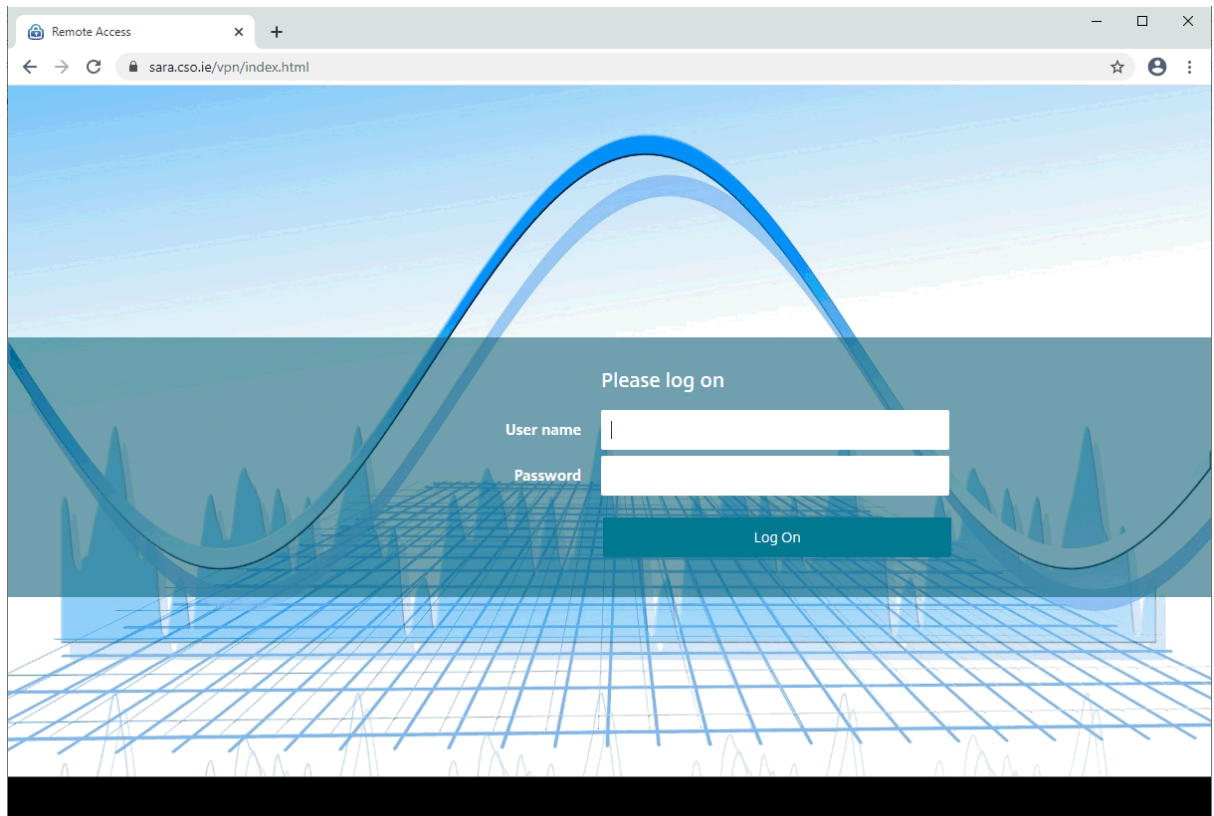
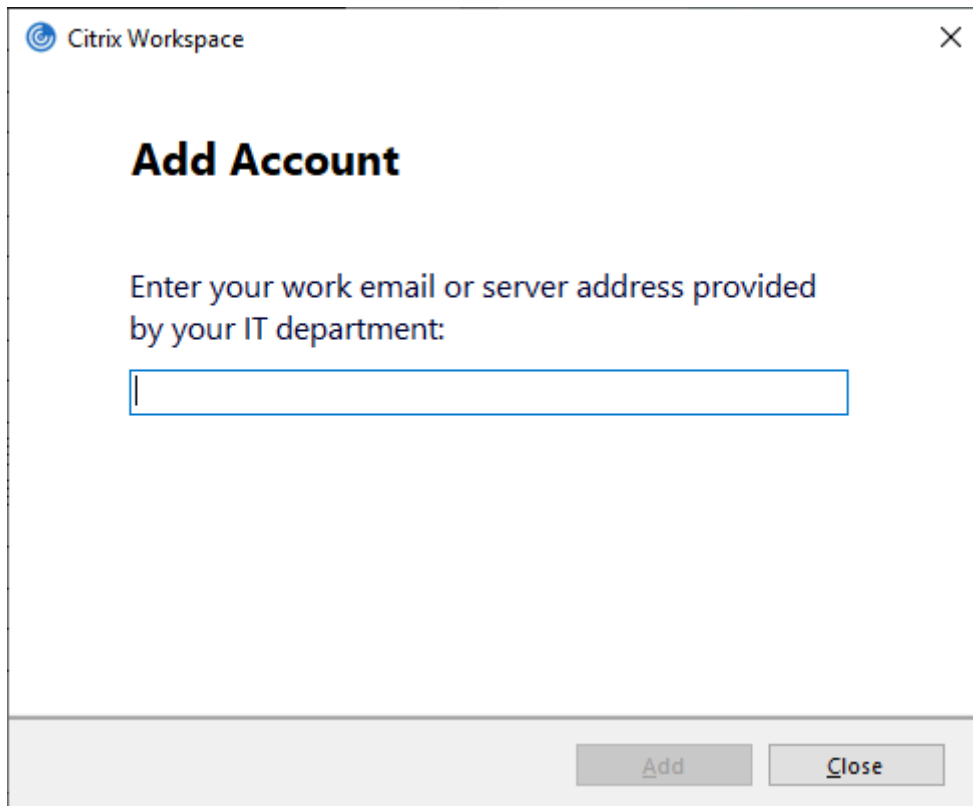


