

Citrix Access via Viking Portal

Saving Files From Citrix to Personal Device

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Saving Files From Citrix to Personal Device

In this tutorial, you will learn how to:

- ✓ Save files from Citrix Workspace to personal device.

Important Note

This process may differ depending on the operating system that your personal device is currently running. The guide is specific to macOS which is an operating system specific to Apple devices.

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Step 1: Navigate to [Long Beach City College](#) website and login to [Viking Portal](#).

VIKING PORTAL

VikingID / EmployeeID
0123456

Password
.....

LB LONG BEACH
CITY COLLEGE

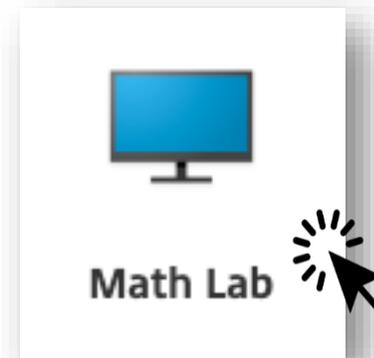
Login Change Password New/Forgotten Password

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

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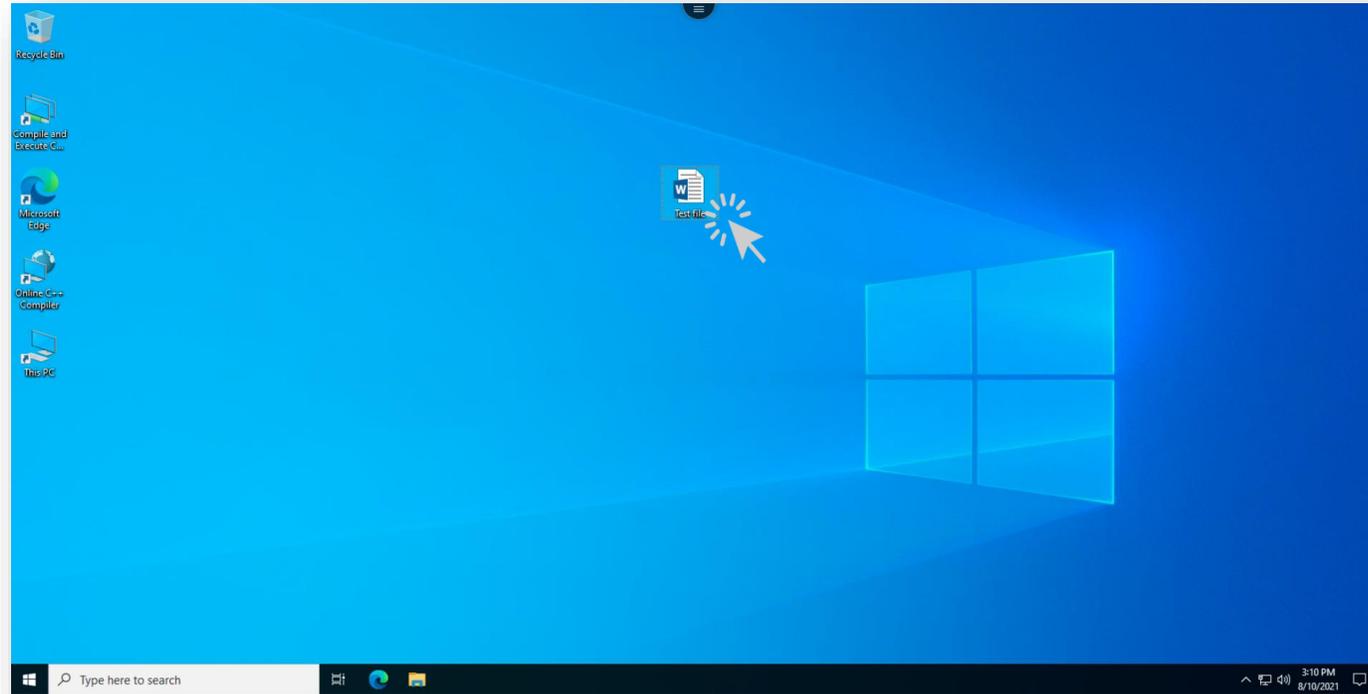
Step 2: Click on the **Citrix Student Lab** icon & navigate to any lab currently listed on your Desktop.

***Note:** In this guide, we will access the **Math Lab**.



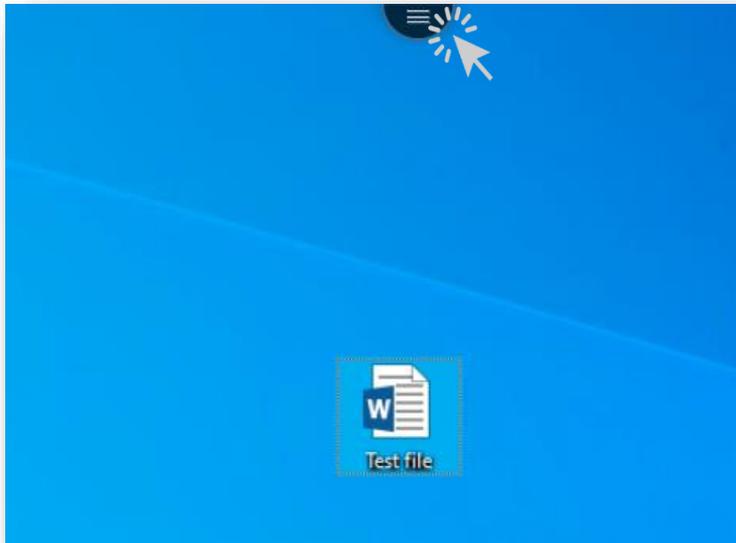
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Step 3: Select a document of choice: for this exercise we will use a word document called “**Text File**” to save it to Personal Device.



