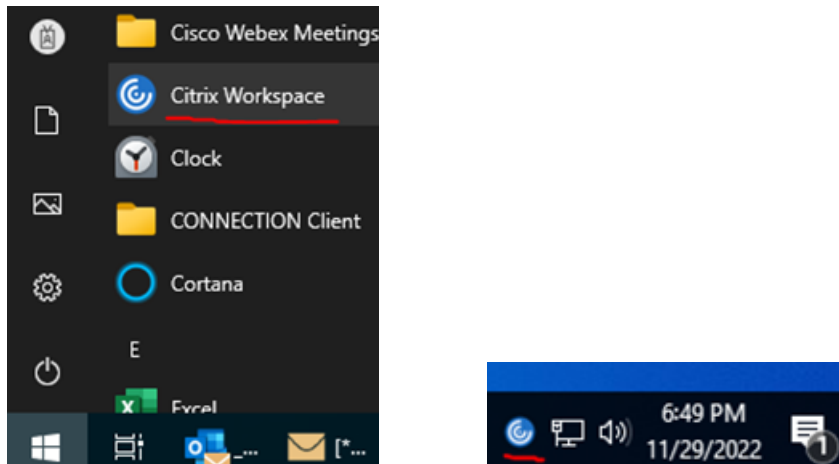


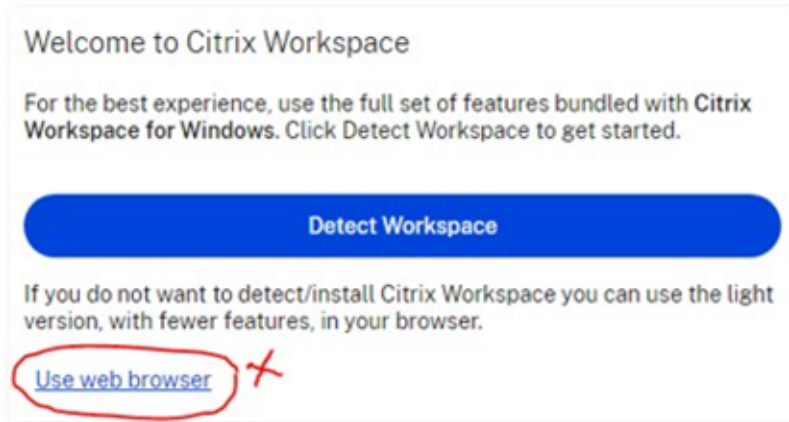
Notes and instructions for NS&E users of Citrix-hosted applications:

1. Before logging into NS&E's Citrix website, make sure your computer has **Citrix Workspace for Windows** client installed. You can verify by either (a) clicking Start button lower left of desktop and scan for "Citrix Workspace", or (b) looking for blue Citrix icon in System Tray @ bottom right of desktop.



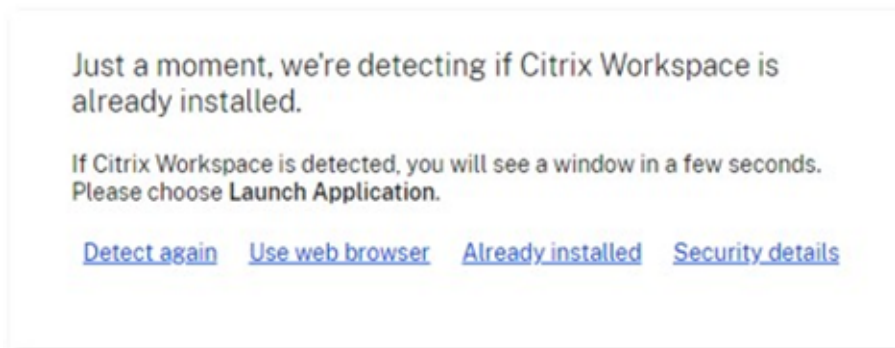
2. If you do not have Citrix Workspace client installed, launch Software Center on your Bechtel-issued computer and only when logged into Bechtel network. The latest approved version of Workspace will display in the Applications tab. Click it to install. After completion, the installer will not force a reboot. But you should reboot your PC before your first launch of Citrix.
3. On November 30th 2022 NS&E (with all the other Bechtel GBUs) transitioned from on-premises Citrix infrastructure to the vendor's Cloud Services. As part of this migration, multiple Citrix farms distributed globally are now consolidated into a single unified farm. Important to know that in this new environment, project applications and databases remain securely inside the Bechtel network. And NS&E servers remain physically and logically separated from Corporate and all other GBU projects.
4. This new environment is called **Workspace** (previously referred to as Storefront). The new unified address is <https://apps.bechtel.com>. Make sure to update your bookmark.
5. Open Workspace from your Edge browser. The site is configured to use Single Sign-On (SSO) meaning you should not have to enter your username and password to login. It will use the credentials used when you logged onto the Bechtel network.

6. **Workspace Client detection.** Before displaying applications, the new site will check if Workspace Client for Windows is installed on your computer. **IMPORTANT:** make sure to click the **Detect Workspace** button.



*** At bottom left there is a link to [Use web browser](#). Do not click there. It will provide an HTML5 “light” version of your application, but it will be handicapped (no printing, no subwindows, etc).

Assuming you followed steps #1 and #2 above, be patient at the next screen and allow detection to proceed. If pause taking too long, click [Detect again](#) or [Already installed](#). (Again do NOT click [Use web browser](#)):



7. After positive detection of your client, Workspace will enumerate and display all the apps that your account is “entitled” to see. Based on your group memberships and assignments made by your project function/discipline.
8. If you have any further Citrix or app-related questions, first contact your project Help Desk.