1. Browse to <https://sara.cso.ie>
2. you will be presented with the below screen which is a prompt for AD username and password

NB: This is NOT the username and password you use for REACH. Please insert the Username and Password you use every day for logging on to your PC



3. If it the first time you are asking to connect the citrix receiver will look to install, its ok to allow it to install.
This Install may take up to 30 seconds to complete so please just wait until its finished
4. take note to ignore to pop up window below looking for a server to connect to, Just minimise it or close it. It's not required



The image shows a 'Citrix Workspace' window with a title bar containing the Citrix logo and a close button. The main content area has the heading 'Add Account' in bold. Below the heading is a text prompt: 'Enter your work email or server address provided by your IT department:'. Underneath this prompt is a single-line text input field. At the bottom of the window, there is a light gray bar containing two buttons: 'Add' and 'Close'.

Citrix Workspace

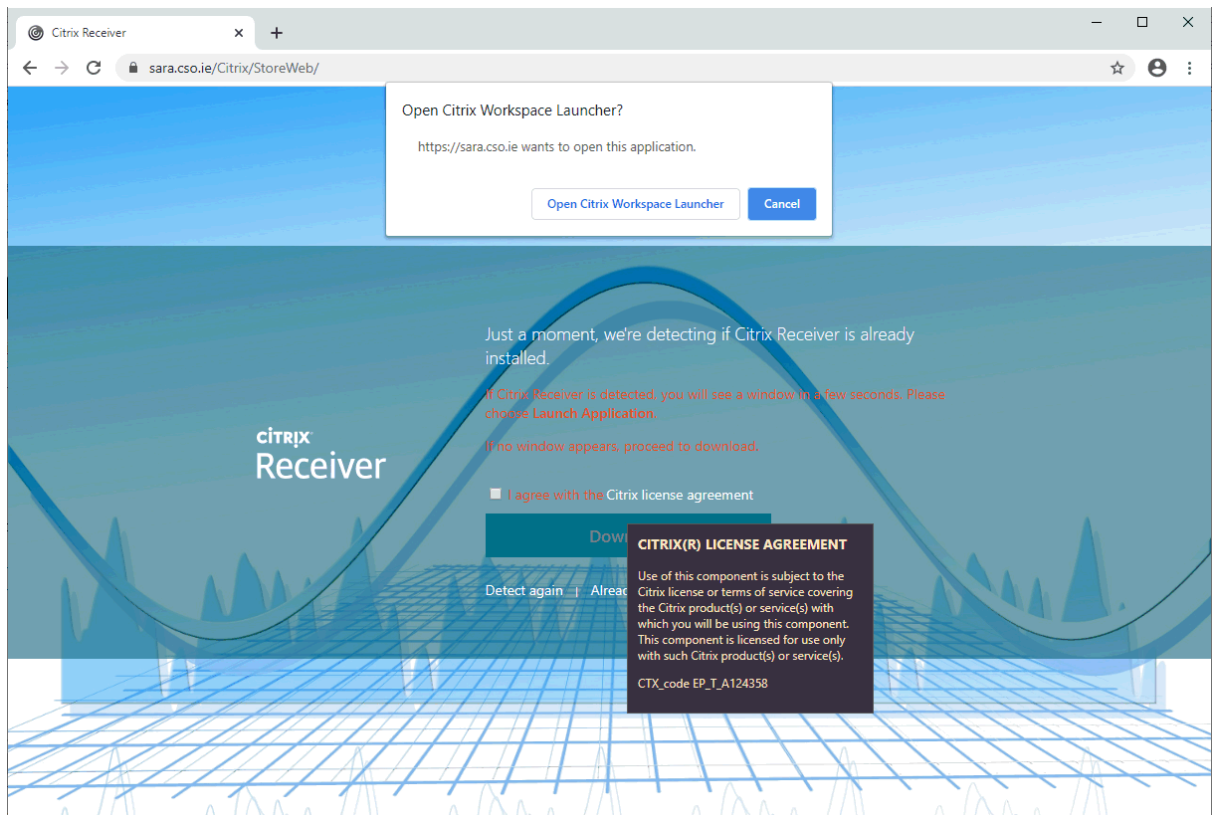
Add Account

Enter your work email or server address provided by your IT department:

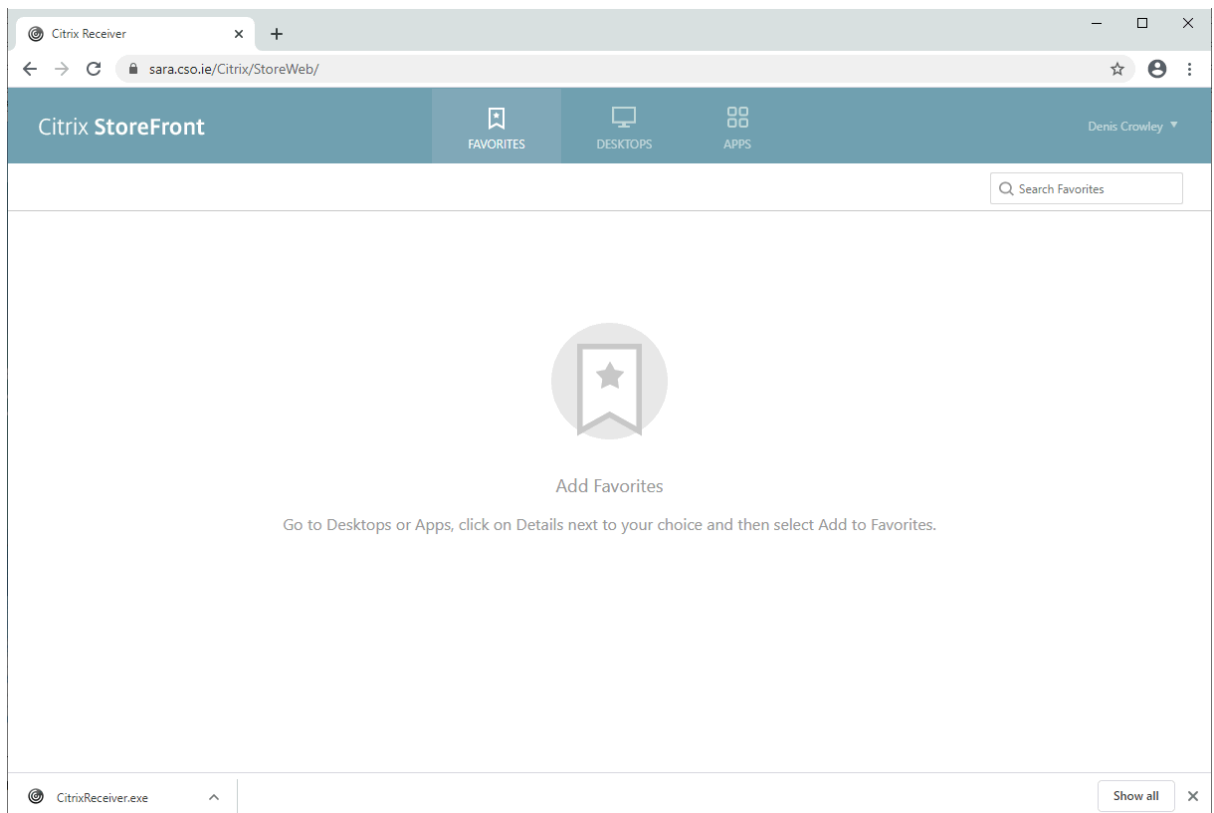
Add Close

5. After the Citrix receiver is installed you have to refresh your screen (f5) and you may also be prompted to install the Citrix receiver (again) At this stage click on "open Citrix workspace launcher" if it is offered

There may also be an option to tick "receiver already installed" and if you have already gone through the receiver installation then just tick that also make sure to tick the "I agree with the Citrix licence agreement"



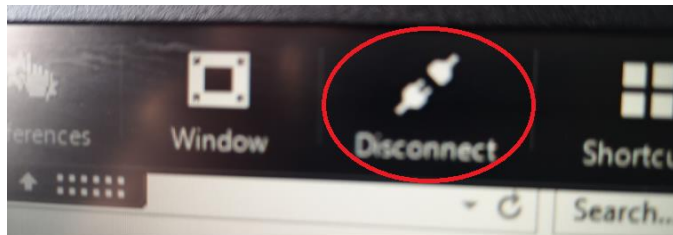
6. NOTE: Different devices will present different options none of them a cause for concern and it will only occur