# RPSAnywhere Access Instructions for Internet Explorer

Important Notes:

1. You must verify that your **User ID** and **Password** work from **within** the **RPS** network *BEFORE* attempting to connect remotely. You will not be able to change or reset your password from home!
2. You will only need to complete the steps to install the **Citrix Receiver** once. When you log in again on the **same** machine you will just navigate to **https://rpsanywhere.richmond.k12.va.us** and you will be able to log in. If you access **https://rpsanywhere.richmond.k12.va.us** from a different PC, you will need to repeat **ALL** steps.
3. If you follow these instructions and are still experiencing issues, the Service Desk is the first point of contact for assistance. Please contact them at (804) 780-7880.

Follow these instructions on the computer you use to log into: https://rpsanywhere.richmond.k12.va.us

1. Print these instructions

2. Update your trusted sites.
   a. Open **Internet Explorer** and go to **Tools > Internet Options > Security**
   b. Click **Trusted Sites**, then **Sites**
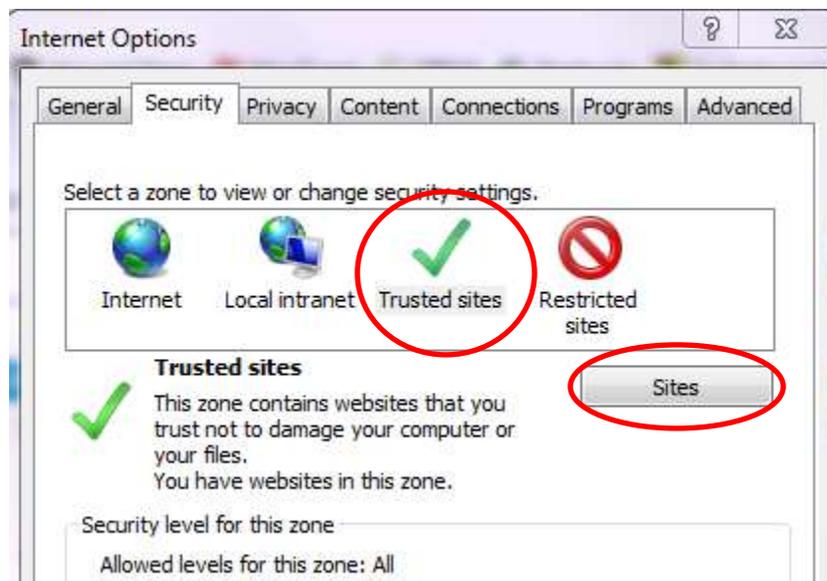
Enter **https://rpsanywhere.richmond.k12.va.us** and click **add.** Verify that the **Require server verification** box **IS NOT** checked.
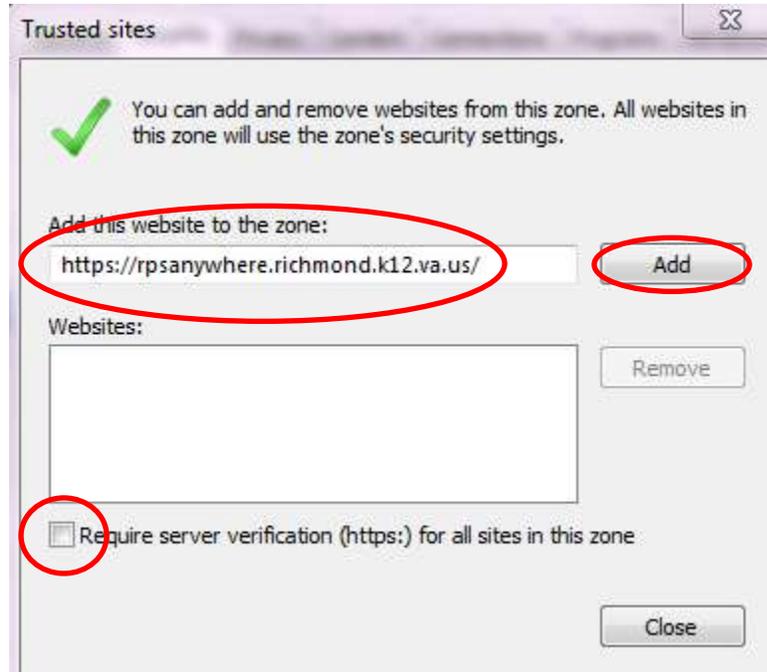
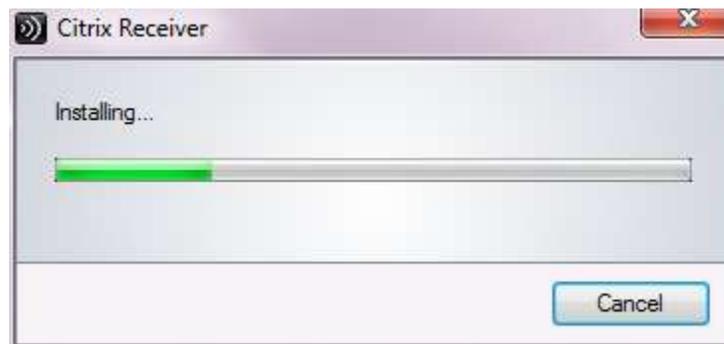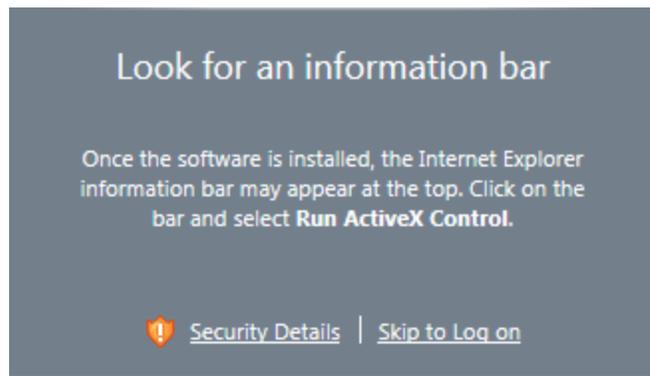c. Click **Close** on **Trusted Sites** and then click **OK** on **Internet Explorer**

