Student Technology Help Desk

ONLINE LEARNING
OLET
EDUCATIONAL TECHNOLOGY

Citrix

Citrix Student Labs

FOR LONG BEACH CITY COLLEGE **STUDENTS**

LONG BEACH CITY COLLEGE

Citrix Student Labs

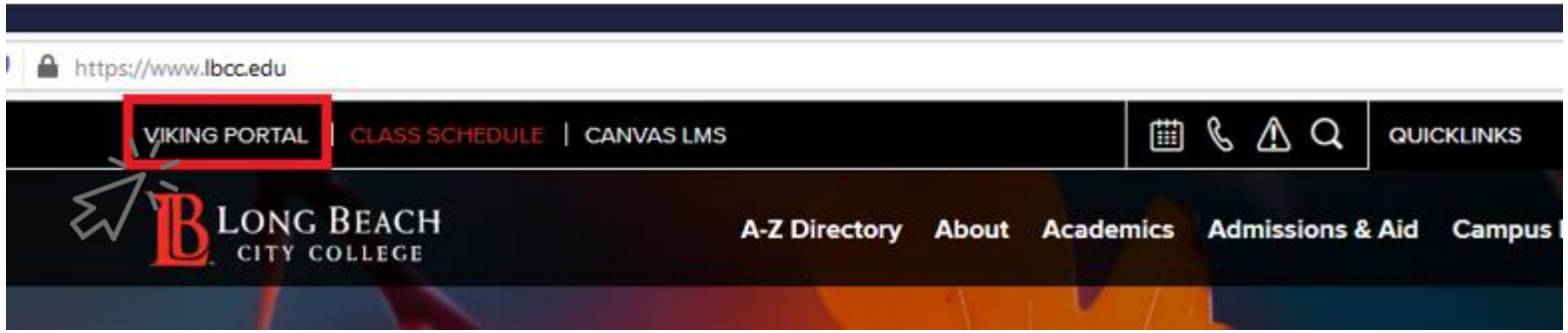
From this tutorial, you will learn:

1. How to access Citrix student labs.
2. How to upload and download documents into the Citrix environment.
3. How to save files directly to your personal computer from the Citrix environment.

1. Accessing Citrix Student Labs

Step 1:

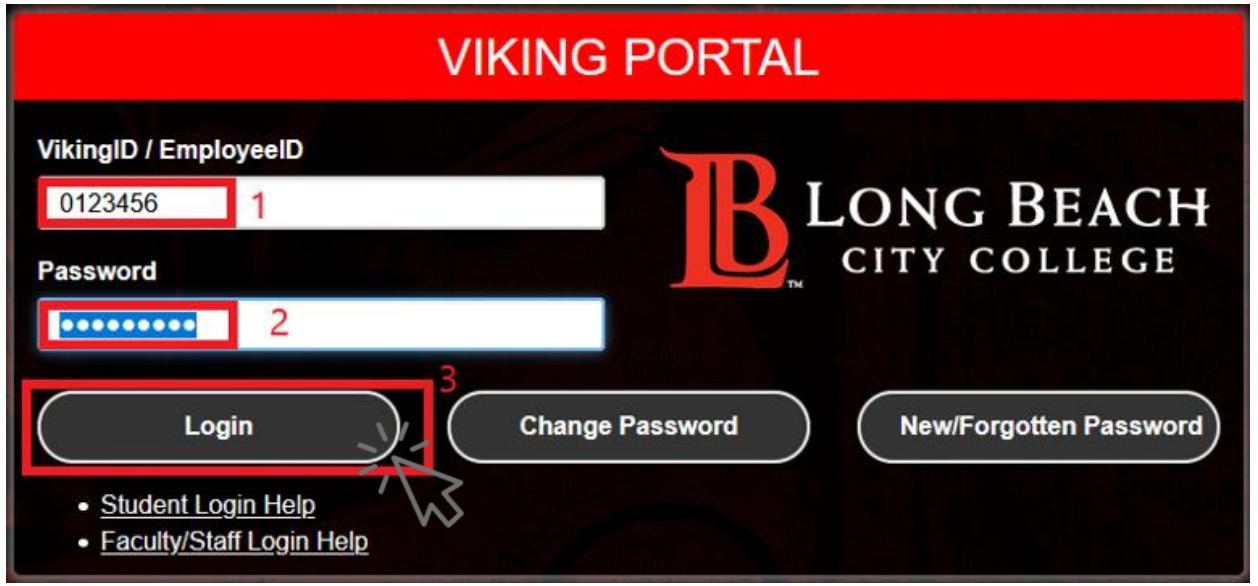
- Using a web browser, such as **Google Chrome**, **Mozilla Firefox**, **Safari**, or **Microsoft Edge**, navigate to the LBCC homepage https://www.lbcc.edu/
- Click on "**Viking Portal**" located at the top left corner of the screen.



