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HOW TO ACCESS THE WEB-BASED LEARNING PLATFORM

To remotely access the programs hosted on the UTM's web-based (UTMCitrix) learning platform, you will need to download a program called **Citrix Workspace App**. Please read and follow the instructions below carefully.

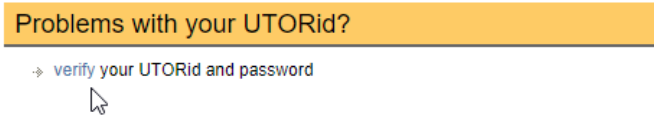
Steps

- Prepare your account
- Download and Install Workspace App
- Using UTMcitrix system - Apps and Workstations
- Accessing Files

Prepare your account

Go to <https://utorid.utoronto.ca>

Click "**Verify**" under "**Problems with your UTORid**" tab



Download and install Citrix Receiver

For first time users, you will need to download a program called '**Citrix Workspace App**' (users who have already installed the program can proceed to the "**Using UTMcitrix system**" step).

Download the Citrix Workspace App

For Windows - <https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>

For Mac - <https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html>

Make sure to download the app version for your OS version. As of December 2020, the latest version of Citrix Workspace App is for MacOS 10.15 & MacOS Big Sur 11.0.1

Release Date: Dec 2, 2020

Compatible with:

MacOS 10.15 & MacOS Big Sur 11.0.1

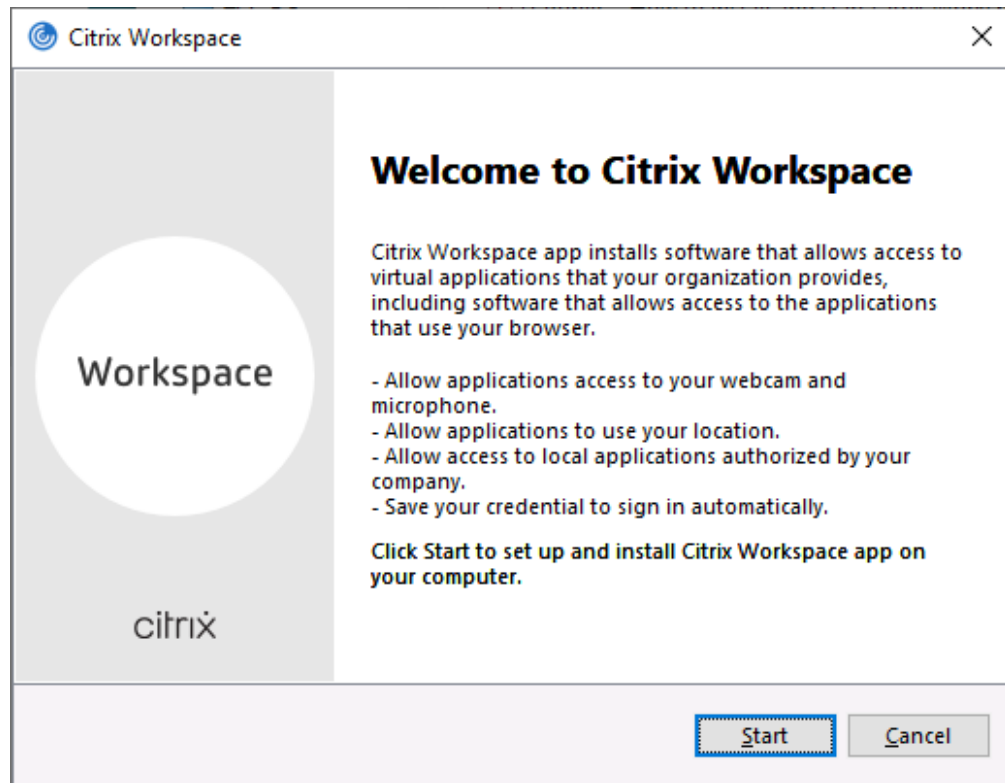
For the previous MacOS version,

1. go to <https://www.citrix.com/downloads/workspace-app/>
2. Click "Workspace app for Mac".
3. Click "Earlier versions of Workspaces app for Mac" and find a suitable version for your MacOS version.

