MyDesk for OFF-CAMPUS computing

MyDesk lets you log into your MySeattleColleges desktop from off-campus with a personal computer where you can use applications and work with your files. There are two options for using MyDesk: "**MyDesk Light**" or with the "**MyDesk Receiver (Workspace)**" app. Note: Receiver may be referred to interchangeably as Workspace.

Differences between "MyDesk Light" and "MyDesk Receiver (Workspace)"

MyDesk Light is easiest to use. All you have to do is log-in and select Light Version & your campus desktop. Installation of Receiver (Workspace) app is not required. MyDesk Light is easier to get into but does not allow easy access to your c: hard drive at home, nor does it allow you to print from MyDesk.

MyDesk Receiver (Workspace) *must first be installed on your computer** & allows the following:

- Multiple monitors - extended viewing across screens.
- *Direct* access to your Local Computer to transfer files to and from MyDesk (MySeattleColleges desktop).
- Printing to your home printer.

*For installation instructions go to "Installing MyDesk Receiver (Workspace) App" on pg. 3.

Beginning Log-in steps for MyDesk Light & MyDesk Receiver (Workspace) -with app installed on your computer

MyDesk LOG-IN (steps 1-5)

Please note: The speed of your connection is determined by your off-campus internet connection. It may also be affected by the number of users sharing the connection.

1. On your computer or laptop launch a browser:
   Internet Explorer (IE), Chrome or Firefox. (MyDesk currently unavailable from Edge)

2. Go to url: mydesk.seattlecolleges.edu

3. Enter your full MySeattleColleges username **First.Last@seattlecolleges.edu** and **password** (same as that used for e-mail and Office 365)

4. Click the **Log On** button.
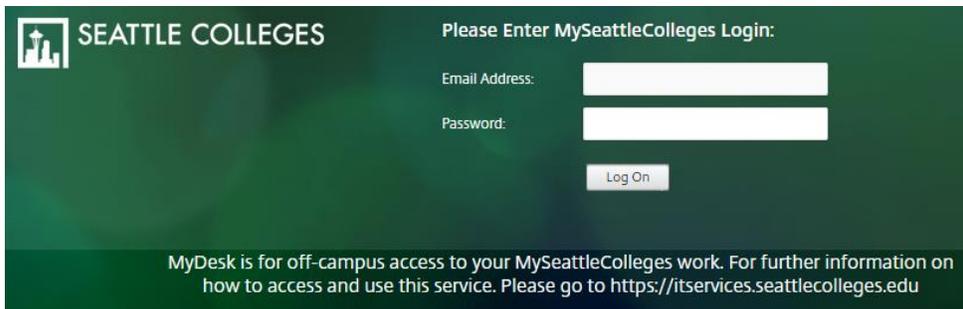
IF using Internet Explorer see step 5. If using Chrome or FireFox skip to step 6.

5. For *Internet Explorer users ONLY*. - After logging in,
   - If you receive a message asking you to allow pop-ups, click OK.
   - If you receive a message to allow pop-ups for this session, select the "**Options for this site**" button and select "**Always allow**". -If you receive a new blank tab, simply close it.

IF using "MyDesk Receiver (Workspace)" instead of MyDesk Light, please see next steps on <u>Page 3 for Chrome or FireFox</u> & <u>Page 4 for Internet Explorer.</u>

Log-in steps cont… using "MyDesk Light"

6. After completing steps 1-5, pg. 1 Select "**Use Light Version**"
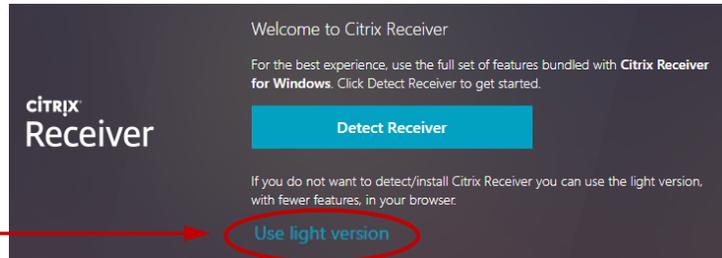
7. To access your <u>MySeattleColleges desktop</u> select **DESKTOPS** to view Central, North or South's campus access. (*Only, your campus icon, will be displayed.*)