during the first log on procedure. The end game is to get the receiver installed and get to the following screen. It can be frustrating initially and a good guide that the receiver is installed is if the option to accept receiver already installed is available



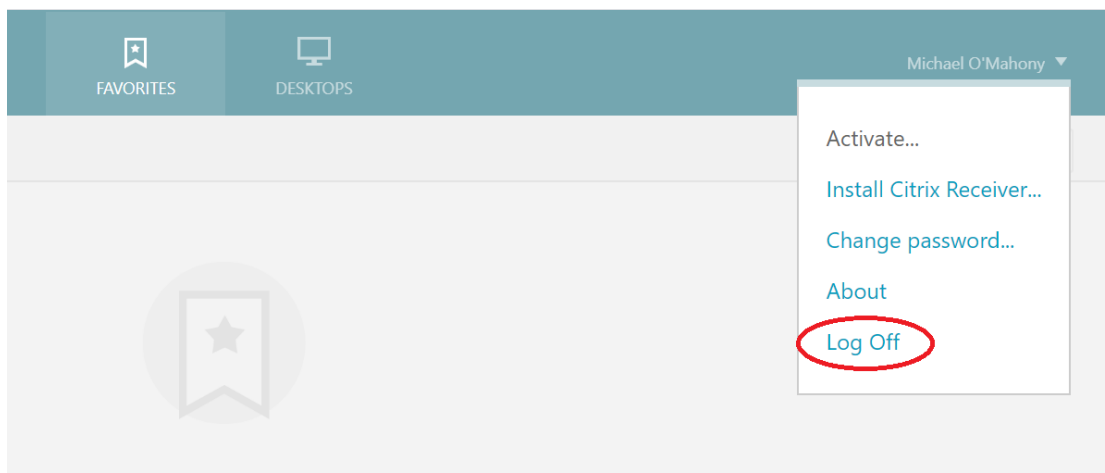
Under Desktops your own desktop number will appear and double clicking on it will bring you to your log in prompt and ultimately your desktop

When you are finished logging on remotely using Citrix, you need to disconnect first and then Log Off.

Disconnect Screen



Log Off Screen



This will disconnect your remote session to your PC correctly.