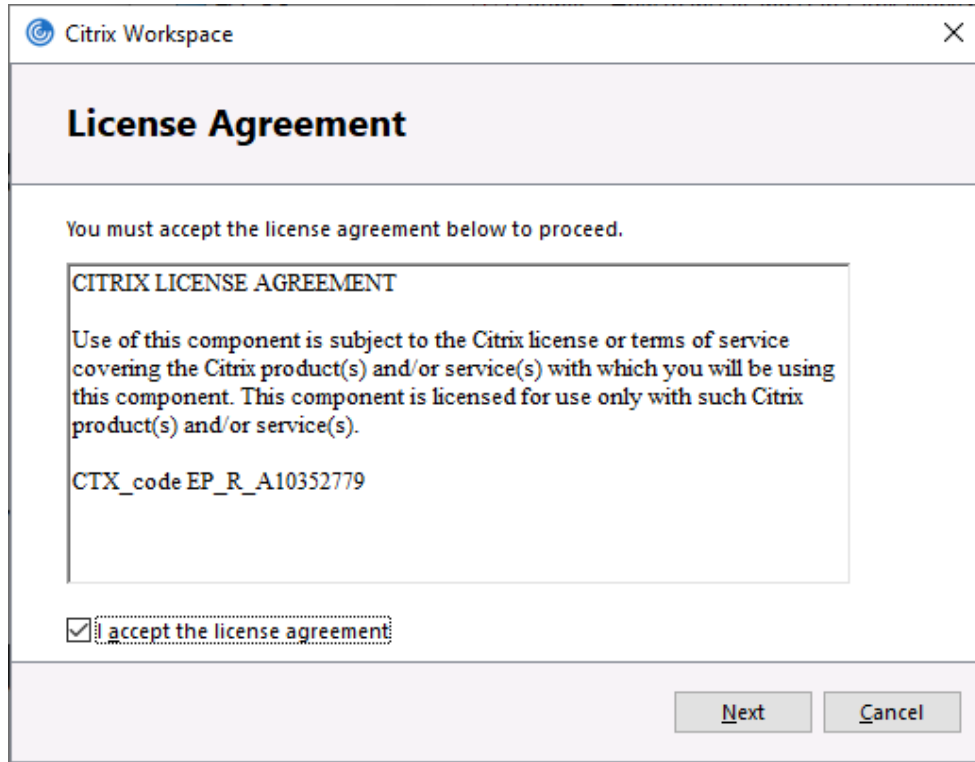


Install the Citrix Workspace App

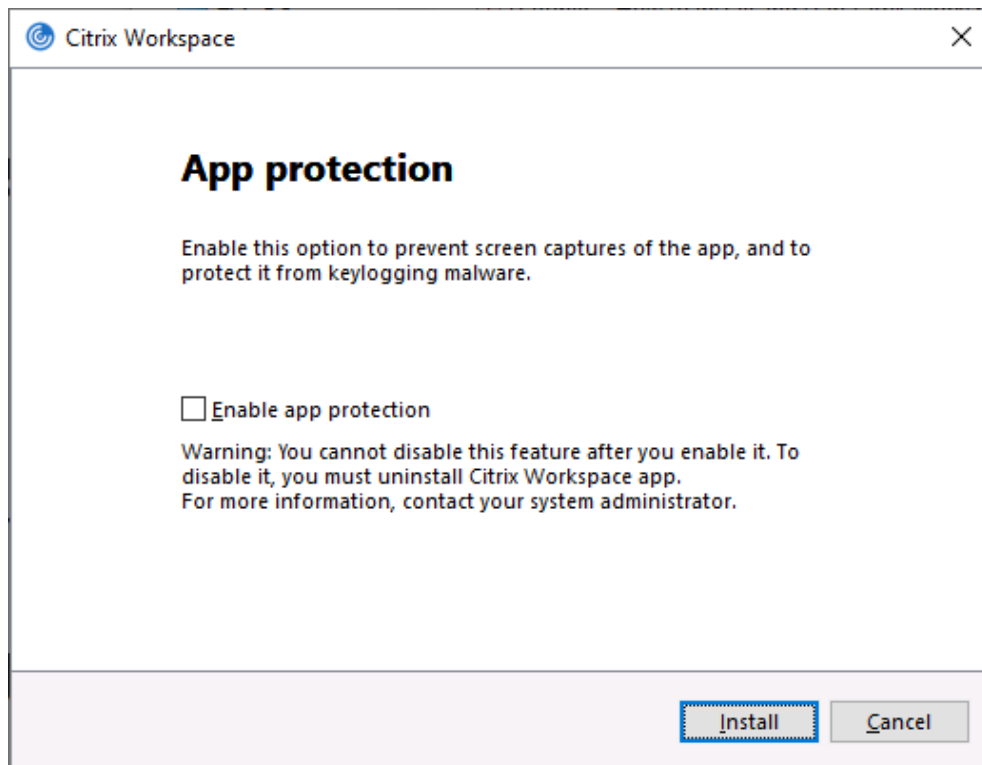
1. Double click on the downloaded installer.
2. Click **Start**



- a. Check "**I accept the licence agreement**" -> click **Next**

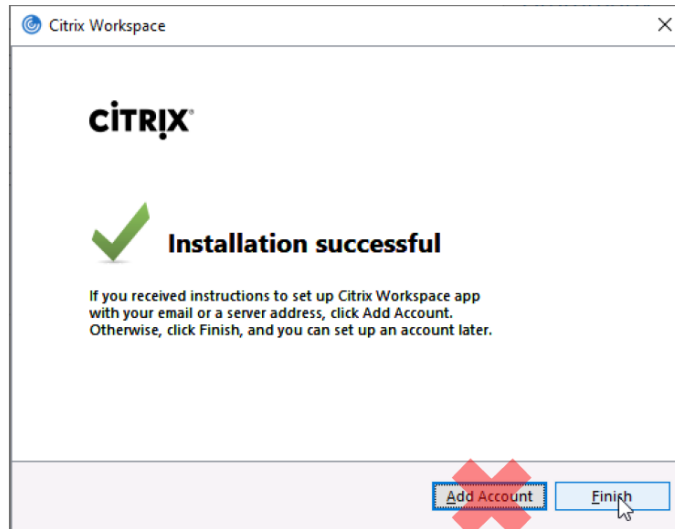


3. Click **Install**



4. Windows user: click **Finish**.

Mac users: click **Cancel**.



Do not click "Add Account".

Using UTMcitrix system

Go to <https://utmcitrix.cloud.com> and enter your login credential.

