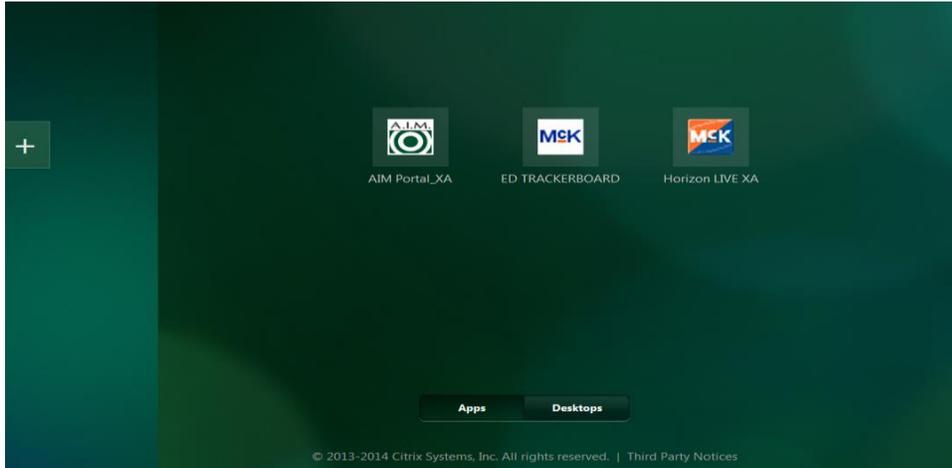


Figure 1.3

If your applications are not present on your desktop...

Click the + sign on the left side of the screen (figure 1.4)



Figure 1.4

5) Next, click “All Apps” on the left and select your app from the list presented. Your applications will now be presented similar to figure 1.3 you will only need to click once to launch your application.

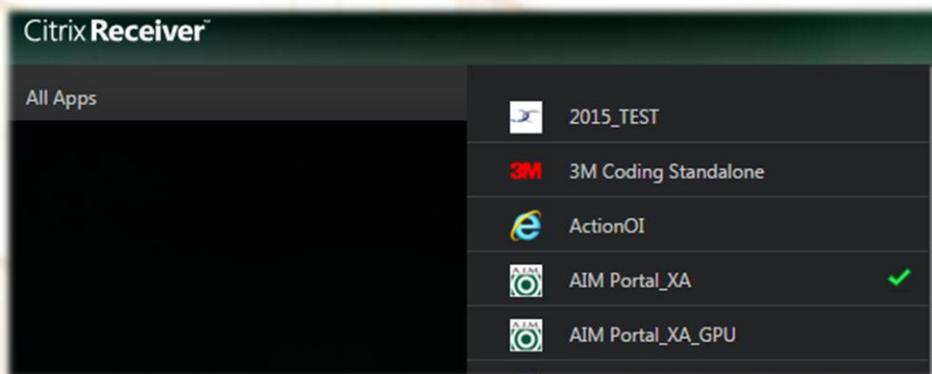


Figure 1.5

- Please note when launching applications from the new environment, some users have reported a brief delay. This is a onetime occurrence and normal as your new profile is being created. Please avoid clicking multiple times as this will create additional Citrix sessions.



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Citrix Receiver Instructions

The following are instructions for installing the Citrix Receiver for Android. You will only have to do this once, and you should not be prompted to install it again.

Android Configuration

1. Open the Apps menu and open market.
2. Tap the search icon to begin searching the Market.
3. In the search field, type Citrix, then tap on the Citrix Receiver in the drop-down results.
4. Tap on the Citrix Receiver from Citrix Systems Inc.
5. Tap install to add the app to your device.
6. Review permissions for the app, then tap Accept and Download to install the app.
7. It might be helpful to rotate your device to portrait mode for the last few steps.
8. Enter your SGMC user name and password. For the Domain field enter sgmc.org.

(Example)

9. You can now begin accessing apps through the Citrix Receiver. Tapping on the apps drawer inside the receiver will give a list of available applications similar to figure 1.3

From this point forward, you can go directly to the Citrix Receiver app and after logging in immediately begin using the applications hosted there.

For technical support please call the Information Services Desk at 229-333-1147



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Citrix Receiver Instructions

The following are instructions for installing the Citrix Receiver for iOS. You will only have to do this once, and you should not be prompted to install it again.

Important Note: You must follow these directions from your iPad/iPhone. If you are currently viewing them from your computer please close your browser and reopen the instructions using the Safari browser on your iOS-based device.

iOS Configuration

1. On your iOS device, open the App Store.
2. Tap on Search in the upper right corner.
3. In the Search box type Citrix.
4. Choose Citrix Receiver from the list.
5. Choose the Citrix receiver from your device and tap install.
6. You will be prompted for you Apple ID and password.
7. Open Safari and enter your SGMC user name and password and tap Save. Domain = SGMC.org



8. You can now tap on Citrix receiver icon and begin using the applications listed there.

From this point forward you can open the Citrix Receiver app and immediately begin using the applications listed there.

For technical support please call the Information Services Desk at 229-333-1147



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Citrix Receiver Configuration Instructions

The following are instructions for installing the Citrix Receiver. You will only have to do this one time, and you should not be prompted to install it again.

MAC OS

1. First go to <https://apps.sgmc.org>
2. You will arrive at the Citrix Log On page.
3. Enter your SGMC user name and password and click Log On.
4. Click install to begin downloading the Citrix Receiver for Mac OS. *Note for iPhone/iPad please use the iOS configuration link [iOS](#).
5. Once the download is complete, click on the file CitrixReceiver
6. The package with the installer should start opening.
7. You should now be presented with a screen asking you to install the Citrix Receiver. Click install Citrix Receiver.pkg
8. Agree to any licensing agreements that are presented. Click continue when prompted- you may also be prompted for your Mac OS user name and password to authorize the installation. Once the installation is complete, you can begin using applications from inside the Citrix site.

From this point forward you can go directly to <https://apps.sgmc.org> and after logging in, immediately begin using your applications.

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