QUICK GUIDE (Windows or Mac OS)

Access to ArcGIS and class "shared" drives

UMN IT Help: (612) 301-4357, help@umn.edu

1. Install the proper Citrix receiver on your computer.

   (you only will only do this once; remember to select the client that matches your computers operating system.)

   https://it.umn.edu/services-technologies/how-tos/how-install-citrix-workspace-formerly

2. Once installed, this Citrix receiver will start every time your computer is re-booted. All you need to do to use it is to use a browser, Chrome, Firefox or Safari and enter http://apps.umn.edu

   This accesses the UMN Apps to Go. Via your browser you are given a remote Windows desktop on a UMN Server. This remote desktop allows access to ArcGIS Pro or ArcGIS Desktop. (Note any MacOS or Windows computer with a browser (and the Citrix receiver installed) can access this remote Windows desktop. This approach will provide all students will access to very powerful and up to date Windows desktop.

   Each time you start http://apps.umn.edu you will be asked to Login; use your UMN id and password. Click on the DESKTOPS icon at the top of the screen. Then choose **CFANS DESKTOP**.

   Next, depending on which browser you use, you will either automatically be entered into the CFANS DESKTOP or you will have to double click on the small window in the lower left that has the .ica file; Opening/Running this .ica file will start your session. Chrome requires this "double click" on the .ica file; You can right click on the up arrow and "always open files of this type" if you wish. Firefox does not require this step; Firefox just starts the session when you select the desktop, no double clicking on a .ica startup file. Safari works like Firefox.

For help or more information on starting, using and signing off, read the notes about how Apps To Go works (Login and Access ArcGIS)
https://it.umn.edu/appstogo-log-in-access-apps

3. When you are done with your ArcGIS session you should **logout** of the CFANS DESKTOP.   You do this by clicking on the small down arrow at the very top of the DESKTOP screen, then Select CTRL+ALT+DEL (at the top) and then select Sign Out.   This will free up the Citrix resources for others to use. If you just "Disconnect" your session may stay active for a short while but you cannot be assured your will reappear when you reconnect.   The best approach is SAVE YOUR WORK often and close the ArcGIS when you are done and Sign Out.

4. DATA for ArcGIS Classes: We will always use the L:\ for class provided data and H:\ for your personally saved data. When you access the CFANS DESKTOP you will AUTOMATICALLY have access to H:\ . This is where you should do all your work. It is your space.   You also will receive assess to either: *L:\FNRM3131 or L:\ FNRM5131 or L:\ESPM4295 or L:\ESPM5295* (which one depends on your registration).
These directories are **READ ONLY**. They contain all that data needed for the class. Copy the folders as needed to your H:\ and store them in that space.
REMEMBER ALLWAYS SAVE YOUR WORK TO H:
When you sign off from your CFANS DESKTOP (Citrix), your working Citrix Desktop files will be cleared; so, DON'T LEAVE ANYTHING on the CFANS DESKTOP you want to keep.

__Below are OPTIONAL STEPS (5, 6 and or 7) – they may be useful for other classes or to access the UMN Library resources but NOT NEEDED FOR ArcGIS Classes__

5. Establish a VPN (Virtual Private Network) connection to the UMN's network.   This can be done using any computer, at any location BUT the proper software must be installed on that computer before you try to establish the connection.
   Links: Overview, Downloads & Guides
   After you have downloaded, unzipped and installed the correct VPN software for your computer *(you only need to do this step once),* you will need to start (run) the Cisco AnyConnect VPN Client each time you restart your computer to connect/reconnect to the UMN Network via the VPN.   The Client connection/reconnection instructions are also included in the Downloads & Guides link *(see above).*

6. *Map your computer to a UMN shared network drive* (for access to class material.) https://it.umn.edu/connect-shared-drive-or-network-folder
   The link for our class files is \\files.umn.edu\cfans\labs
   This step is only useful when NOT using the CFANS DESKTOP (Citrix). When you are using CFANS DESKTOP (Citrix) you AUTOMACTICALLY have access to the L:

7. Register your UMN provided Google Drive with Kumo. This will prepare your Google Drive to work with Apps To Go.
   (Apps To Go is explained in step 3.) This only needs to be done once. Use the following link to register you Google Drive:
   https://it.umn.edu/appstogo-register-your-google-drive-kumo