1. Accessing Citrix Student Labs

Step 2:

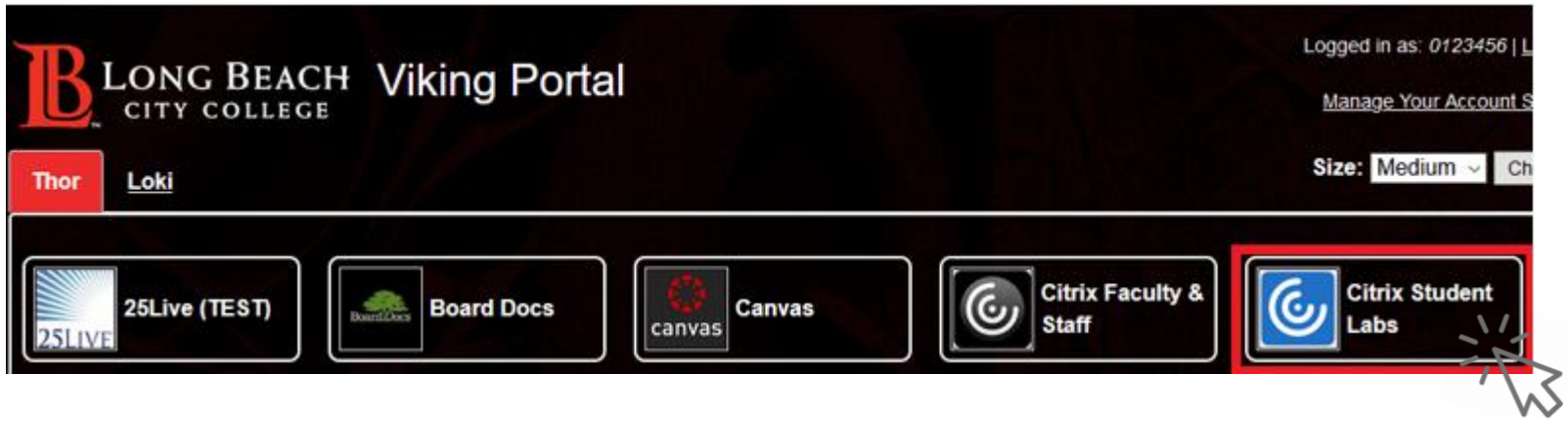
- Enter your credentials to login
  - → Note: If you do not remember your Viking Id number, please contact Admissions and Records Office at 562-938-4485.
  - → Note: If you do not remember your Password, please click the "New/Forgotten Password" button and follow the instructions.



1. Accessing Citrix Student Labs

Step 3:

- One you are logged in, you will see a similar page to the one below.
- Click on the icon "**Citrix Student Labs**"



1. Accessing Citrix Student Labs

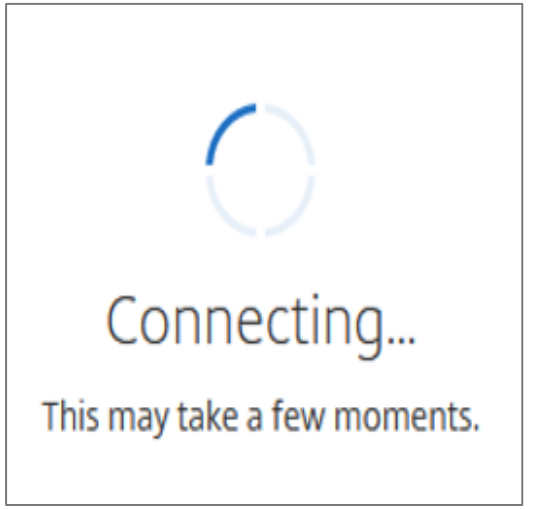
Step 4:

- You will see a loading page come up similar to the picture below.