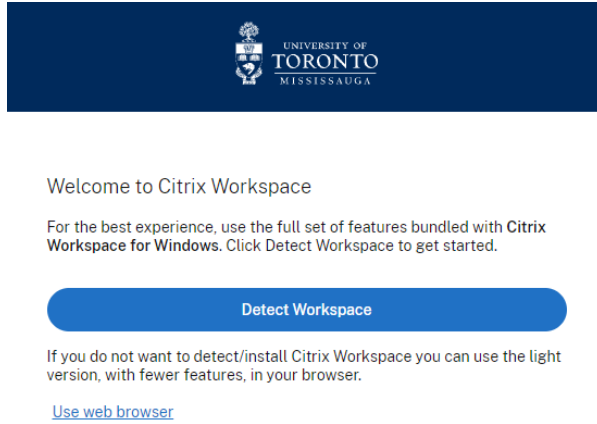
User name: (your UTOid)@ads, replace with your UTORid with (your UTORid), e.g. for UTORid, joesmith, the user name is **joesmith@ads**.

Password: your UTORid password

A screenshot of the UTMcitrix login page. At the top, there is a dark blue header with the University of Toronto Mississauga logo and name. Below the header, there are two input fields: "User name:" with the placeholder text "(Your UTORid)@ads" and "Password:". Below these fields is a blue "Log On" button. At the bottom of the page, there is a light gray footer with the Citrix logo.

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Web-based Learning Platform Instructions

Click "**Detect Workspace**" if you see the following message window.



Available options – Apps and Workstations

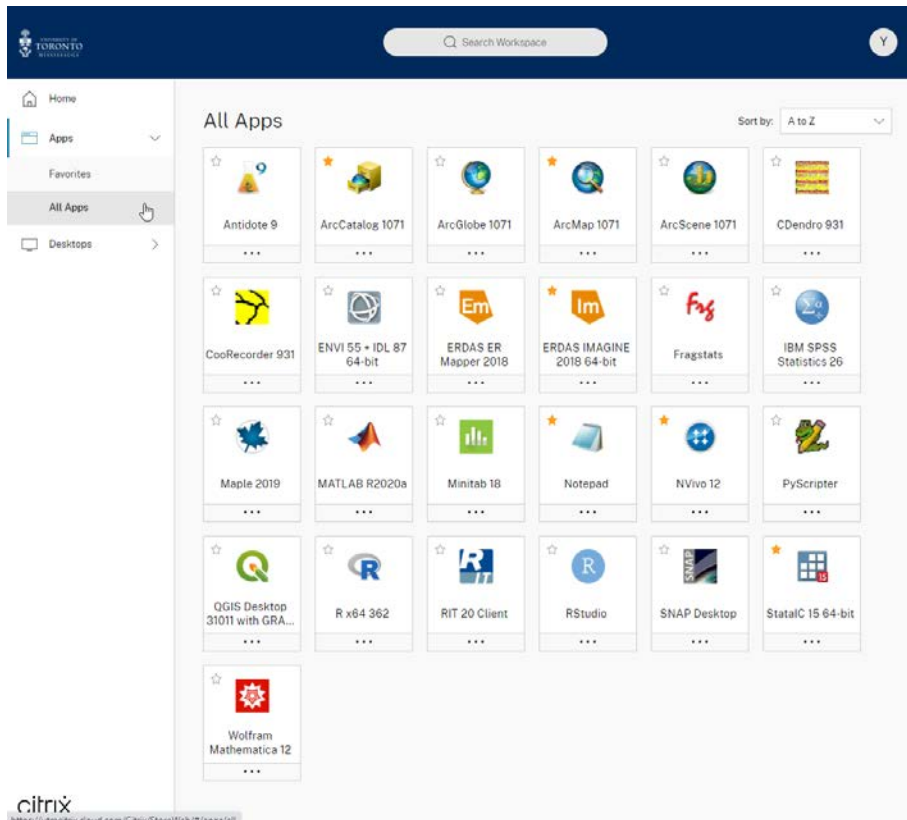
After login into the UTMcitrix system, there are two options – **Apps** and **Desktops**.

Apps – online application system.

Desktop – remote desk (RDP) to UTM computer lab workstations.

UTMcitrix Online Apps

Click "**All Apps**" and you should see all available programs.

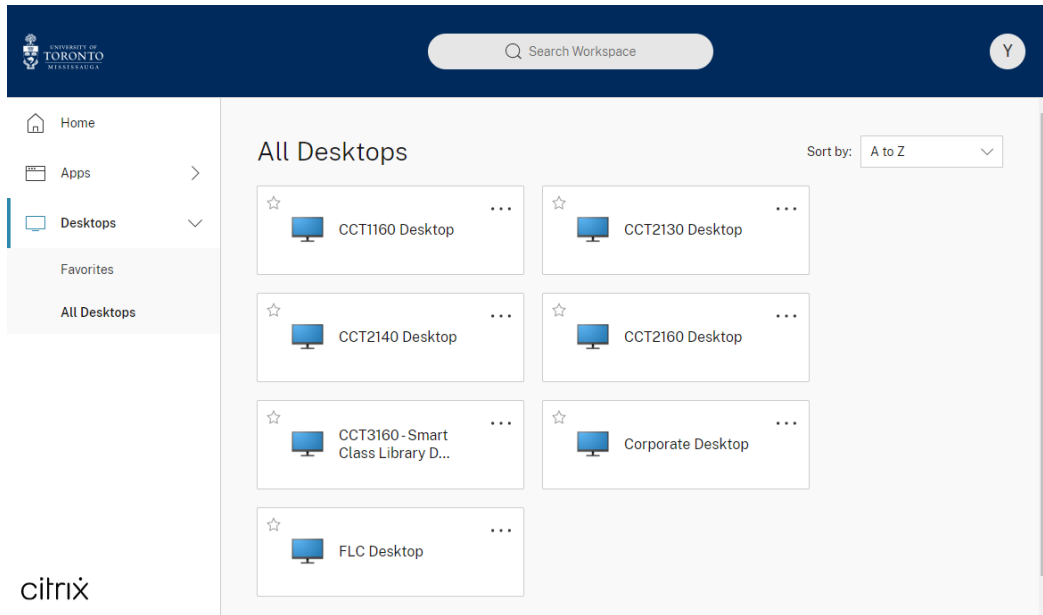


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Web-based Learning Platform Instructions

