## VPN Access using DUO



- 1. The Netscaler Gateway plugin will show up in the system tray as a Gray lock
  - a. If the Lock isn't there, Open Internet Explorer and go to https://citrix.qcrh.com

**Note**: If you are a CRBT, CBT or CSB staff member that was using the PEP VPN icon or the citrixcr.qcrh.com link you can now use your regular VPN connection methods as outlined in this document. A new switch was installed to help with the traffic. You may see both the citrixcr and the citrix link when you click the gray lock. Choose citrix.qcrh.com.

NetScaler Gateway	A Company of Company	,
CITRIX NetScaler Gate	eway	
≡ Login		
Connection	Select connection	~
	Select connection	If you have
	citrix.qcrh.com	more than one connection lin
	citrixcr.qcrh.com	choose citrix.gcrh.con
	+ New connection	



- 2. **Right click** on that Lock and select **Open**.
- 3. Enter your network **password** and Click **Logon**



- 4. You will receive a **DUO notification** on your phone, open the notification
  - a. If the prompt doesn't appear, open the Duo Mobile app on your phone
  - b. If you don't accept the prompt in time, the **Netscaler** will say your username or password is incorrect

See the next page for an example of the phone notification.



5. On your Phone, press the Green box with the Check to approve the connection on your phone



6. You are connected when this screen appears and you will see in the system tray that the grey lock has turned blue

) NetScaler Gateway	reway	×
≡ Status		
Connection URL citrix.qcrh.com		Home page
Current Session Started at 01:13:13 PM Jan 26, 2	2018	
Connection Duration:	0 d 00 h 00 m 08 s	
Internal network address :	Not enabled	
Data Sent	54.79 KB	
Data Received:	11.13 KB	
		Logoff

You may click the **X**. The VPN application <u>will stay connected and running</u> until you log off.

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7. You can choose to **logoff** by right clicking the **Blue lock** and Selecting log off or select open and click **Log Off** 



Using the link directly instead of the gray lock:

1. Enter your User account and network password and click logon

		Please log on	
	Use Name	UkerRoburt	
Unified Gateway	Network Ferseord		

- 2. You will be required to approve the connection on your phone via DUO
- 3. Wait for the connection to establish and watch for the gray lock icon to turn blue  $\bigcirc$ 
  - a. Blue lock means you are connected
  - b. Gray lock means you are not connected
- 4. The following page will show up once you are connected:

VetScaler with Unifie	d Gateway	N/G. DHEV
<ul> <li>Web Son</li> <li>The bundle</li> </ul>	Estepsibe Web Sites	

5. You can close this page and you will remain connected to the VPN.

To access Citrix Published Applications that are not available locally on your machine

- 1. Open Citrix
  - a. If logged into Citrix (indicated by the blue color ) Single Click the Citrix icon. This will open an application window



b. If not logged into Citrix (indicated by the gray color ) **Right Click** on the **Citrix Receiver** Icon in the system tray and Select **Open** 



## 2. Click Logon

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Citrix Receiver	Log On   Q	
Citrix Receiver		
Citrix Receiver	Michael R. Cave 🔸	٩

3. To add applications to Favorites locate the application in the Apps tab of the Citrix window



4. Click the Details hyperlink next to the desire app



5. Click on the Add to Favorites button for the desired app



6. To remove an app from favorites click on the **Remove** button



## 7. To launch an app single **left click** on it, and it will launch

Off the Network you may be required to sign in and will be prompted for a DUO approval

Citrix Receiver		×
User name:	cavemr00	
Password:	••••••	
	Log On Cancel	
Secure co	nnection	