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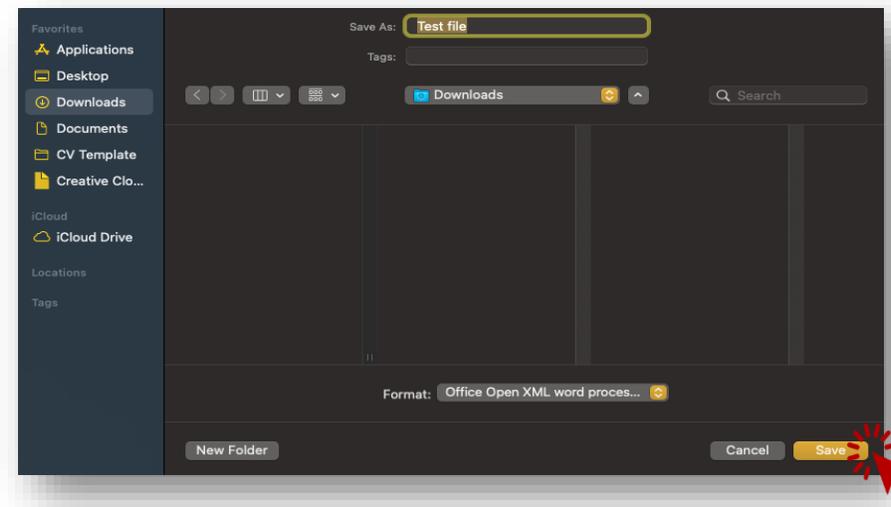
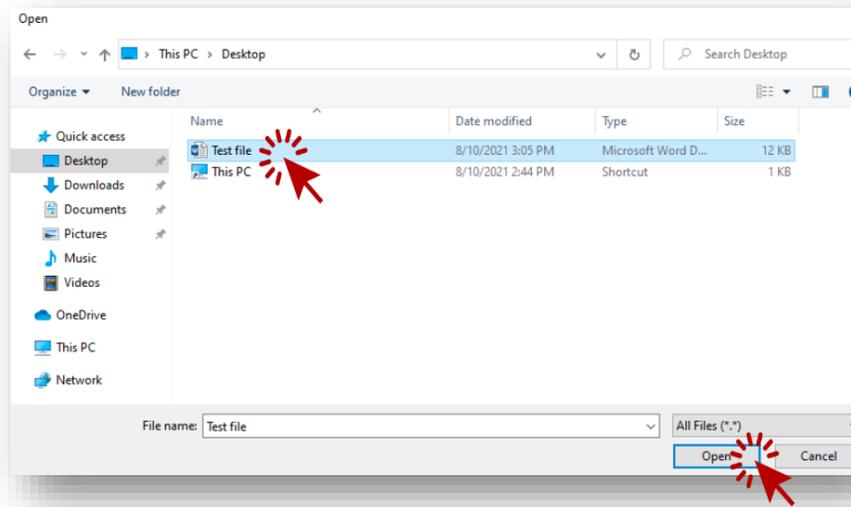
Step 4: Select the **menu icon** located at the top of the screen and click on the **download option**.



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Step 4: From the menu prompt, navigate to the location where the file is located (In this case the file is in Desktop) and select the document by clicking **Open**.

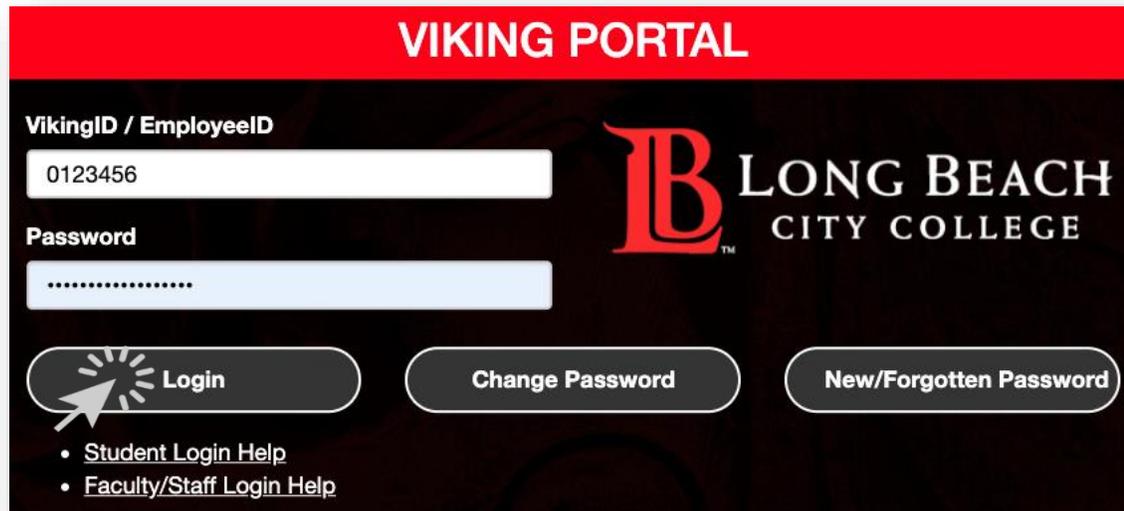
Step 5: Chose the location of choice to save the file on your personal device and click **Save**.