8. Click on your campus icon to go to your desktop.

9. Your MySeattleColleges desktop will open in the browser window for access to your work files and applications.
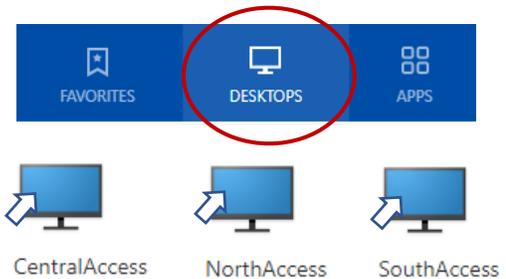
10. At the end of your session, please **log off from your Desktop (Fig. a) & the MyDesk Campus Access Screen (Fig. b).**

"MyDesk Light" <u>Desktop Tool Bar</u>

Click the menu button at the top of the screen to view toolbar. Click the elipses for Log Off option.

View Full Screen

Preferences
Logging
About
Ctrl+Alt+Del
Disconnect
Log Off

Disconnect keeps the current session open when you log back into your desktop.
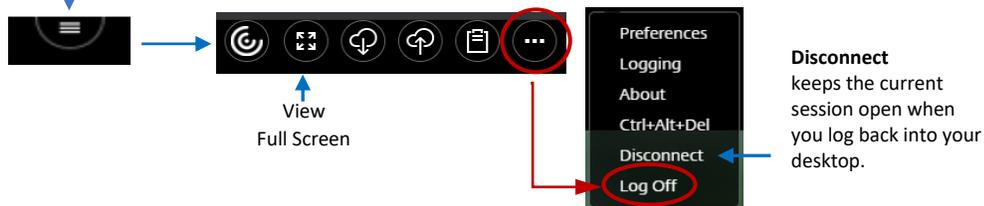
Fig. a

MyDesk <u>Campus Access Screen</u> **for "MyDesk Light" & "MyDesk Receiver (Workspace)"**
Select DESKTOPS & click the arrow next to your name to view drop-down menu. Click **Log Off.**

Nguyen, Ginger

Activate…
Change password…
Connect
Disconnect
About
Log Off

Fig. b

IT Services, Seattle Colleges
Doc applies to all campuses – 3/1/20
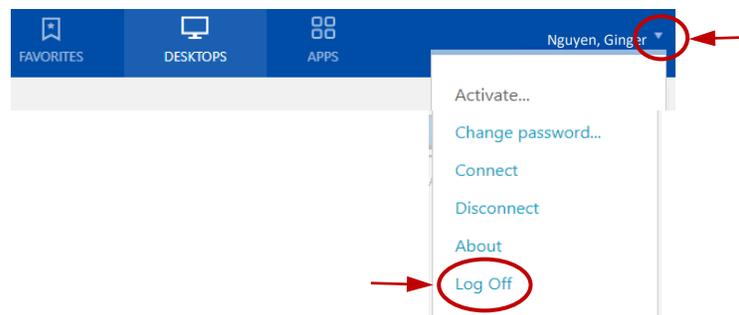
Installing [MyDesk Receiver (Workspace) app](#)

You'll only need to install Receiver (Workspace) one-time on your computer. Once installed, you can go straight to MyDesk log-in (pg. 1, step 1) for your sessions. Users who have installed Receiver previously, should re-install using the information below to ensure you'll have the latest updates and compatibility.

Go to the appropriate url below to download the "Citrix Workspace App" to your computer.
(Please Note: The last step for installation requires you to restart your computer.)

Windows: https://www.citrix.com/products/receiver.html
Mac: https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html

Click to Download "Citrix Workspace app" for Windows (or **Mac**).

Follow these next steps as prompted:
Save File, Open & Run file, Allow Citrix Workspace to make changes to your device, Click Start to set up and install the Citrix Workspace app on your computer, Accept License Agreement & click Install. The progress bar for Installing Citrix Workspace app will appear. When complete, click **Finish** in the Installation Successful msg. box. You do not need to set up or add an account. Restart your computer to complete the installation.