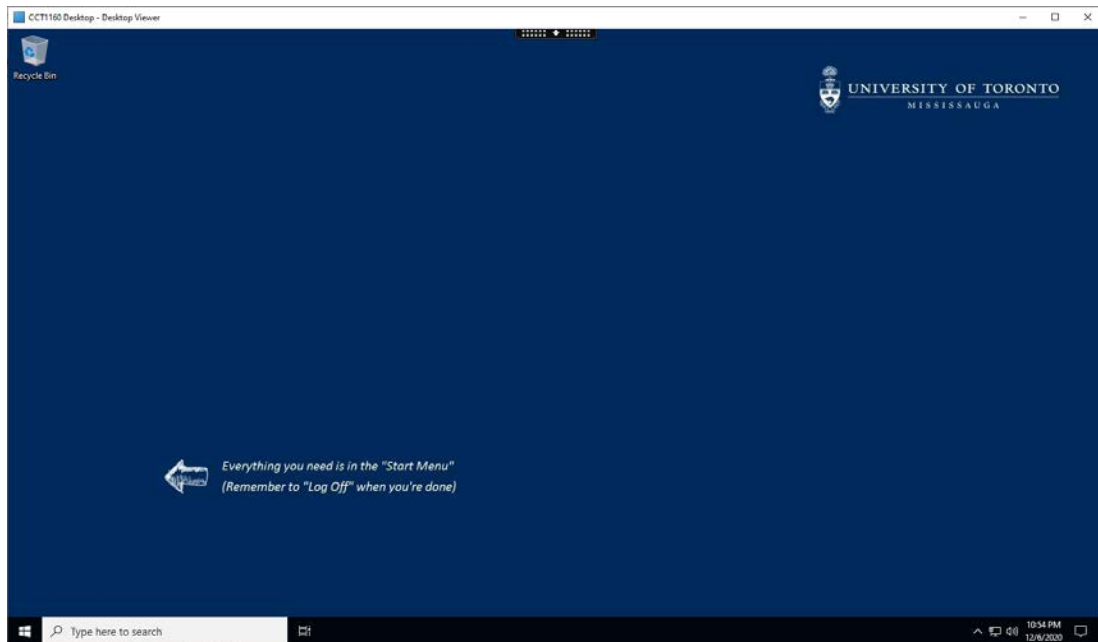
UTM Citrix Desktops

Remote desktop to one of the UTM lab workstations.

Click **"All Desktops"**.

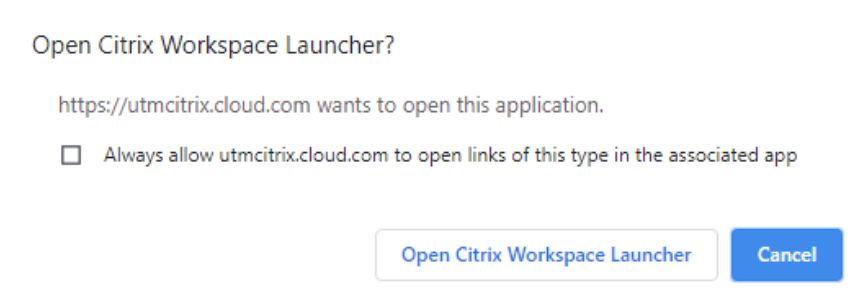


Select a lab and you will login to one of the available workstations from the lab, e.g. click on CCT1160

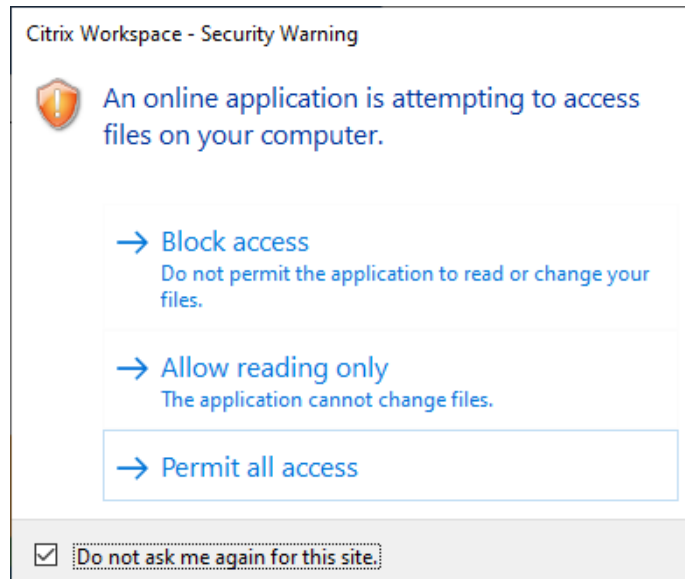


Messages

- Click **“Open Citrix Workspace Launcher”** if you see this message windows after launching an online program or login into a Desktop.



- Check **“Do not ask me again”** and select **“Permit all access”** if you see a message window below.