1. Accessing Citrix Student Labs

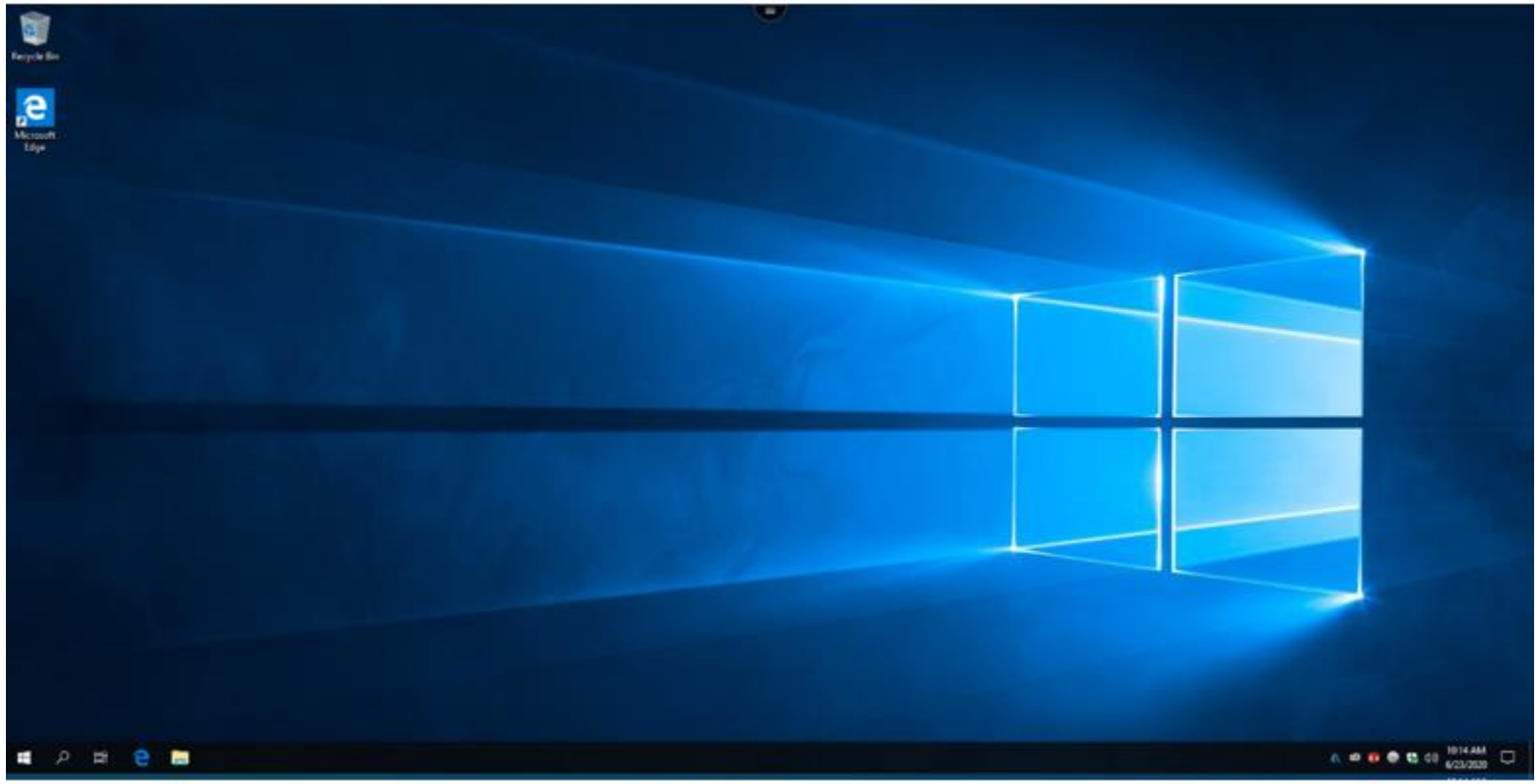
Step 4:

- Click on "**LBCC Computer Lab**" and wait for the session to load.



1. Accessing Citrix Student Labs

- Once you see this Desktop, you have **successfully** logged in.



1. Accessing Citrix Student Labs

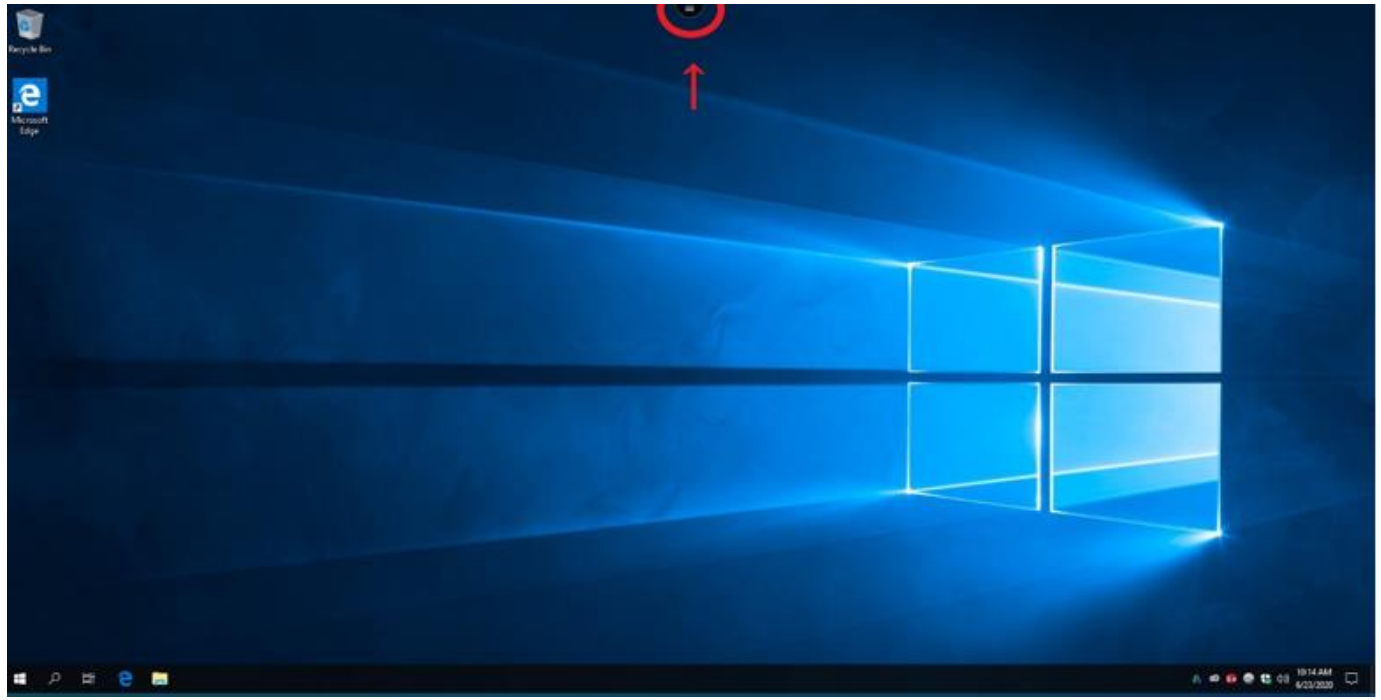
Step 5:

- Once you're done, log out by clicking the **Start** menu (Windows Icon) located at the bottom left-hand side.
- After, click the **person icon** and "**Sign Out**"

2. Downloading Documents into Citrix

Step 1:

- Click on the icon located at the top-middle section of the screen.



