

Accessing CCS Technical Resources Remotely

The best way to access district resources from home will be to go to <u>www.ccsoh.us</u> and go to the Staff page. This will give you access to the following resources:

Curriculum **CCS** Email CCS PD System (PDS) Columbus Administrative Portal **ESS - Employee Self Service Grant Information IEP** Anywhere **ILEAD Evaluation System** CCS Portal (please click "Use Light Version")- Instructions available later in this document **Infinite Campus** IT Self Service KRONOS Learning Circle Substitute Services - SEMS System **Technical Learning Center** Wellness Workplace Injury/Illness Reporting EAP (Employee Assistance Program) Link PublicSchoolWORKS Online Training

Additionally:

You can also access CCS email by going to <u>www.ccsoffice.org</u> and logging in with your district credentials.

Depending on how the situation evolves we will keep the CCS Help Desk operational for assistance with accessing resources. The help desk can be reached at 614-365-8425

You can access your district My Documents and other shared drives by utilizing the CCSPortal. Here are additional instructions on using the portal:



CCS Citrix Remote Access

Remote Desktop and Application Access

Welcome

This guide shows you how to use Citrix Workspace app to connect to your apps and desktops — without compromising quality or speed. Now, whether you're working in the office, from home or while traveling, you can get work done from any device, anytime.

The address of your Workspace for Citrix Virtual Apps and Desktops is:

https://ccsportal.columbus.k12.oh.us (external) http://ccsportal.columbus.k12.oh.us/ (internal- use light version)

Requirements for basic usage Windows Edge – Supported natively Google Chrome – Supported natively

For legacy browsers, such as Internet Explorer, an additional component called Citrix Receiver/Workspace needs to be installed. <u>https://www.citrix.com/downloads/citrix-receiver/</u>

Now you're ready to use Citrix to access your apps and desktops.

NetScaler with Unified Gateway	Please log on User name ccs\ Password

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- 1. Switch to full screen mode
- 2. Download file
- 3. Upload file
- 4. Dual monitor mode
- 5. Open the clipboard
- 6. Preferences

