

NIS Access via Citrix

Overview

This document provides instructions on the process of how to access NIS through Citrix. The steps must be performed in the order as presented.

Steps

1. Open Internet Explorer.
2. In the “Address” box type <http://nis.ne.gov/>.
3. Press the Enter key.

 For easy access in the future, do the following:

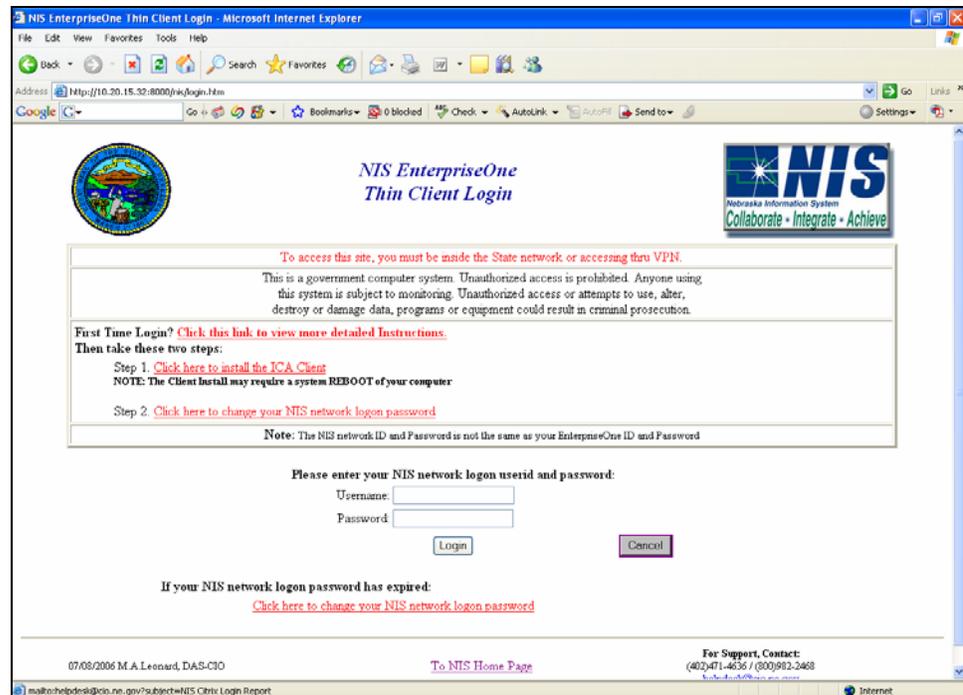
- Click the “Favorites” pull-down menu.
- Choose “Add to Favorites.”
- In the “Name” field, type “NIS via Citrix.”
- Click OK.

 In the future, perform Step 1, then select the “Favorites” pull-down menu and click on “NIS via Citrix”.

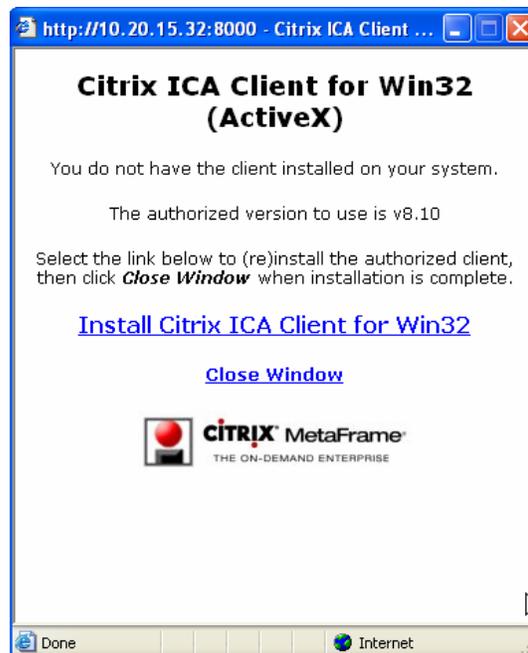
4. The NIS sign-on screen will display. Scroll to the bottom to see the following:



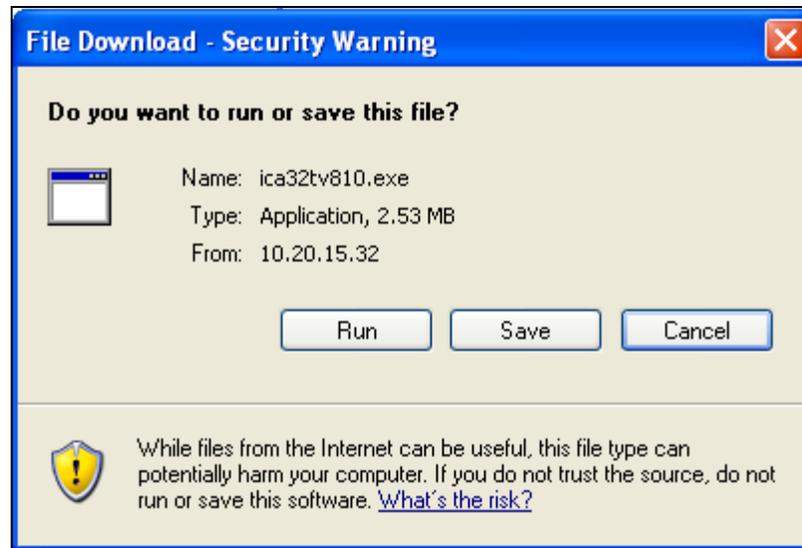
5. Click on “**EnterpriseOne Thin Client**”. The following screen will display:



6. The first time you access this page you must perform the following steps. If this is not the first time you have accessed NIS via Citrix, skip to step number 23.
7. Select **“Click here to install the ICA Client”**. The following screen will display:



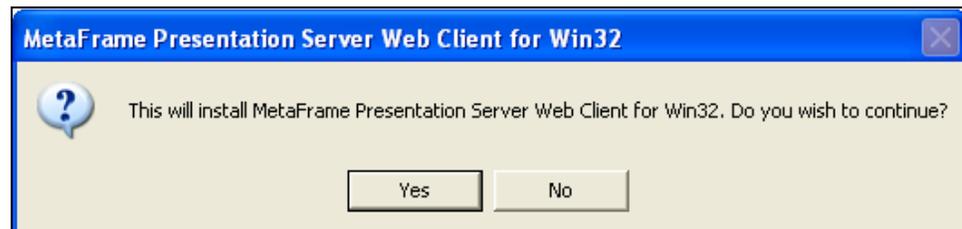
8. Select **“Install Citrix ICA Client for Win32.”** The File Download – Security Warning window appears.



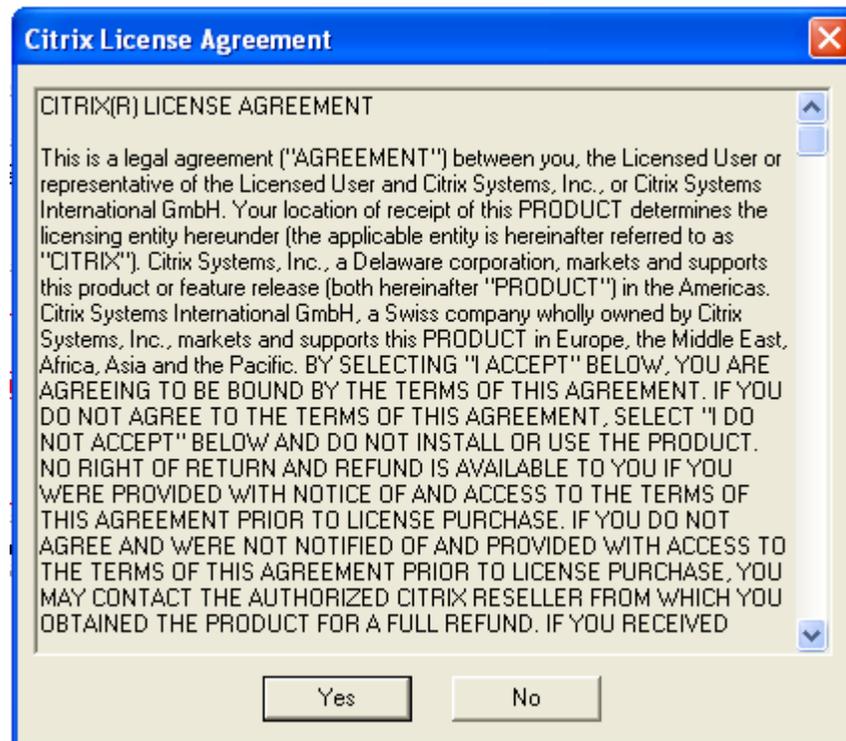
9. Select **“Run.”** You will have to make this selection. It will not be the default. The Internet Explorer – Security Warning appears.