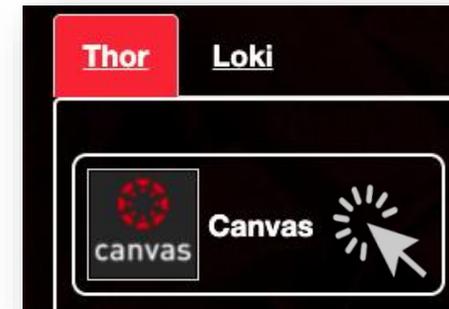
Submitting Files From Citrix to Canvas

Step 1: Open a web browser within Citrix environment and navigate to lbcc.edu.

Step 2: Login to [Viking Portal](#) and click on the **Canvas** Icon.



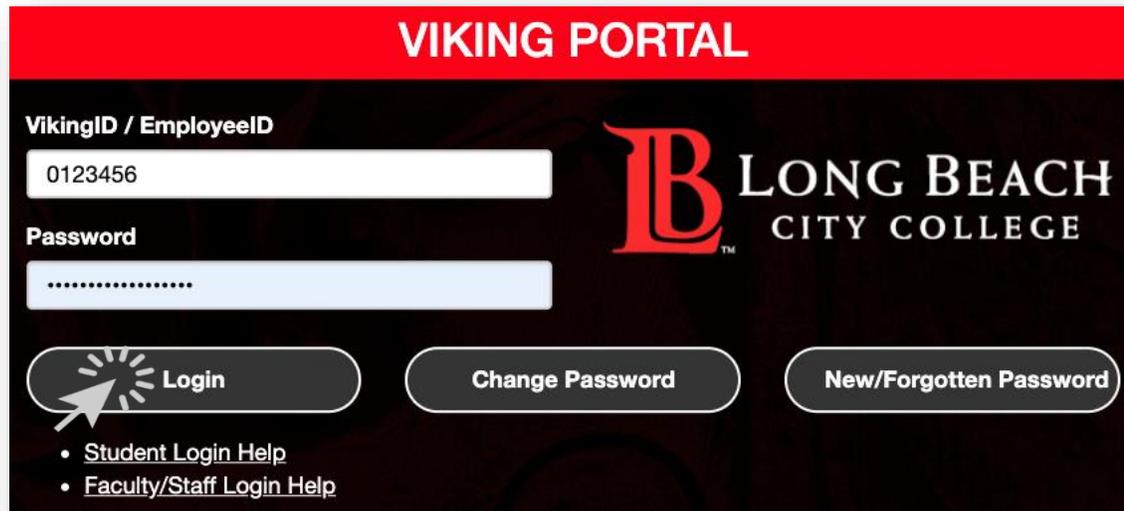
The screenshot shows the Viking Portal login interface. At the top, there is a red header with the text "VIKING PORTAL". Below this, the page is dark-themed. On the left, there are two input fields: "VikingID / EmployeeID" with the value "0123456" and "Password" with masked characters. To the right of these fields is the Long Beach City College logo, featuring a large red "LB" and the text "LONG BEACH CITY COLLEGE". Below the input fields are three buttons: "Login" (with a mouse cursor pointing to it), "Change Password", and "New/Forgotten Password". At the bottom left, there are two links: "Student Login Help" and "Faculty/Staff Login Help".



Saving Files From Citrix to Office 365

Step 1: Open a web browser within Citrix environment and navigate to lbcc.edu.

Step 2: Login to [Viking Portal](#) and click on the **Office 365** Icon.



The screenshot shows the Viking Portal login interface. At the top, there is a red header with the text "VIKING PORTAL". Below this, the page is dark-themed. On the left, there are two input fields: "VikingID / EmployeeID" with the value "0123456" and "Password" with masked characters. To the right of these fields is the Long Beach City College logo, featuring a large red "LB" and the text "LONG BEACH CITY COLLEGE". Below the input fields are three buttons: "Login" (with a mouse cursor icon), "Change Password", and "New/Forgotten Password". At the bottom left, there are two links: "Student Login Help" and "Faculty/Staff Login Help".



Questions

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

- Website: www.lbcc.edu/sthd
- Phone: (562) 938-4250
- Email: sthd@lbcc.edu
- Chat: <https://www.lbcc.edu/post/chat-sthd>