

Laptop First Time Use NHTV@Work

Step 1

Logon into the NHTV laptop

To use the NHTV@Work workplace you should log onto the laptop with your NHTV username and password. You can find your username on your Smartcard. If you don't have your smartcard, please visit the Servicedesk. *Your first login must be at NHTV.*

Example:

Username: 1001234

Password: **welkom**

Step 2

Change your password

You will see a window from Screencoach, log in with the standard password: **welkom** and click **OK**. Next, press: **Ctrl + Alt + Del** and choose "**Change a Password**"

***Optional** If you see two options, choose the right option "**DOM1\ [username]**"

Enter your "old" password: "**welkom**" and the new password 2 times and click on the blue arrow.

***Password requirements** Minimum 6 characters, must include a number and a capital.

***Password will expire after 90 days**

Step 3

Starting NHTV@Work *Citrix*

By starting this icon, your Citrix environment will be loaded.

When you are logged in the NHTV@Work session, you have access to:

- NHTV applications
- Outlook mail
- Personal network storage (M-drive)
- Network folders (N-drive)
- Files and folders on the local D-drive



Step 4

Outlook setup first time use

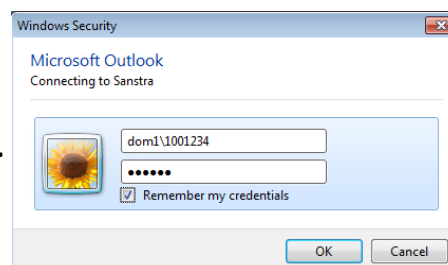
Start → All Programs → Microsoft Office → Microsoft Outlook 2010

Example:

Username: **dom1\1001234**

Password: *Your NHTV password*

Check the box **Remember my credentials** and click **OK**.








Additional information

At the top of your Citrix environment is a black button.



This will pop open by clicking on it. The different options that allow you to manage the Citrix session will appear.



 Home	<p>This button allows you to switch back to your local desktop (the local system).</p>
 Ctrl+Alt+Del	<p>This button performs a CTRL + ALT + DEL key combination within the Citrix session. When you press the CTRL + ALT + DEL key combination with the keyboard, you will see the lock screen of the local system and not of the Citrix session.</p>
 Preferences	<p>With this button you will enter the settings of the Citrix client. Here you can create a limited number of settings related to the display of the Citrix session.</p>
 Full-screen	<p>This button switches the Citrix session to Full Screen when the Citrix session is active in a smaller window. When the Citrix session is in Full screen, this button will display the text "Window" to switch to a window.</p>
 Disconnect	<p>This button pauses your citrix session for 4 hours. ALWAYS use this button if you leave the dockingstation with your laptop or when you close the lid. **THIS ACTION PREVENTS DATA LOSS**</p>

Important

- Installing software is only possible on the local system, not in Citrix.
- NHTV ICT is not responsible for local saved software and data (C- and D-Drive). Be sure you work in the Citrix environment as much as you can.
- Make sure you log off the Citrix session by clicking start → Log off

ICT Questions?

NHTV ICT FAQ

<http://imict-faq.nhtv.nl>

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