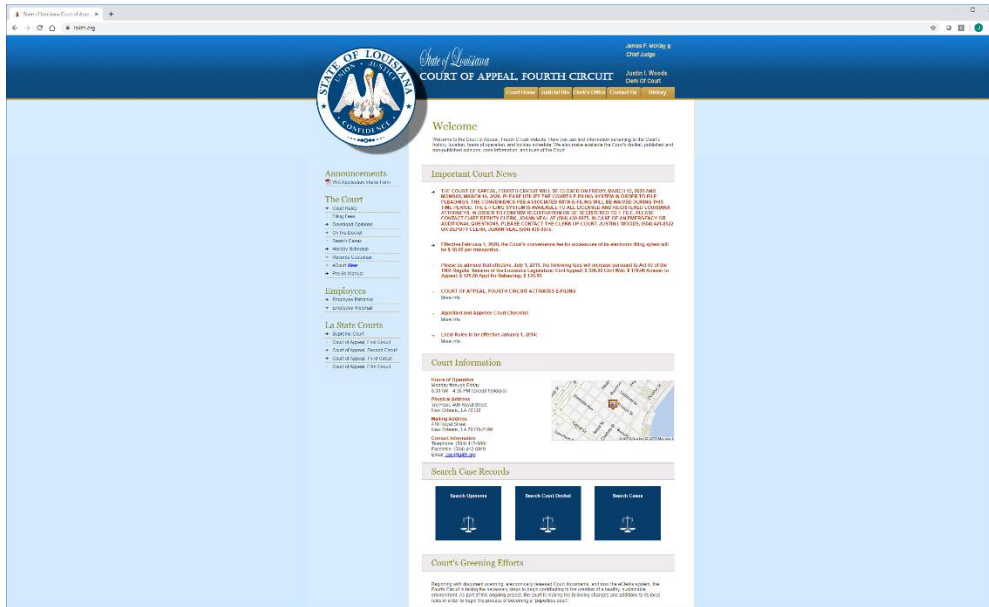


These instructions were written using the Google Chrome browser.

Open browser and go to the court public website: <http://la4th.org>



On the left hand side of screen click 'Employee Entrance'



Click 'New Citrix ICA Client'

This link will take you to the Citrix website to download the software client.

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- **New Citrix ICA Client**
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Click the "Citrix Workspace App" link as shown below.

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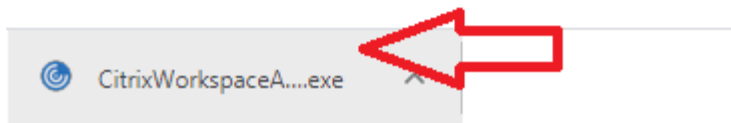
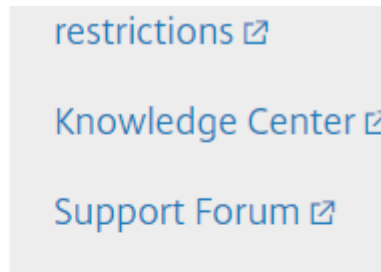
Click the download button to download the citrix workspace application

The screenshot shows the Citrix website's download page for the Citrix Workspace app 1911 for Windows. The page includes a navigation menu with 'Products', 'Downloads', 'Support & Services', and 'Partners'. A search bar is located in the top right. The main content area features a 'Find Downloads' section with a dropdown menu set to 'Citrix Workspace App' and a search box. Below this is a 'Support Resources' sidebar with links to FAQs, Product Documentation, Export or import restrictions, Knowledge Center, and Support Forum. The main content area displays the product name 'Citrix Workspace app 1911 for Windows', the release date 'Dec 3, 2019', compatibility information for Windows 10 and Windows Server, and a prominent blue 'Download Citrix Workspace app for Windows' button. A red arrow points to this button. Below the button, the file size (129 MB), version (19.11.0.50), and a checksum are listed. At the bottom, there are links for 'What's new, fixed or updated (Release notes)', 'Workspace app for Windows overview', and 'Downloads for admins (Deployment tools)'.