Accessing Files

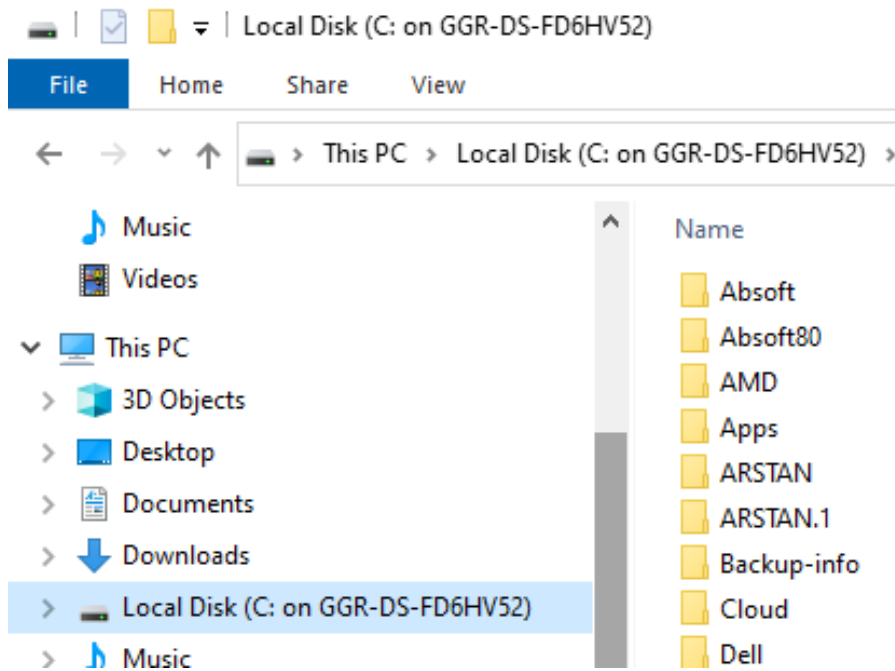
To access files on your local hard drive and network folders while using programs hosted on the WLP (UTMctrix) platform

UTMctrix Desktops

Case One - Navigate a file on your local computer in UTMctrix Desktop

1. Open **File Explorer** from the logged UTMctrix Desktop.
2. Navigate to **“This PC”** -> **“Local Disk (C: on....)”** – this is your drive on your system

3. Browse to your file location on your computer.



Case Two – Navigate and copy data in UTMcitrix Desktop

Example: Copy GGR272 data on server Medusa to joesmith workspace on server Medusa

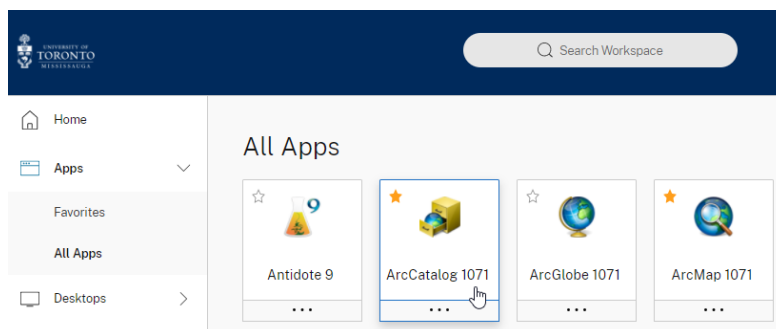
1. Open **File Explorer** from the UTMcitrix Desktop
2. Navigate to [\\medusa\courses\ggr272](#)
3. Copy your data
4. Navigate to `\\medusa\stduentwork\joesmith`
5. Past copied data


UTMcitrix Online Apps

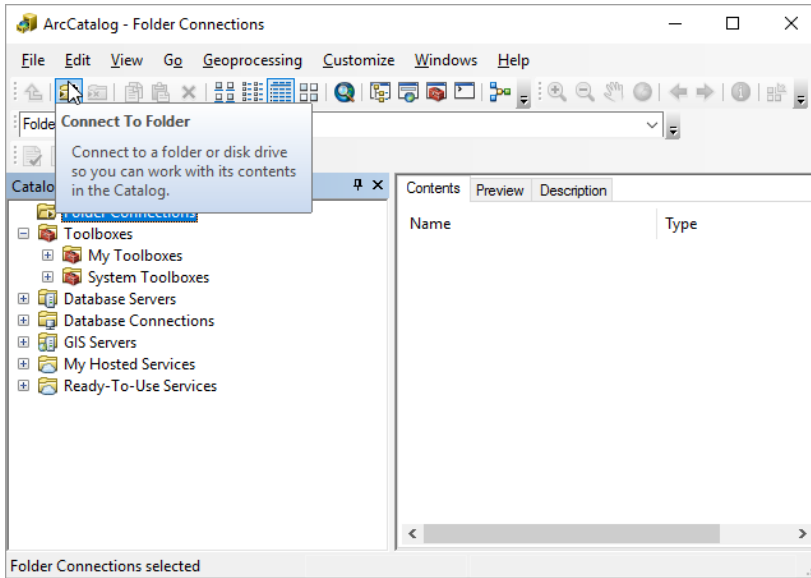
Case One – Navigate a local file on a local computer in UTMcitrix Online Apps