Log-in steps cont… using "MyDesk Receiver (Workspace)"

Receiver (Workspace) app must first be installed on your computer. (instructions above)

[CHROME or FIREFOX](#)

After completing log-in steps on **pg. 1, steps 1-4, continue from here for Chrome or FireFox.**

    A. Click "**Detect Receiver**"

The Campus Access window will open.

    B. When the launcher window appears,
click the "**Open Citrix Workspace Launcher**" button.

    C. Click on the campus icon to open your MySeattleColleges desktop. **(See pg. 2, steps 7-9 for additional details & diagram.)**

    D. Choose to **Permit Use of devices** and choose your desired **level of access to your local files**.
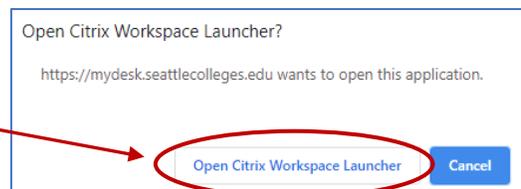
Read/write access permits file transfers between your local device and MyDesk
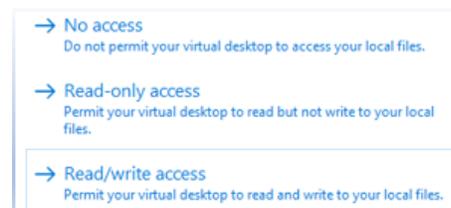
    E. At session end, please
-Sign-out from your Desktop - Click the **Start** button. When the Start Menu appears, click on the icon for your account name at the top-left corner and select **Sign out** from the pop-up menu.
-Log off from the MyDesk Campus Access Screen (pg. 2, Fig. b)

Receiver (Workspace) app must first be installed on your computer. (instructions pg. 3)

INTERNET EXPLORER

After completing log-in steps on **pg. 1, steps 1-5, continue from here for Internet Explorer.**

A.   Click **Allow for the Citrix add-on**.

This webpage wants to run the following add-on: 'Citrix ICA Client Object (ActiveX Win32)' from 'Citrix Systems, Inc.'.   What's the risk?   **Allow** ▼ ✕
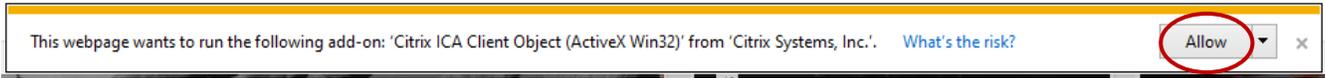
B.   Allow Citrix to open web content when the pop-up msg. appears, as many times as necessary.

> Internet Explorer Security ✕
>
> ⚠️ A website wants to open web content using this program on your computer
>
> This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.
>
> Name: Citrix Connection Manager
> Publisher: Citrix Systems, Inc.
>
> ☐ Do not show me the warning for this program again
>
> Allow   Don't allow

C.   Cick on the campus icon to open your MySeattleColleges desktop.
(See pg. 2, steps 7-9 for additional details & diagram.)

D.   Choose to **Permit Use of devices** and choose your desired **level of access to your local files**.

> Citrix Receiver - Security Warning
>
> ⚠️ An online application is attempting to access information on a device attached to your computer.
>
> → Block access
>   Do not permit the application to use these devices.
>
> → Permit use
>   Permit the application to use these devices

> → No access
>   Do not permit your virtual desktop to access your local files.
>
> → Read-only access
>   Permit your virtual desktop to read but not write to your local files.
>
> → Read/write access
>   Permit your virtual desktop to read and write to your local files.

Read/write access permits file transfers between your local device and MyDesk.

E.   At session end
-Sign-out from your Desktop Click the **Start** button. When the Start Menu appears, click on the icon for your account name at the top-left corner and select **Sign out** from the pop-up menu.
-Log off from the MyDesk Campus Access Screen (pg. 2, Fig. b)

"MyDesk Receiver (Workspace)" Desktop Tool Bar

Click the menu button at the top of the screen to view toolbar. Click the elipses for Log Off option.

| Home | Ctrl+Alt+Del | Preferences | Full-screen | Disconnect | Shortcuts |

Home
minimizes desktop sessions

Show/Hide **Toolbar** button

Full Screen Window Control toggle button

Disconnect keeps the current session open when you log back into your desktop.