2. Downloading Documents into Citrix

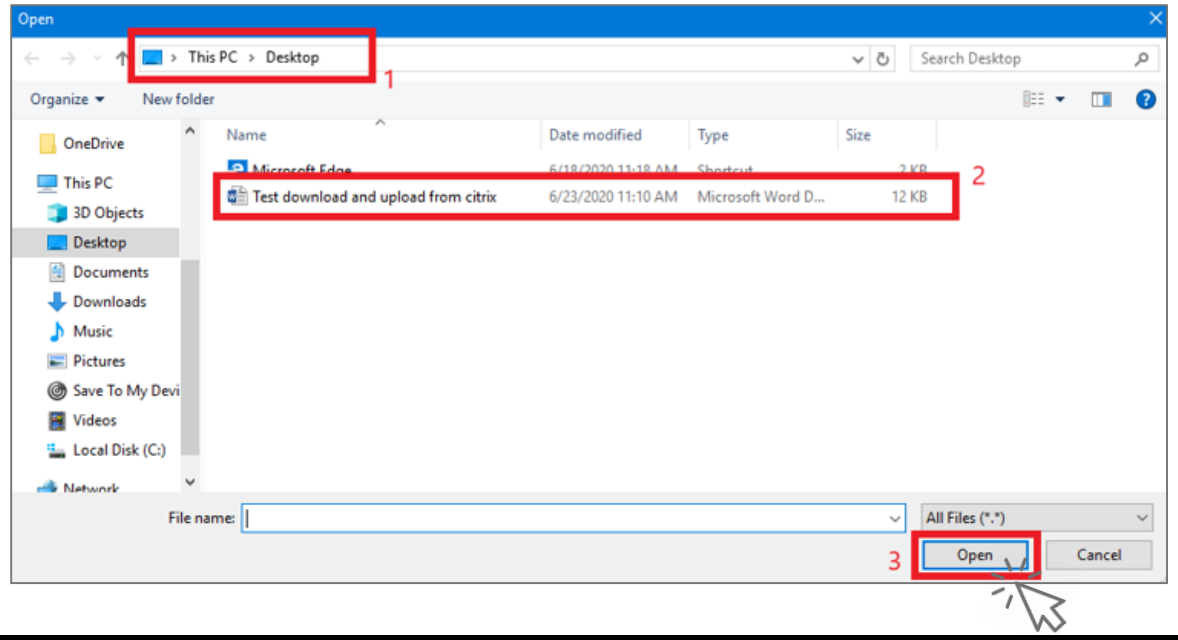
Step 2:

- You will see a drop-down menu.
- To download a document, click on the **Download** icon.

2. Downloading Documents into Citrix

Step 3:

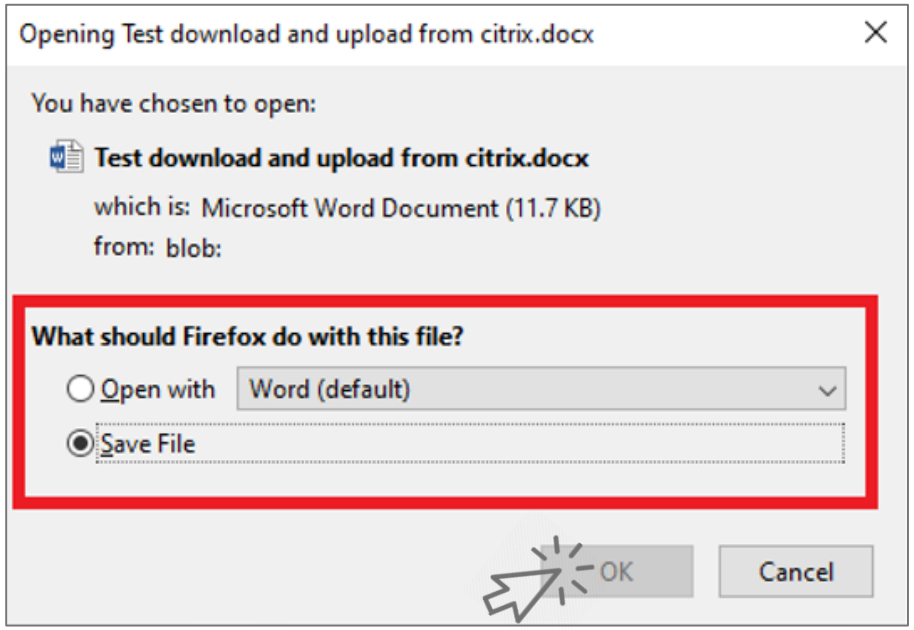
- Navigate to the file location which you desire to download.
- Select the file and click **Open**.