3. Install the Citrix Client
   a. Open **Internet Explorer** and go to **https://rpsanywhere.richmond.k12.va.us**
   b. The site will check to see if you have client installed. If it detects one, you will get the login box. Skip to step 4, If not, the following message will appear:
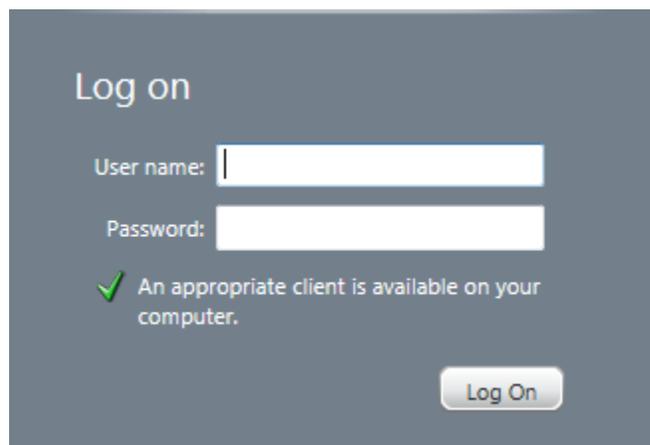

Select **I agree** and click **Install.**

c. Install options vary depending on the versions of Internet Explorer and Windows you are running. Follow onscreen instructions to install the client plugin. If prompted to **Save** or **Run** the application, select **Run.** The Windows **User Account Control** window may pop up. If so, select **Allow.** Some typical screen shots are below:

Look for an information bar

Once the software is installed, the Internet Explorer information bar may appear at the top. Click on the bar and select **Run ActiveX Control.**

Security Details | Skip to Log on

Do you want to run or save **CitrixReceiver.exe** (22.5 MB) from **rpsanywhere.richmond.k12.va.us**? Run   Save ▾   Cancel   ✕

Citrix Receiver
Installing...

