University of Toronto Mississauga
Department of Geography, Geomatics and Environment
Web-based Learning Platform Instructions

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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
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

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

Welcome to Citrix Workspace
For the best experience, use the full set of features bundled with Citrix Workspace for Windows. Click Detect Workspace to get started.

If you do not want to detect/install Citrix Workspace you can use the light version, with fewer features, in your browser.
Use web browser

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.
UTMcitrix 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 (UTMcitrix) platform

UTMcitrix Desktops

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

1. Open File Explorer from the logged UTMcitrix 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\studentwork\joesmith`
5. Paste 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. Replace 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. huang\test, and paste 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