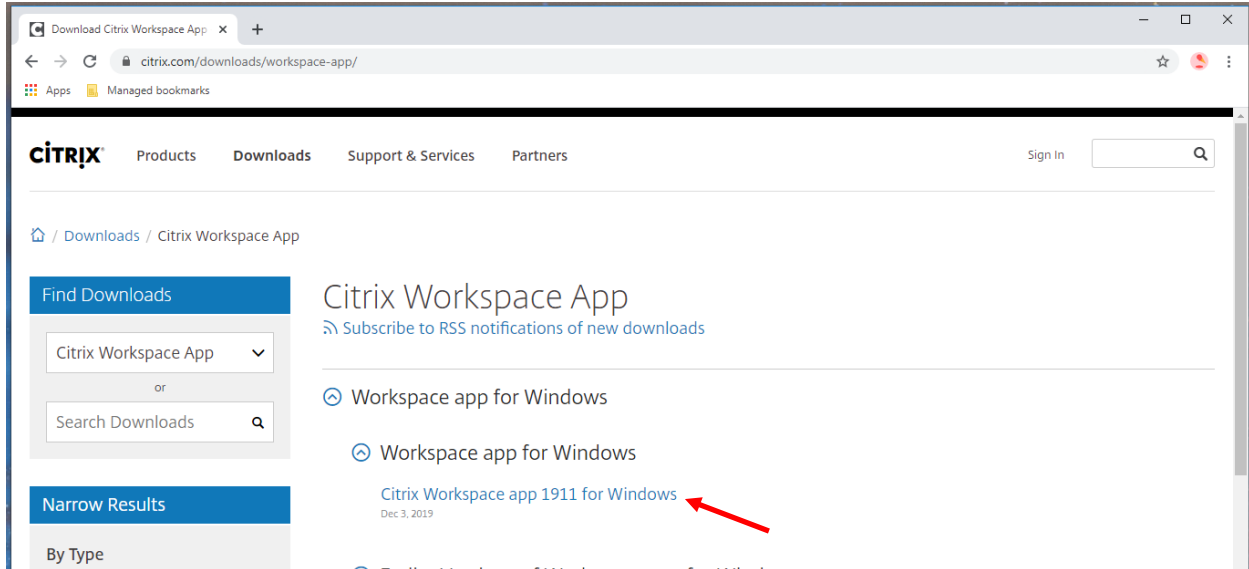


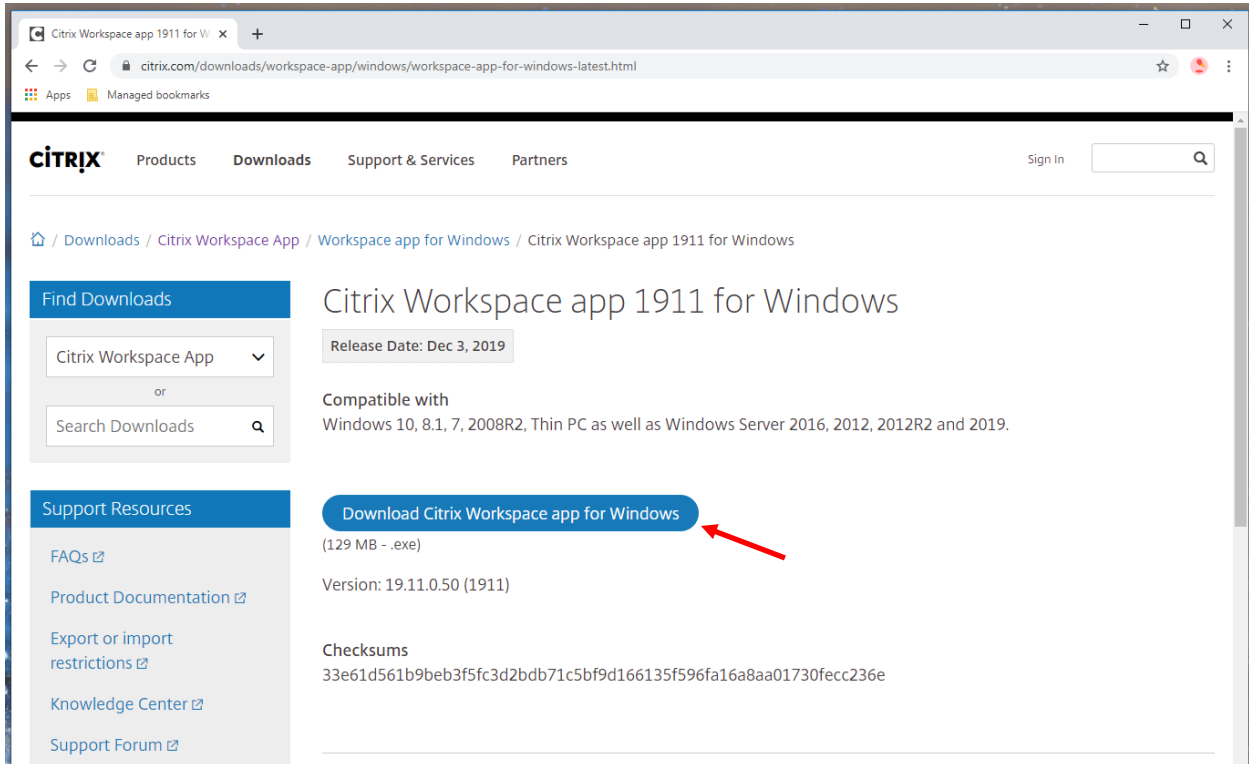
How to install Citrix Workspace for Windows