2. Downloading Documents into Citrix

Step 4:

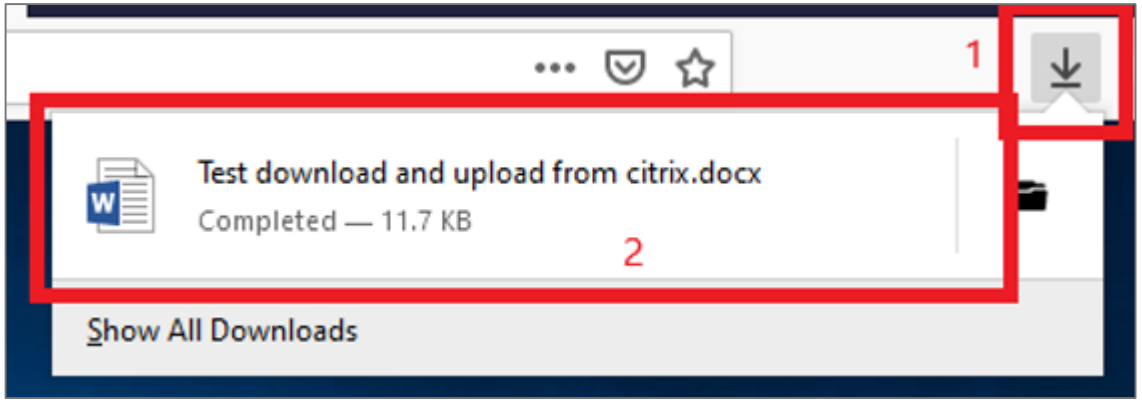
- Depending on the browser (Firefox in this example), you may receive a prompt.
- Make your selection and click "OK"



2. Downloading Documents into Citrix

Success!

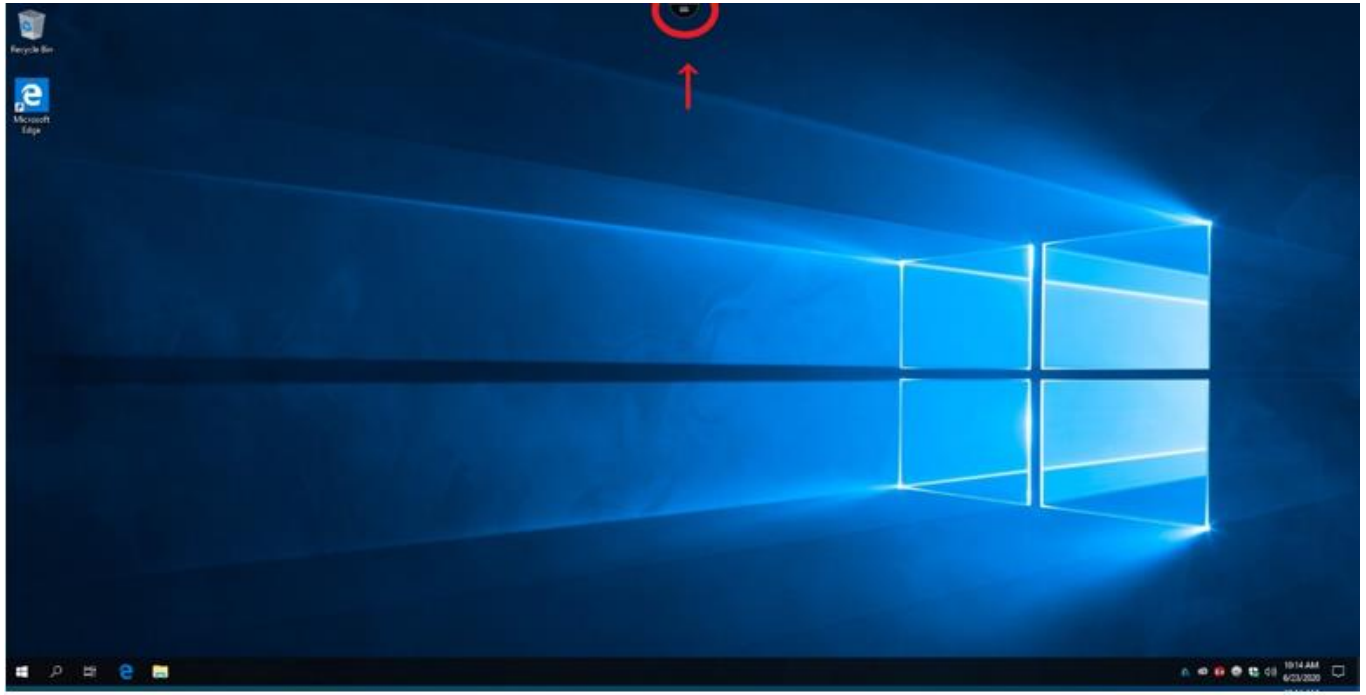
- You will see the file downloaded to your local computer.