Example: Navigate a file on the Download folder on user huangy's local computer

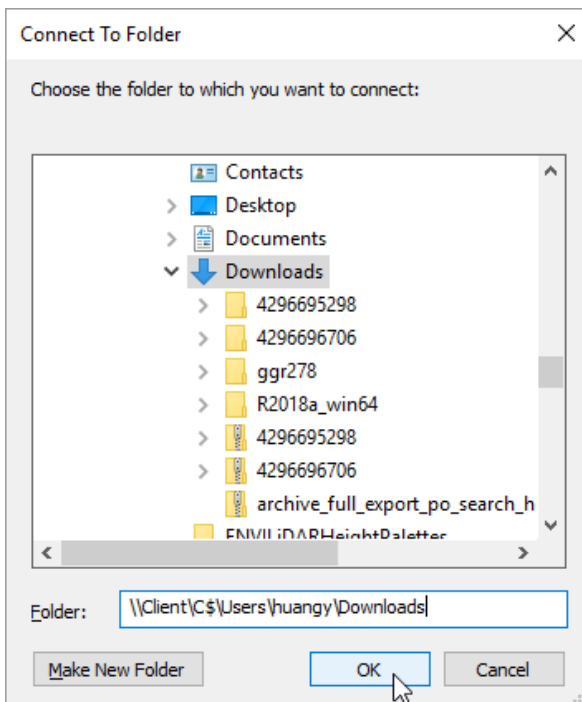
1. Launch **ArcCatalog 1071**



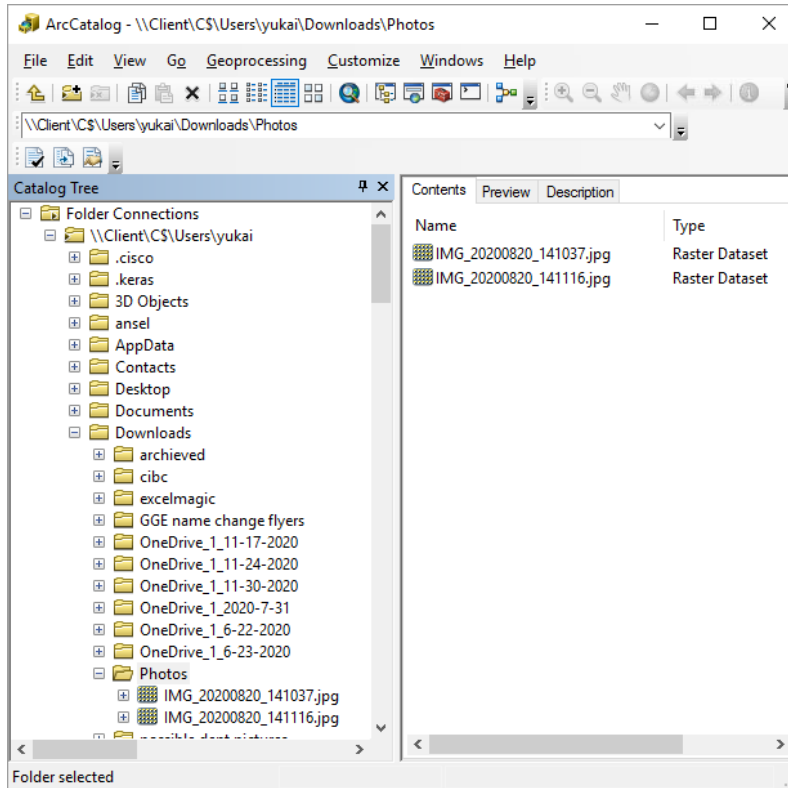
2. Click  to connect a folder from your computer



3. Set the source folder from your local workstation, e.g. huangy folder, enter \\Client\C\$\Users\huangy (replace huangy with your local workstation profile name)



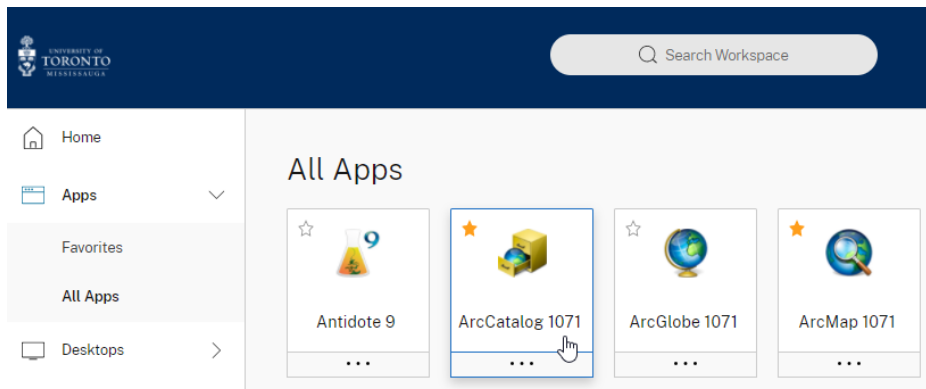
4. From ArcCatalog, click “\\Client\C\$\Users\huangy” and browse to your file, e.g. **IMG_20200820_141037.jpg** in the **Download** folder.