Step 1: Navigate to: <https://www.citrix.com/downloads/workspace-app/>

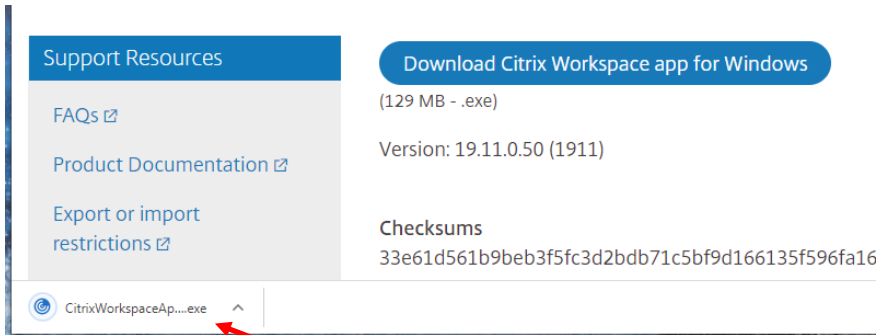
Step 2: Click the link titled “Citrix Workspace app 1911 for Windows”:



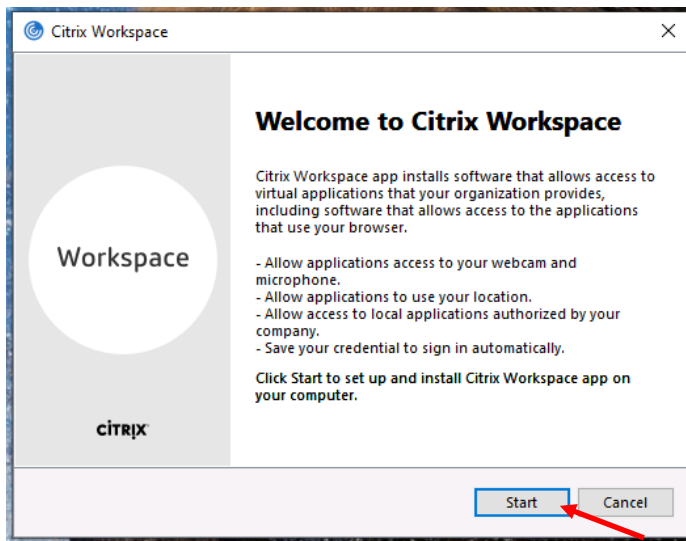
Step 3: Click the “Download Citrix Workspace app for Windows” button:



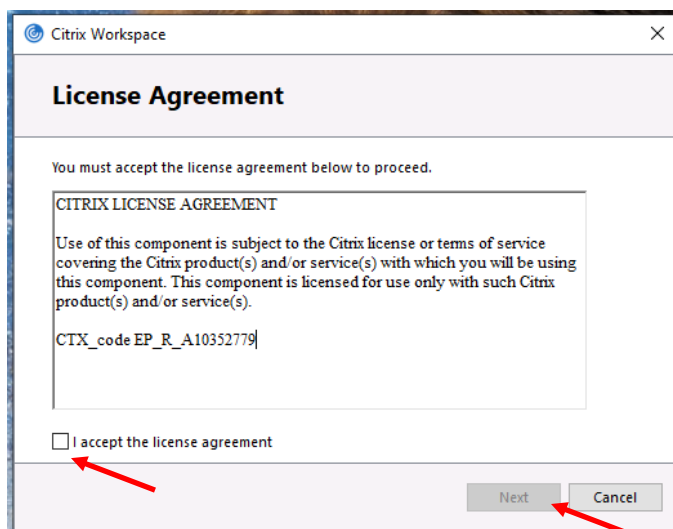
Step 4: Launch the downloaded installer when the download completes:



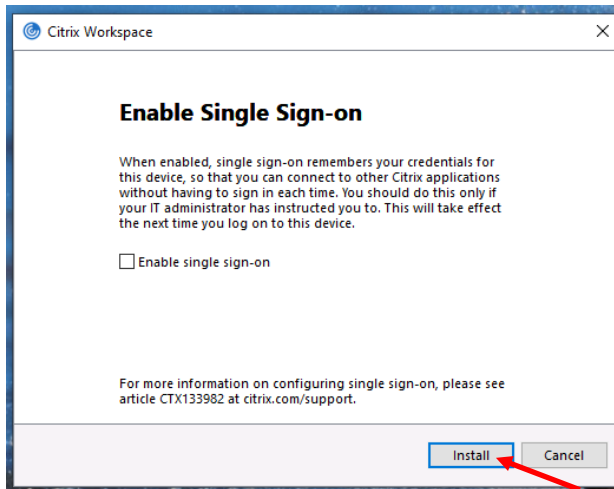
Step 5: Click the **Start** button on the “Welcome to Citrix Workspace” screen:



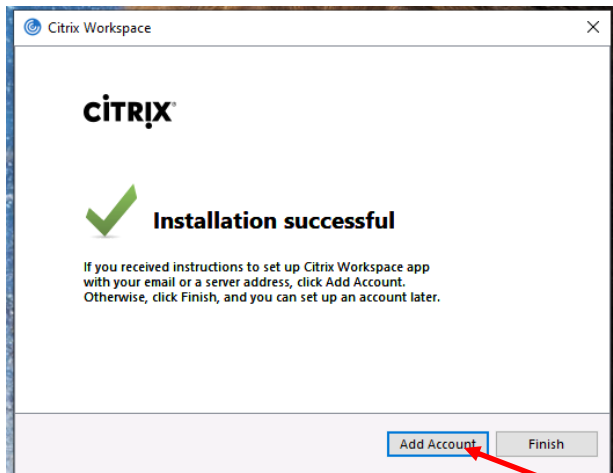
Step 6: Check the “I accept the license agreement” box, then click the **Next** button:



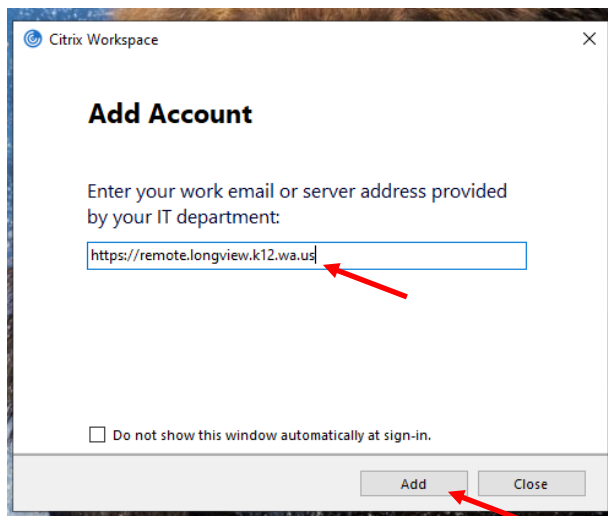
Step 7: Click the **Install** button:



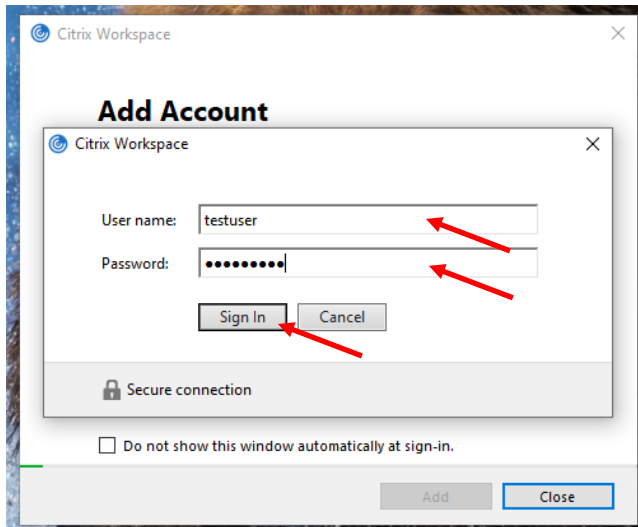
Step 8: When the installation completes, click the **Add Account** button:



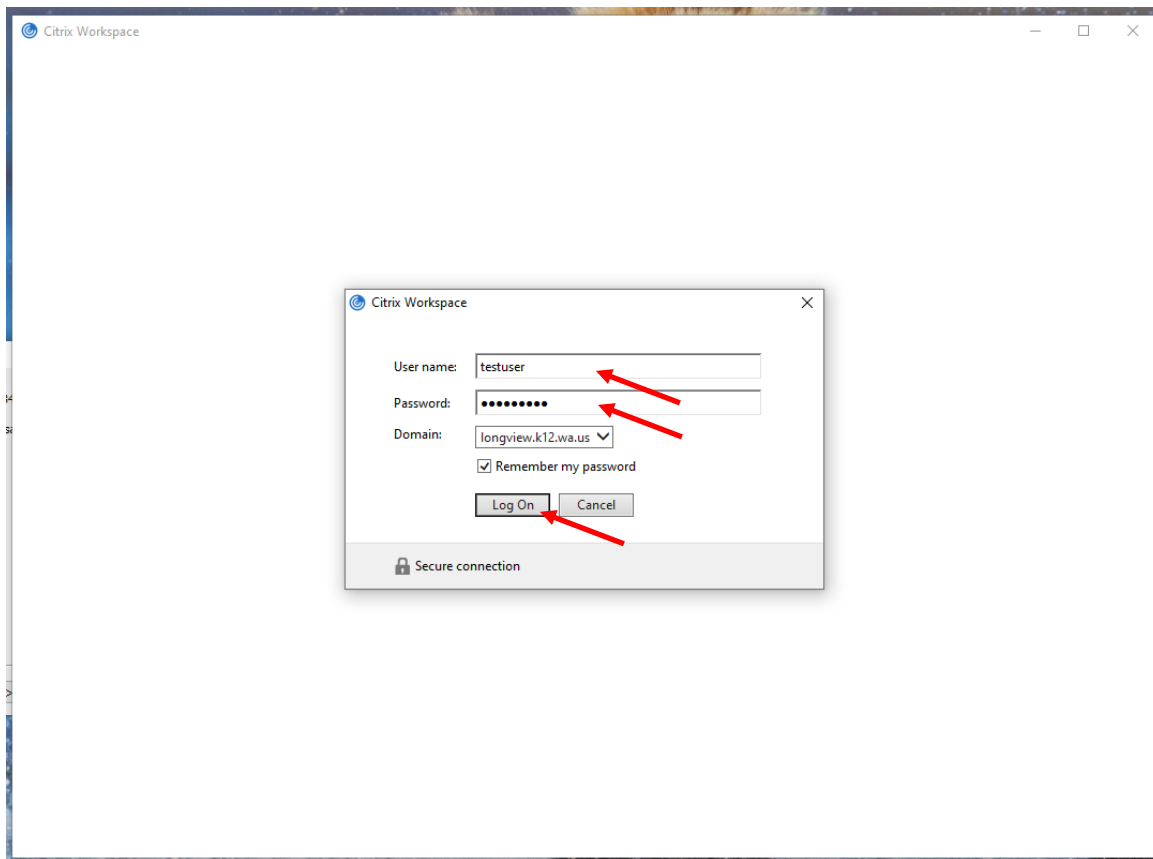
Step 9: In the field provided enter: <https://remote.longview.k12.wa.us> and click the **Add** button:



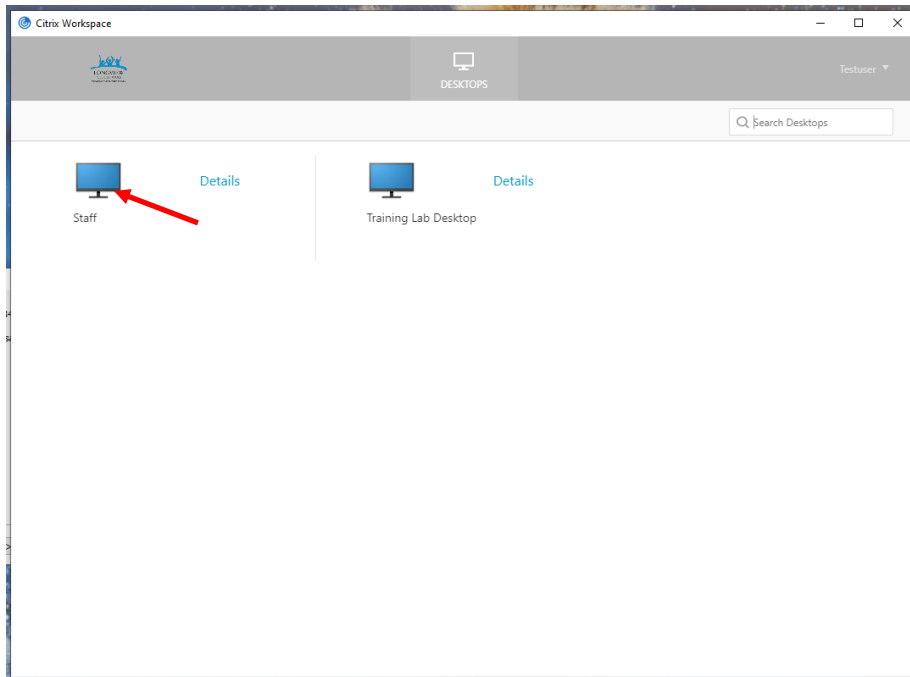
Step 10: enter your **district computer username and password**, then click the **Sign In** button:



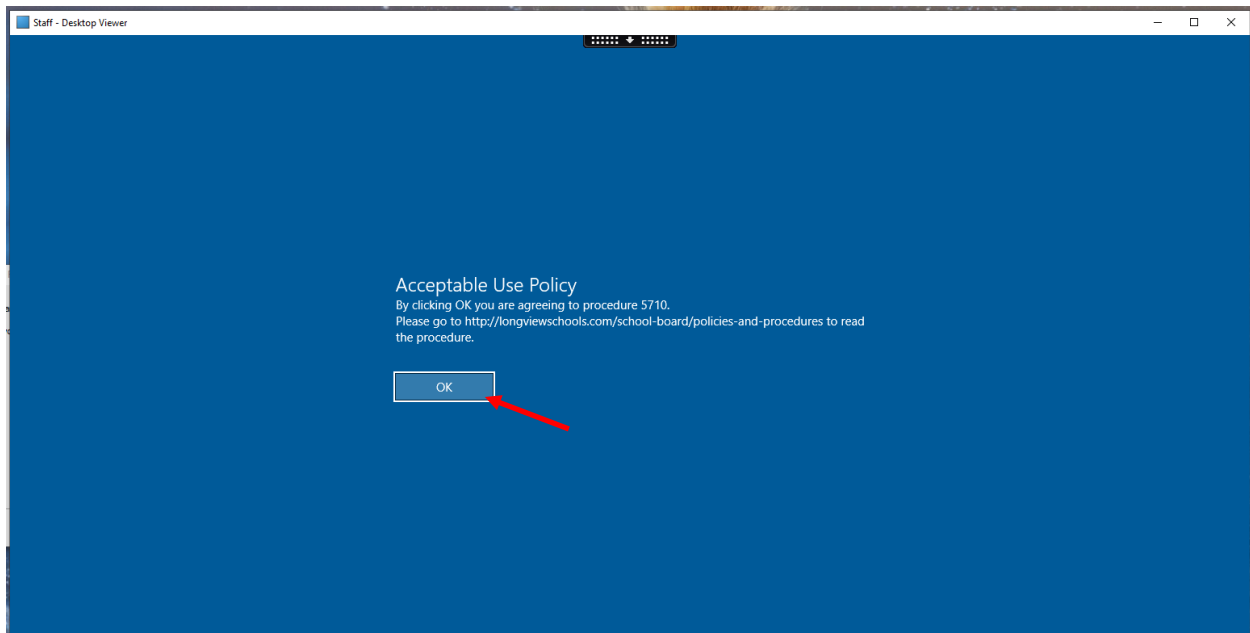
Step 11: enter your **district computer username and password** again, then click the **Log On** button:



Step 12: click on the desktop icon titled “Staff” to launch the “Staff” desktop:



Step 13: In the Citrix Desktop window, click the **OK** button on the Acceptable Use Policy dialog:



Within moments you will load to your desktop! In future connection attempts, simply find the Citrix Workspace App from your start menu, enter you district computer username and password, then click the “Staff” desktop icon to launch a new session.

If you find you are having difficulty completing the process please contact footprints@longview.k12.wa.us.