10. Select **“Run.”** The MetaFrame Presentation window appears.



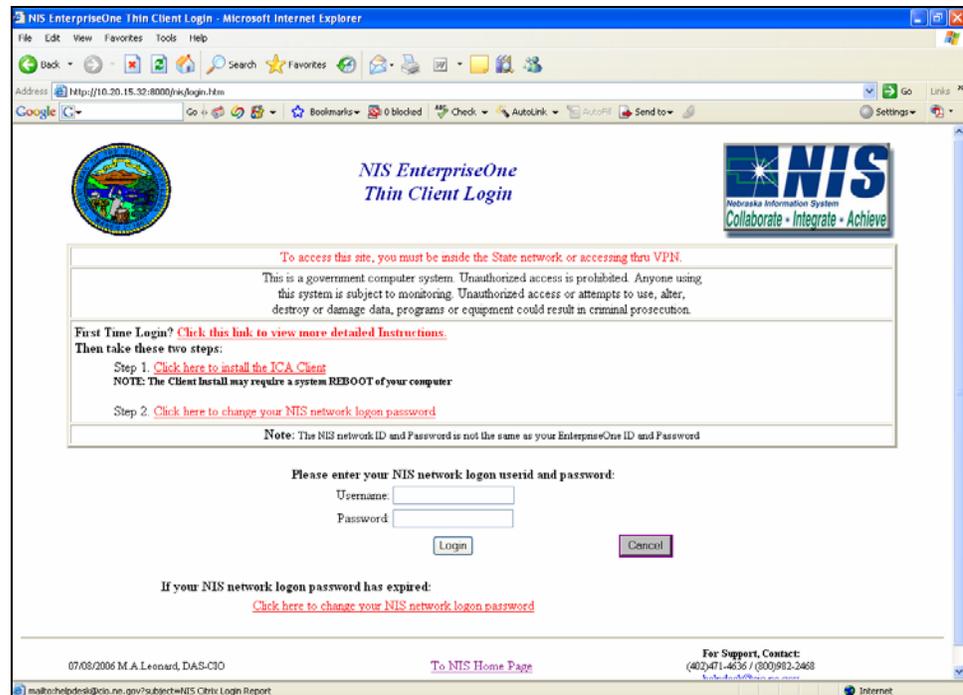
11. Select **“Yes”**. The Citrix License Agreement appears.



12. Select **“Yes”**. The Metaframe Presentation window appears again indicating the setup is complete



13. Click **OK**.
14. Close the browser and reopen it.
 -  This only has to be done the first time you log in.
15. After restarting your computer, go back to the nis.ne.gov web site. Click on **“One World Thin Client”**.
16. The first time you access this page you must perform the following steps. If this is not the first time you have accessed NIS via Citrix, skip to step number 23.



-  You may receive the following screen after installing the ICA client. Choose "Full Access" and "Never ask me Again" and click OK.



17. Select "Click here to change your NIS network logon password".



18. Enter your **User Name**.

- Refer to the e-mail. This may be the same as your LAN ID, typically the first letter of your first name and up to the first six characters of your last name, but in some cases it is not the same. Please refer to the e-mail for your Username.
- The username is not case sensitive meaning you may type your username either in uppercase or lowercase letters.

19. Enter your **Password** in lowercase. You will receive this message, "Your password has expired and must be changed."