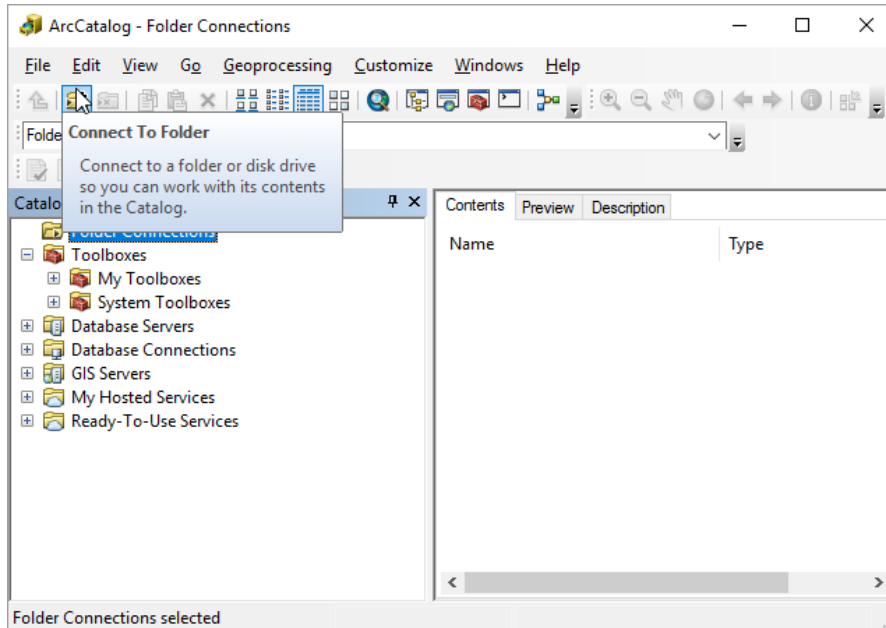
Case Two – Copy and past data in UTMcitrix Online Apps

Example: Copy GGR272 data on server Medusa to joesmith workspace on server Medusa from UTMcitrix Online Apps