Cancel

Citrix Receiver
✓ Installation completed successfully.

OK

Click **OK.**

d. You should now have a log on box:

Log on

User name:

Password:

✓ An appropriate client is available on your computer.

Log On

4. At this point you will log in with your **Active Directory credentials**. **It will be the same user name and password that you use to login to the network.** Enter your **User Name** and **Password** and click **Log On.**
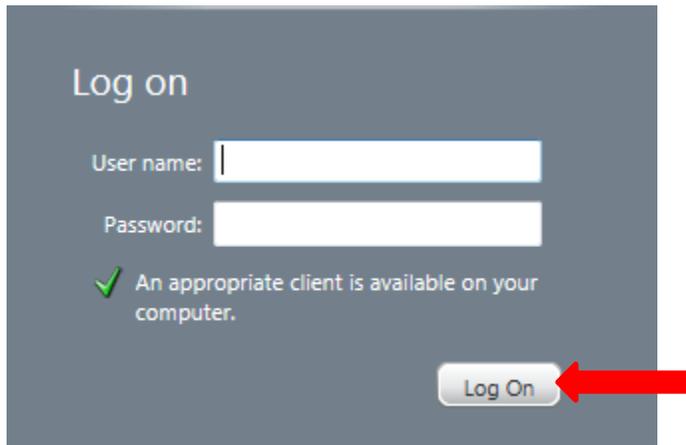
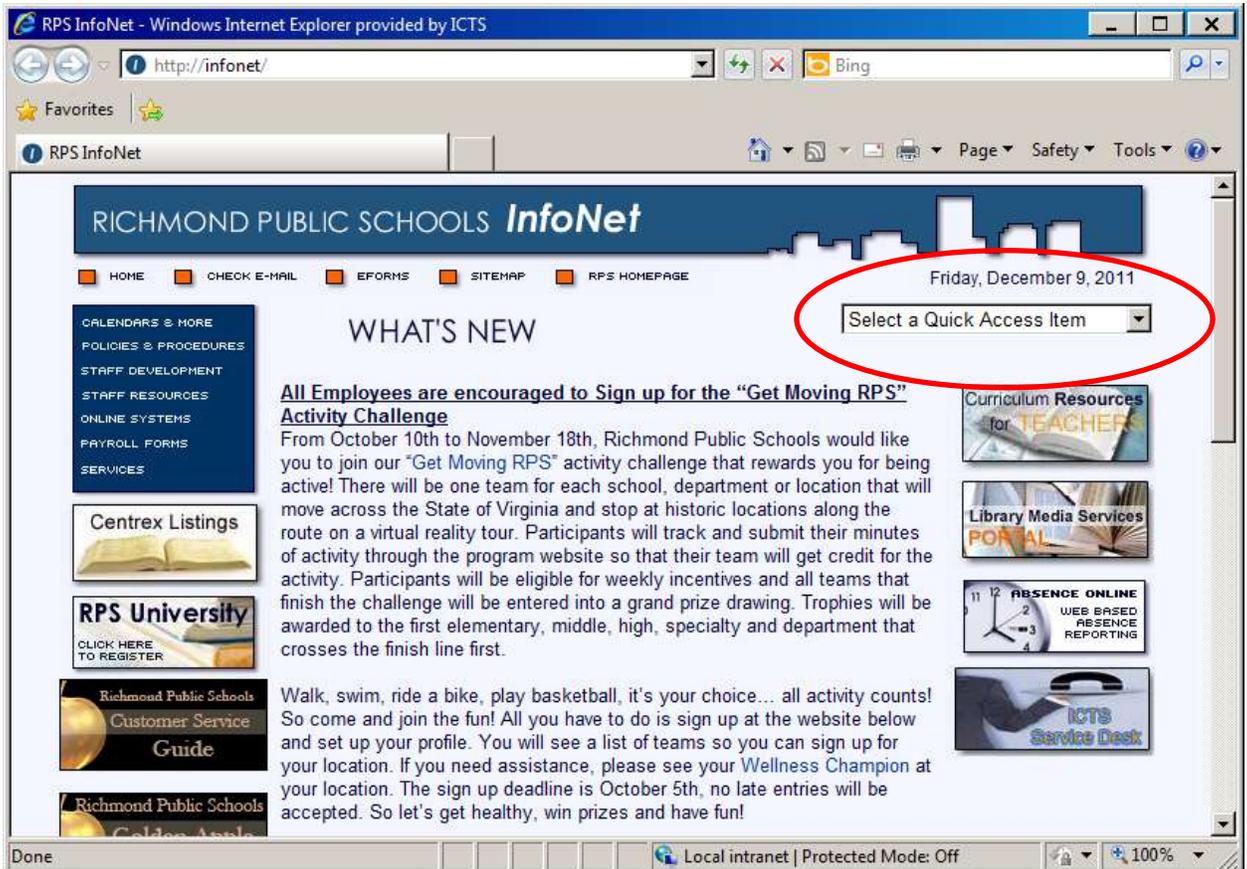5. You will be presented with a screen that looks similar with the one below:
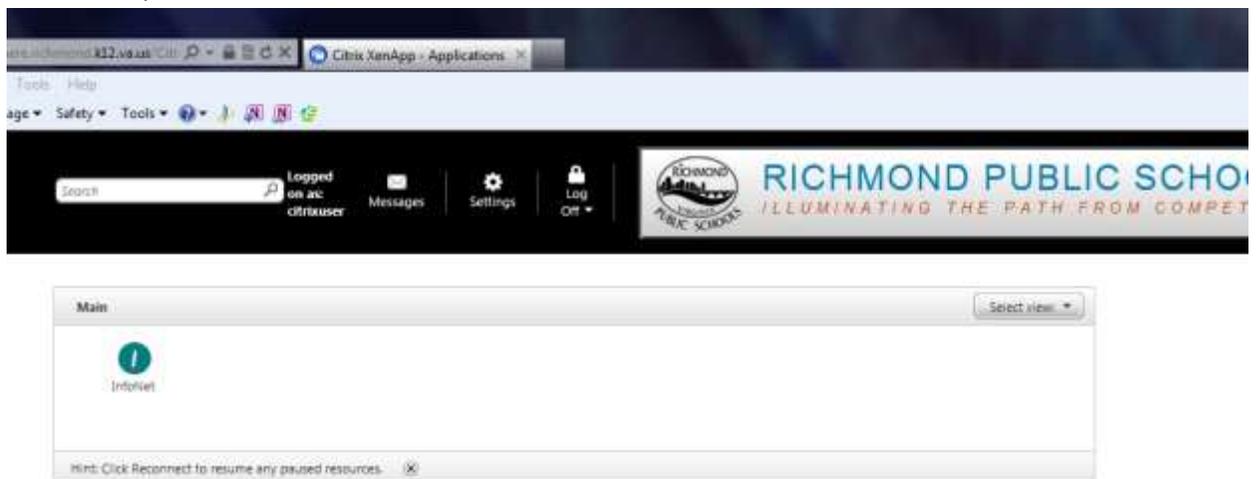
6. Click the application you wish to open. (Ex. InfoNet)
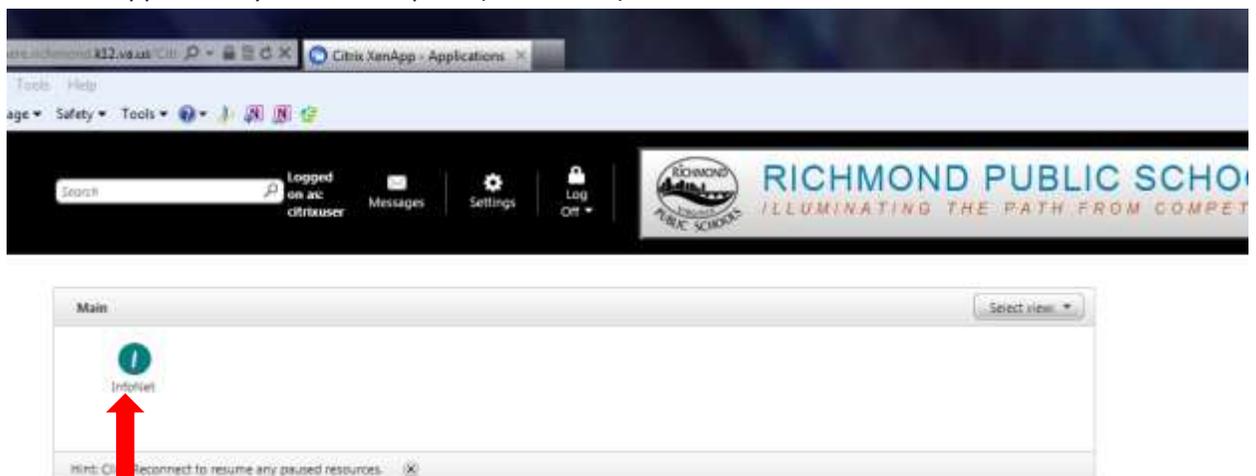