3. Uploading Documents into Citrix

Step 1:

- Click the icon located at the top-middle section of the screen.



3. Uploading Documents into Citrix

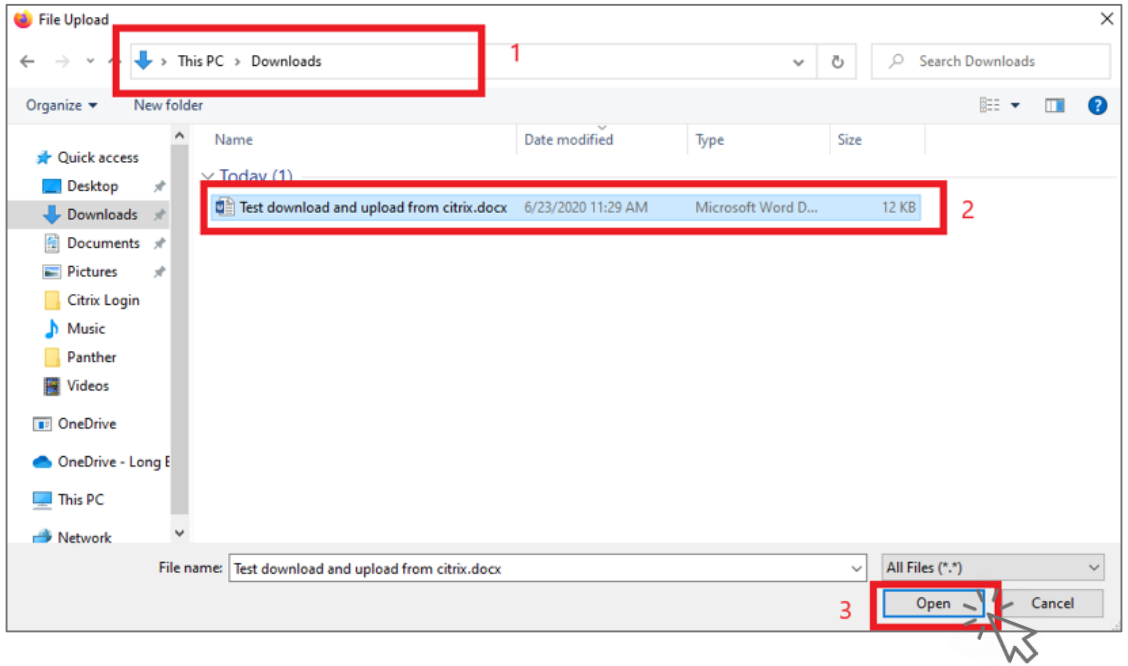
Step 2:

- You will see a drop-down menu.
- To upload a document, click on the **upload** icon.

3. Uploading Documents into Citrix

Step 3:

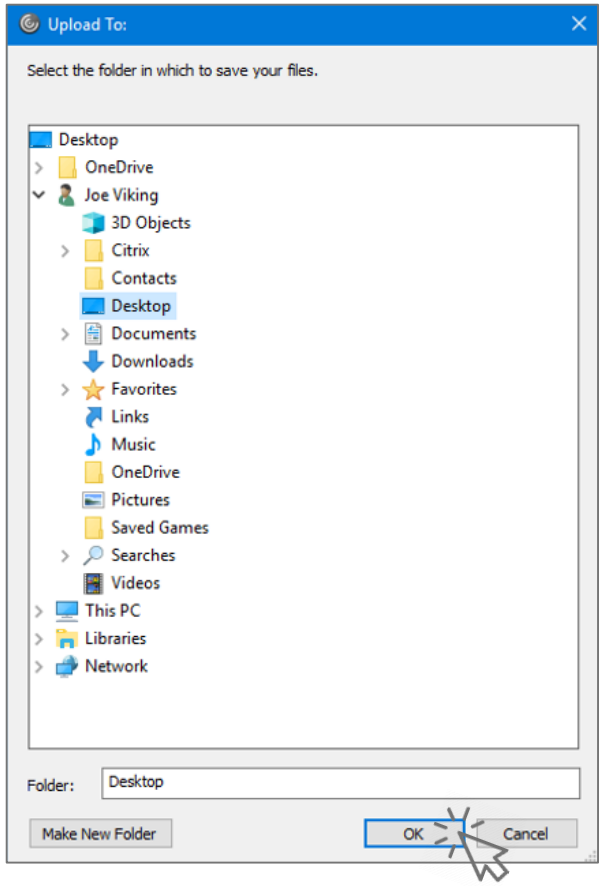
- Navigate to the file location which you desire to upload.
- Select the file and click **Open**.