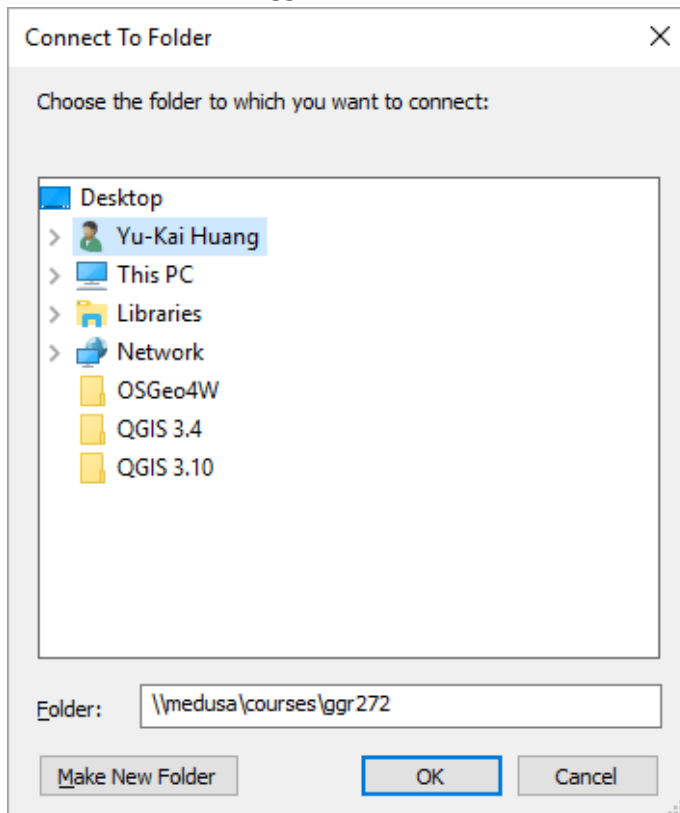
1. Launch **ArcCatalog 1071**



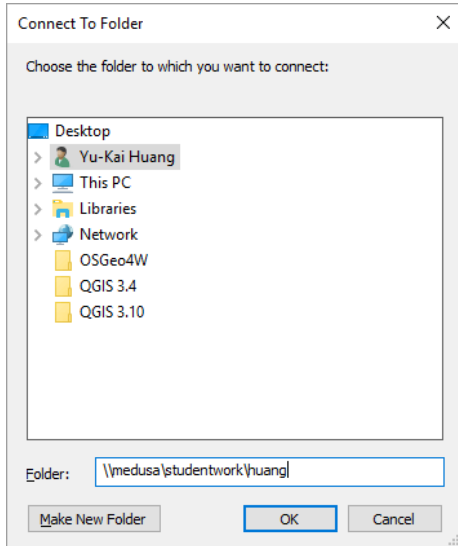
2. Click 



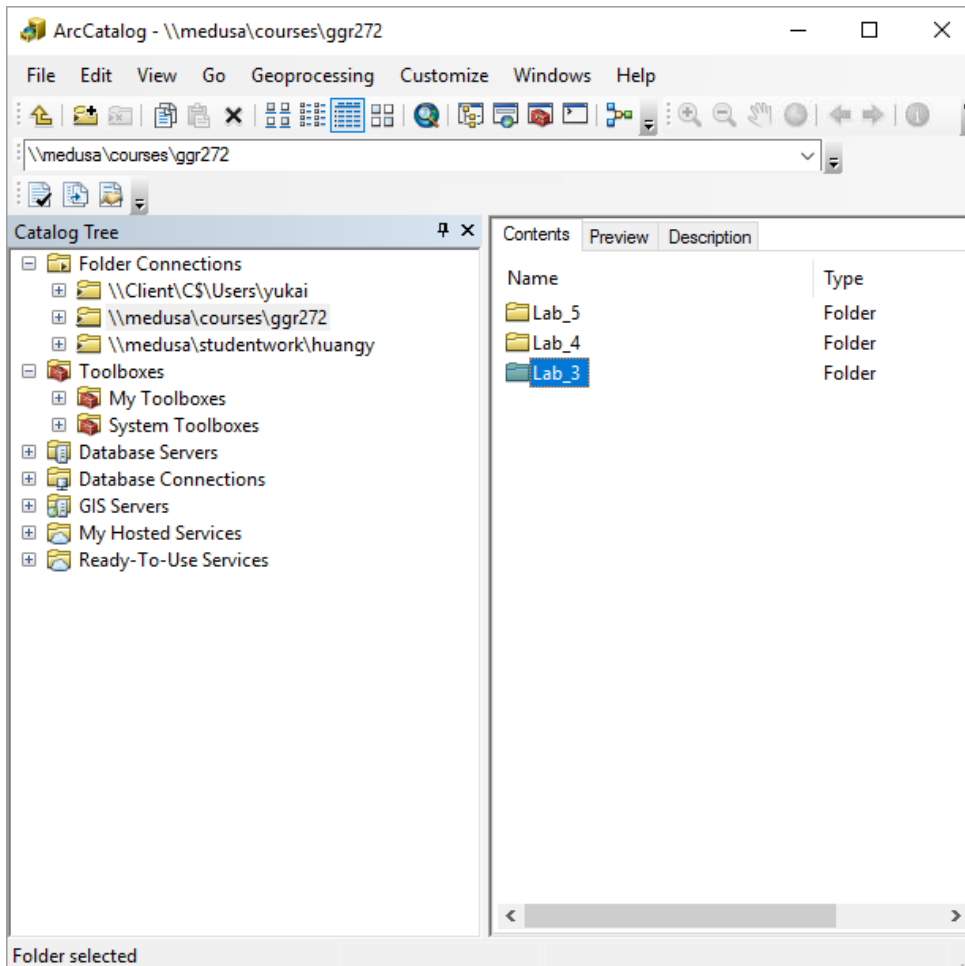
3. Set source folder - connect the course folder on Medusa, e.g. GGR272 – enter `\\medusa\courses\ggr272` on the Folder field.



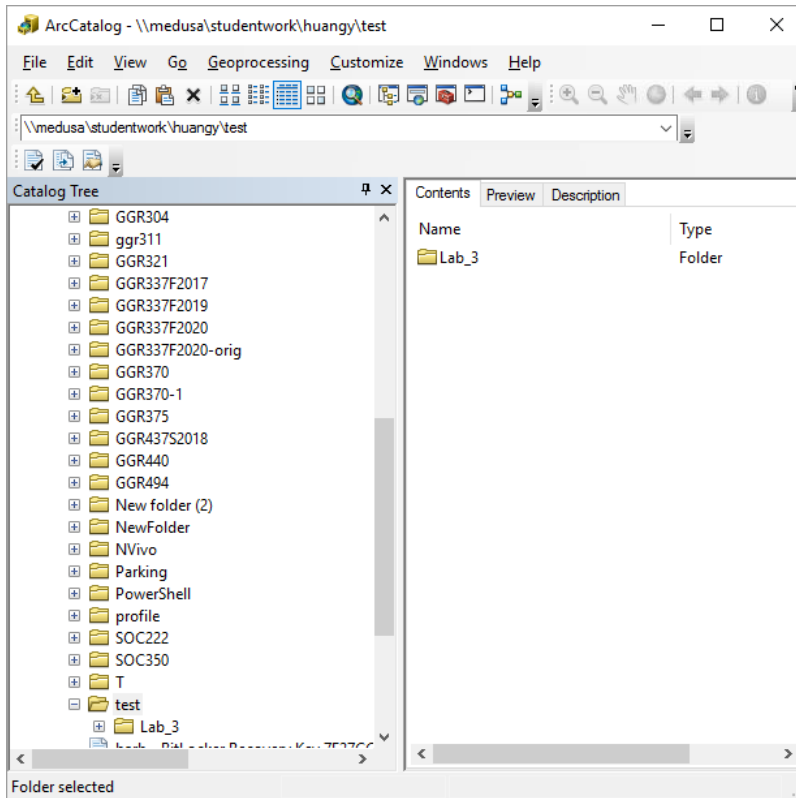
4. Set destination folder - connect a studentwork folder on Medusa, e.g.huangy – enter \\medusa\studentwork\huangy on the Folder field. Repace your UTORid with huangy.



5. Copy data - browse to the source folder GGR272 and copy Lab_3.



6. Past data - browse to the destination studentwork folder, e.g. huangy\test, and past the copied data.



Some Important Points

- At the end of every session, please return to **utmCitirx.clooudd.com** and log off
- For every new online session that you want to initiate, you will need to go **utmCitirx.clooudd.com** and log in each time (and log off once finished)
 - ✓ You only need to install the Citrix Workspace App once (per device).
- The Citrix Workspace App will automatically terminate your session after a prolonged period of inactivity – this is to help maintain the speed of the connection for active users
 - ✓ Therefore, always log off when taking breaks and as soon as you have finished your work
 - ✓ **Save your work regularly**

Remote Support

Technical support is provided by the Department of Geography, Geomatics and Environment IT/GIS Specialist Bruce Huang. Please contact Bruce if you have technical difficulties installing the Citrix Workspace App software, accessing the online platform or the geospatial software. Depending on your problem, you may be redirected to Computer Services. Please ensure you have read and followed the instructions carefully before requesting assistance.

Bruce Huang is available: Monday to Friday, 9:00 am – 4:00 pm.

Email: y.huang@utoronto.ca | MS Teams: [y.huang@utoronto.ca](https://teams.microsoft.com/join/y.huang@utoronto.ca)