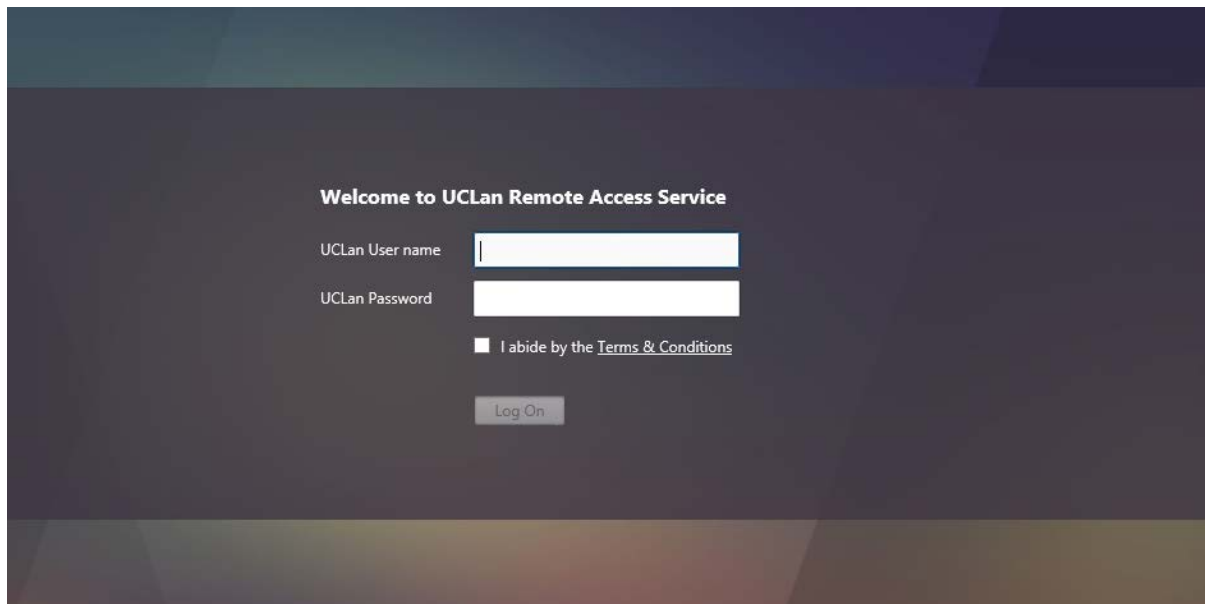
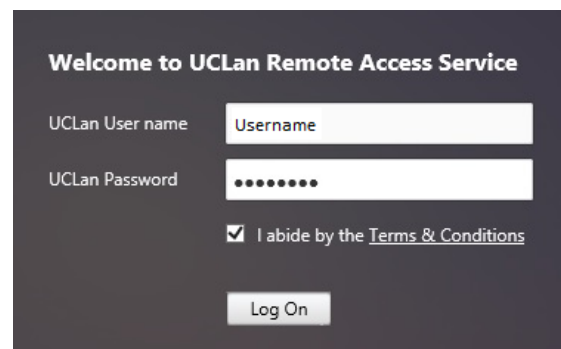




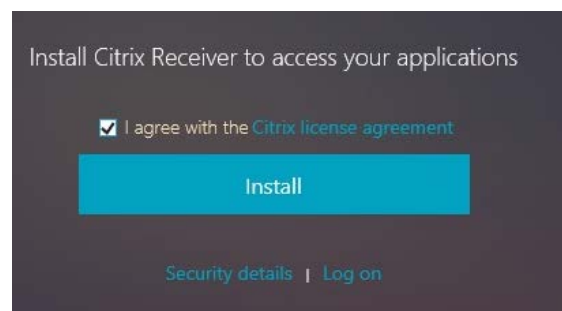
You can access the Remote Access website by going to <http://ra.uclan.ac.uk>.



1. Sign in with your **UCLan username** and **UCLan password** (make sure you tick the Terms and Conditions box).



2. The first time you login to Remote Access you may be prompted to install the Citrix Receiver software
3. Select **Install**, you should see a download pop-up on your webpage, select **Run** and follow the on screen instructions to Install Citrix Receiver.



Once the installation has completed select the **Log On** button under the Install button.



Remote Access (Web)

When you have logged in to Remote Access you will then see the Applications screen.

There are quick links at the top of the page for the most commonly used applications and all the applications are listed below.

- When you select some applications you may be prompted with a security warning, you will need to select **Permit all access** for the application to run.



Remote Access (Web)

After a 3 hours period of inactivity any open applications will be closed, along with your Remote Access login session. A warning message will be displayed on screen. You will be given the opportunity to select more time if required.

Please note: you must save your files regularly on Remote Access.

Please note: If you are using Remote Access via Firefox on a Mac then you should select the checkbox **Do this automatically for files like this from now on** when opening an application for the first time.