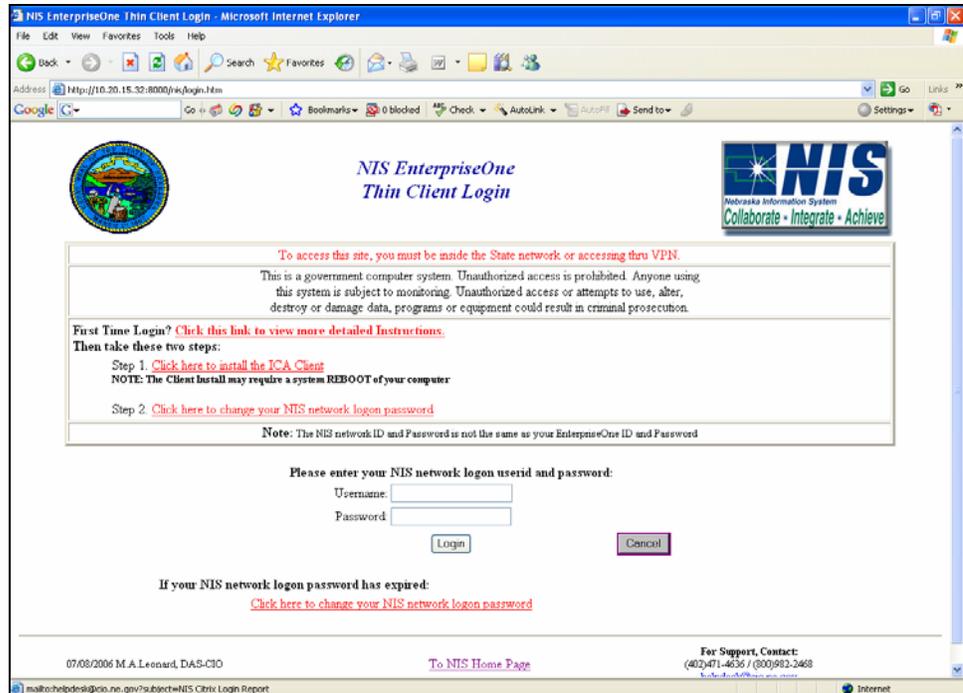
20. Click **OK**.

21. Enter a new password of your choice. Confirm that new password, then click **OK**.

 If you enter two matching passwords, you will get a confirmation notice.

22. Click **OK**. The sign-on screen will then display.

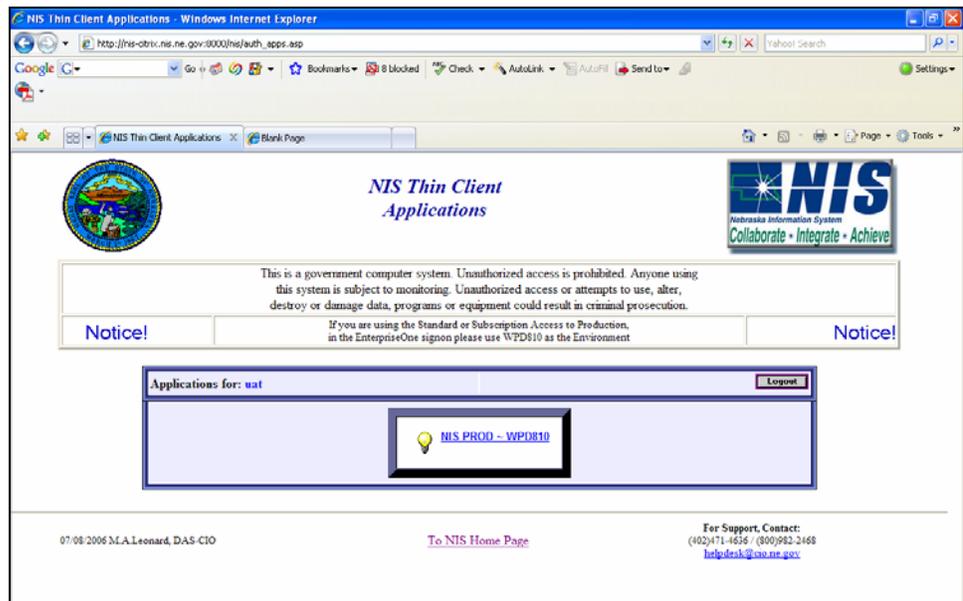
 Remember: you only have to do this the first time you go in or anytime you want to change your password!



23. Type in your;

- USERNAME:
 - Refer to the e-mail. This may be the same as your LAN ID, typically the first letter of your first name and up to the first six characters of your last name, but in some cases it is not the same. Please refer to the e-mail for your Username.
 - The username is not case sensitive meaning you may type your username either in uppercase or lowercase letters.
- PASSWORD: Refer to the e-mail.

24. Click the **Login** button. The following screen will display:



25. To launch the NIS production application click “**NIS PROD – WPD810.**”
26. You will then be at the One World logon screen.
27. Logon to NIS with the USER ID and Password that you use in the NIS system. This may be different than the USER ID and Password you used to logon to The One World Thin Client. The Password will be your “old” NIS password.
-  **IMPORTANT!!** Enter WD810 in the Environment field.
28. When you are finished working in One World, perform the exit procedure as defined for the application.
29. To exit Citrix, click on “**Logout**”. Then close your browser by clicking on the “X” button in the upper right-hand corner of the Internet Explorer window or within the Internet Explorer window, select the “File” pull-down menu and select “Close”.