

Citrix

Access Your H Drive & School Share Drives (L & W) From Home

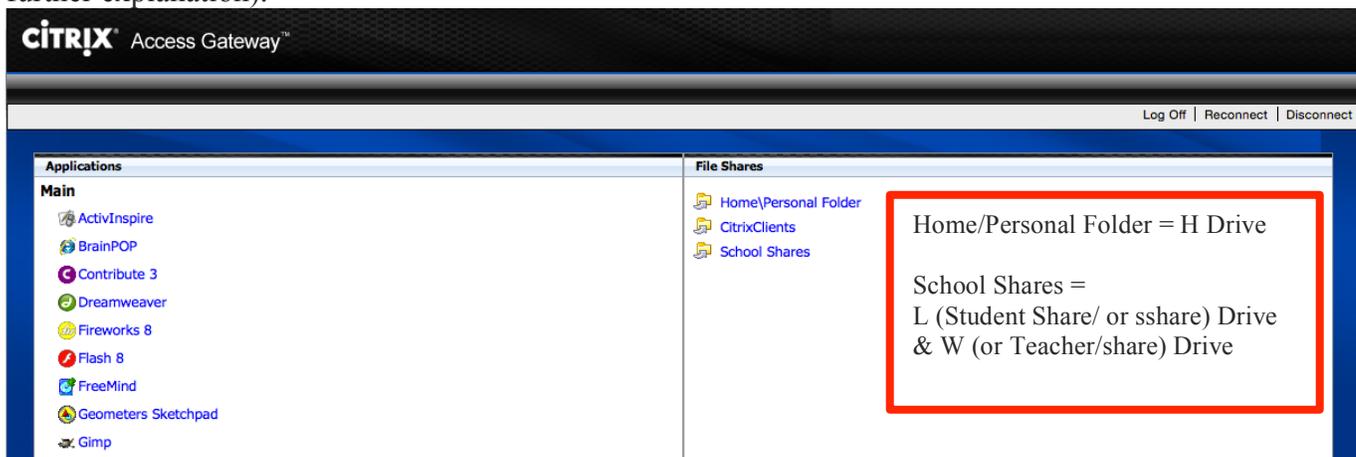
Citrix Login- <https://citrix.forsyth.k12.ga.us/CitrixLogonPoint/FCSS/>

Type in your Username & PW (Must be current)
It will prompt you to download the Citrix Client

Note- If you have Pop-Ups disabled, it will likely block you from opening Citrix.



The applications on the left are ones we typically use at school. Some work correctly, and some do not. OO Word, OO Excel, and OO PowerPoint ARE NOT the real Word, Excel, and PPT. It is the Open Office Version. I would NOT recommend using these programs. (Ask a colleague who has used them before for further explanation).



To Access H Drive:

Go to Home/Personal Folder (under 'File Shares' on the right side of the screen) & click on title of the folder to get to your files.



Then click on the file name to see your options.

Type	Name
	Changing Passwords.pdf
	Copy of Forsyth County Schools Email Disclaimer.doc
	Create Distribution Group Using BCC field.pdf

Click on the file name.

Choose how you want to access your document.

(Downloading it lets you access the item quickly).

Select a method to handle this file:

Changing Passwords.pdf



Download

Save to your computer



Email

Send file as attachment

To Access the Share Drives

*share= Teachers (W Drive) & sshare= Students (L drive)

Click on the ‘School Shares’ (under ‘File Shares’ on the right side of the screen)option on the main Citrix page, then click on the following:

1. Elementary
2. SHRN
3. share or sshare
4. Keep clicking on titles until you get to the files you need. 😊

Now you’ll be able to access items you need from your drives even when you are not at school.

IMPORTANT NOTES:

-You can **only download** items from Citrix. You **CANNOT upload** any items.

- Save the file (if you edit it) to your computer or a flash drive and save them to your H, W, or L drives when you return to school.

- You may have to close out the tab you are in (if accessing the drives with folders) to get back to the main Citrix screen so you can logout.