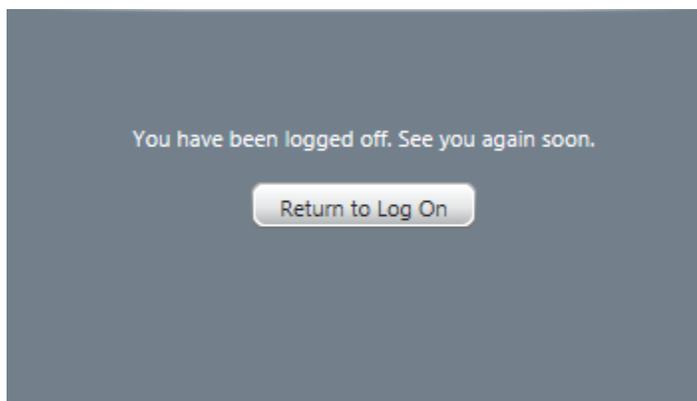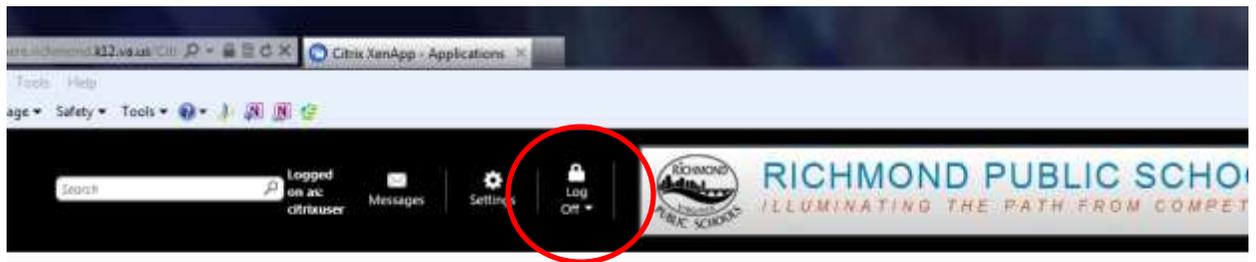7. The application will launch in a new window.

If ever prompted, select **Do Not Ask Again** and then click **Yes.**

Proceed as normal.

8. When finished, **close** all open **application Windows** and **Log Off** of the **Citrix session**.

9. Close **Internet Explorer**.

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