3. Uploading Documents into Citrix

Step 4:

- You will receive a second screen to select the location where you would like to save the document.
- Select the desired location and click "OK"



3. Uploading Documents into Citrix

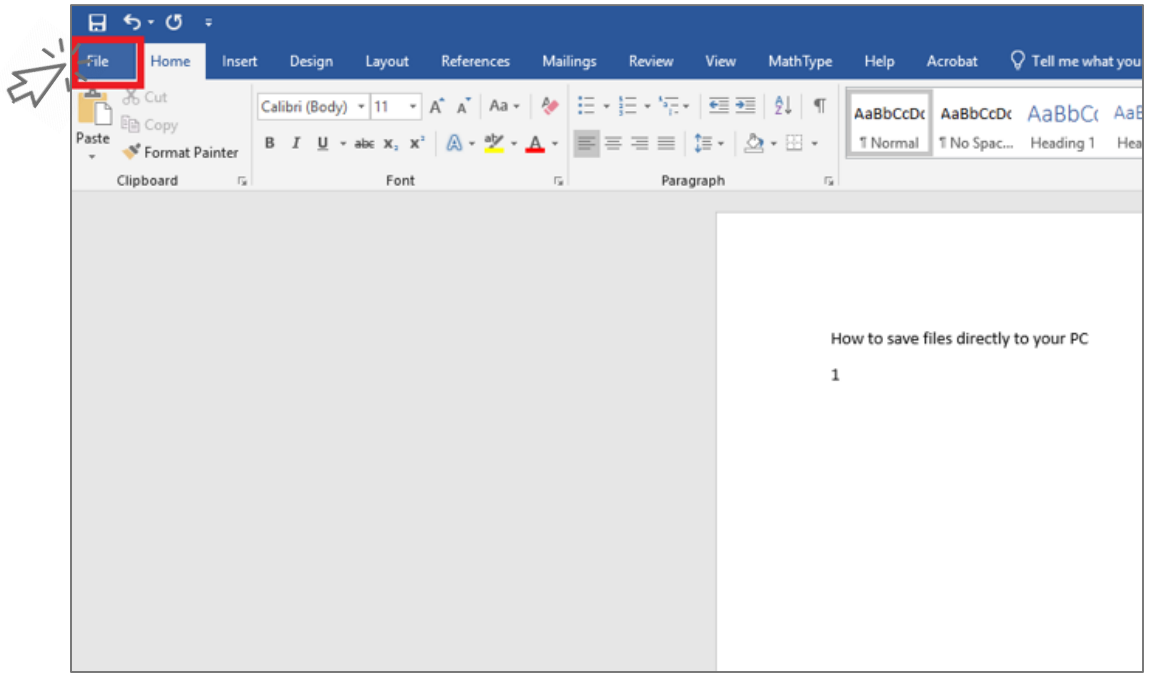
Success!

- You have successfully uploaded the file.

4. Saving Files Directly to Your PC

Step 1:

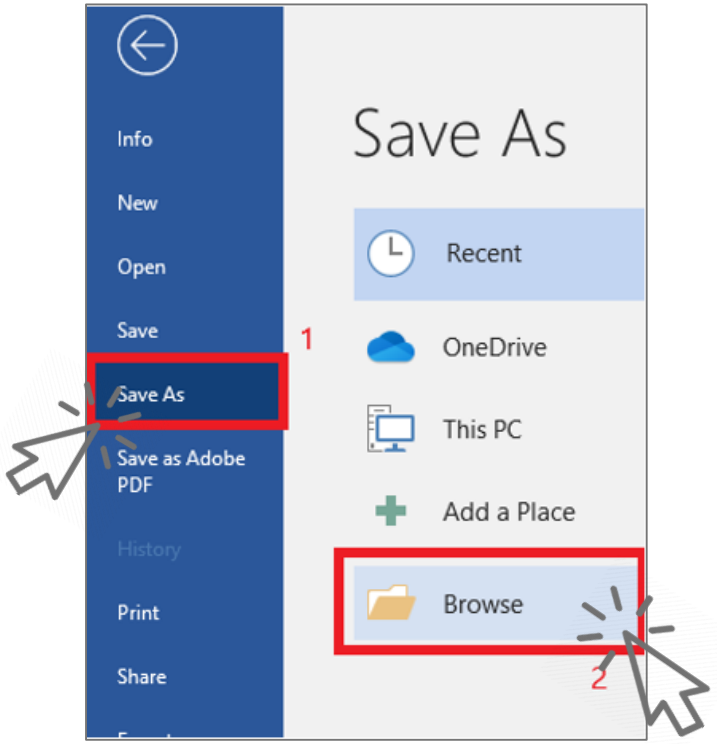
- On the document you would like to save, click "**File**"



4. Saving Files Directly to Your PC

Step 2:

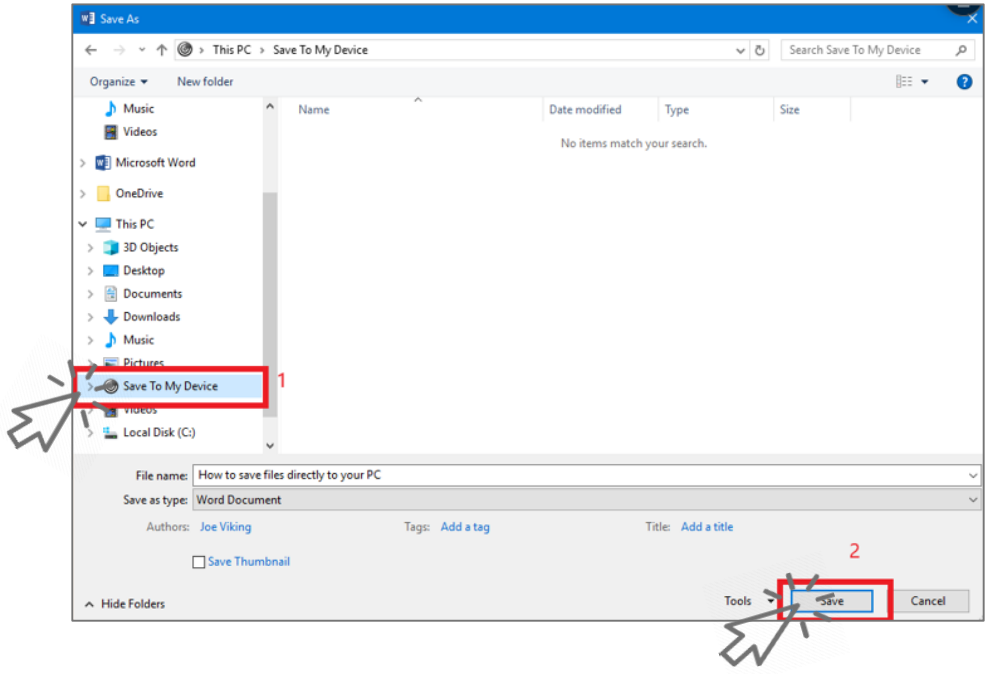
- Click "**Save As**", then select **Browse**.



4. Saving Files Directly to Your PC

Step 3:

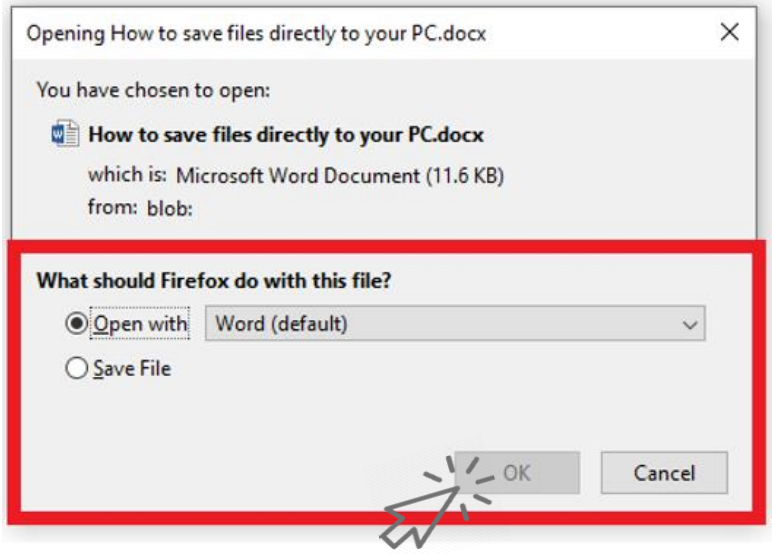
- After a screen pops up, select "**Save To My Device**" and click **Save**.



4. Saving Files Directly to Your PC

Step 4:

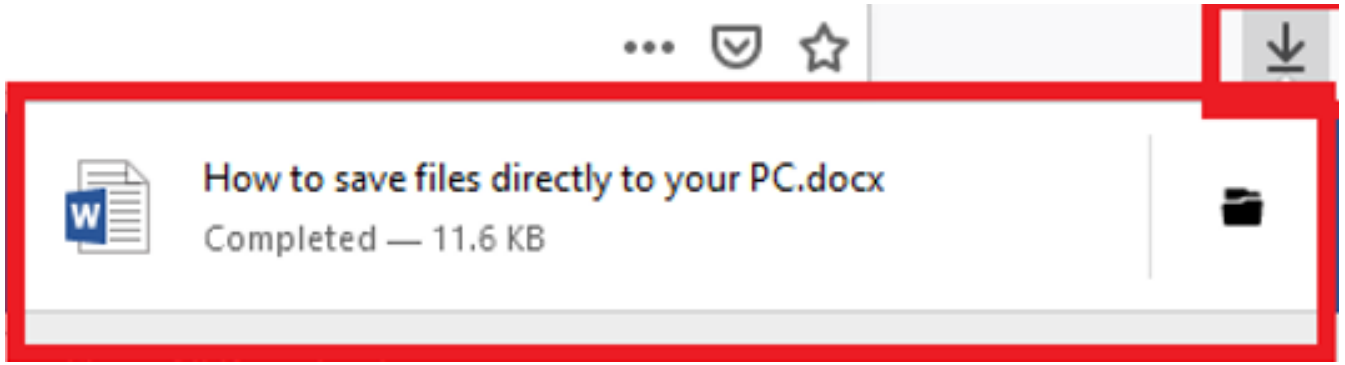
- Depending on the web browser (Firefox in this example), you may receive a prompt.
- Make your selection and click "OK"



4. Saving Files Directly to Your PC

Success!

- You have successfully saved the file to your local computer.



Questions?

If you run into any issues, or have questions, feel free to reach out to us!

We are here to help you!

- Website: **www.lbcc.du/sthd**
- Phone: **(562) 938-4250**
- Email: **sthd@lbcc.edu**