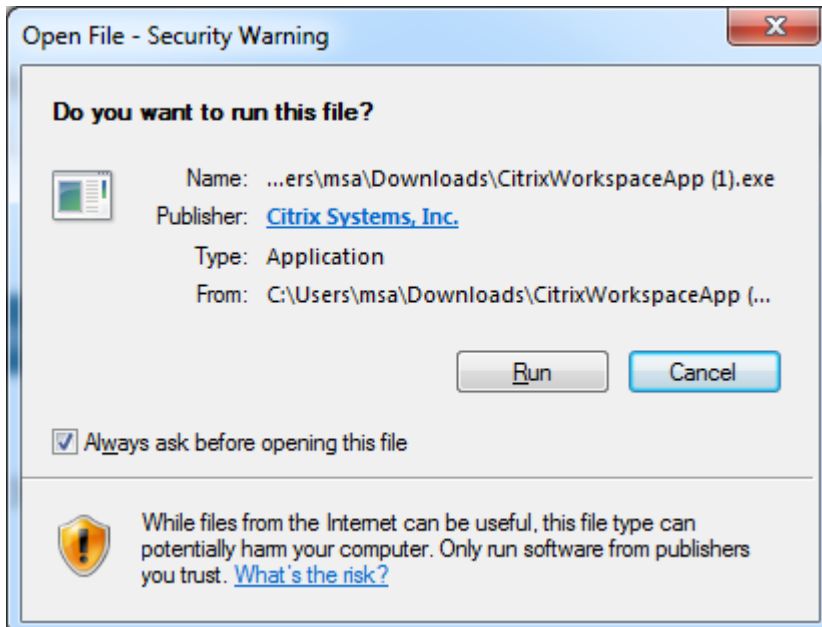
You will notice the application downloading in the lower left hand corner of the browser window

This screenshot is a zoomed-in view of the same Citrix website page. It highlights the 'Download Citrix Workspace app for Windows' button with a red arrow. Below the button, the file size (129 MB), version (19.11.0.50), and a checksum are visible. At the bottom of the page, a browser taskbar shows a download progress bar for 'CitrixWorkspaceA...exe' with a size of 11.5/129 MB and a progress of 40%. A red arrow points to this taskbar notification.

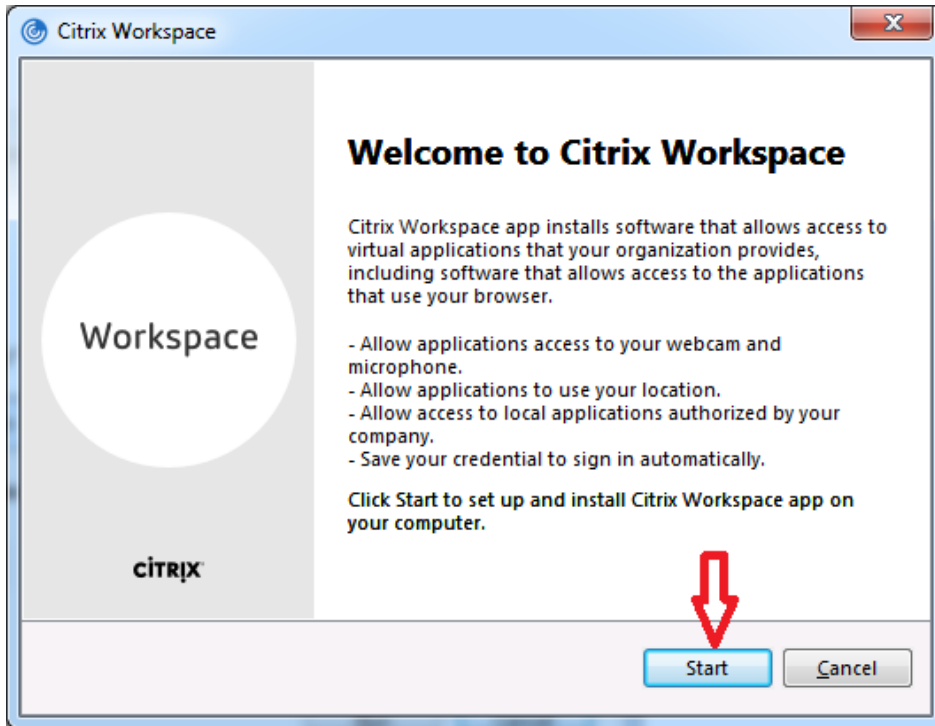
After the application downloads you can click the button shown below to start the installation



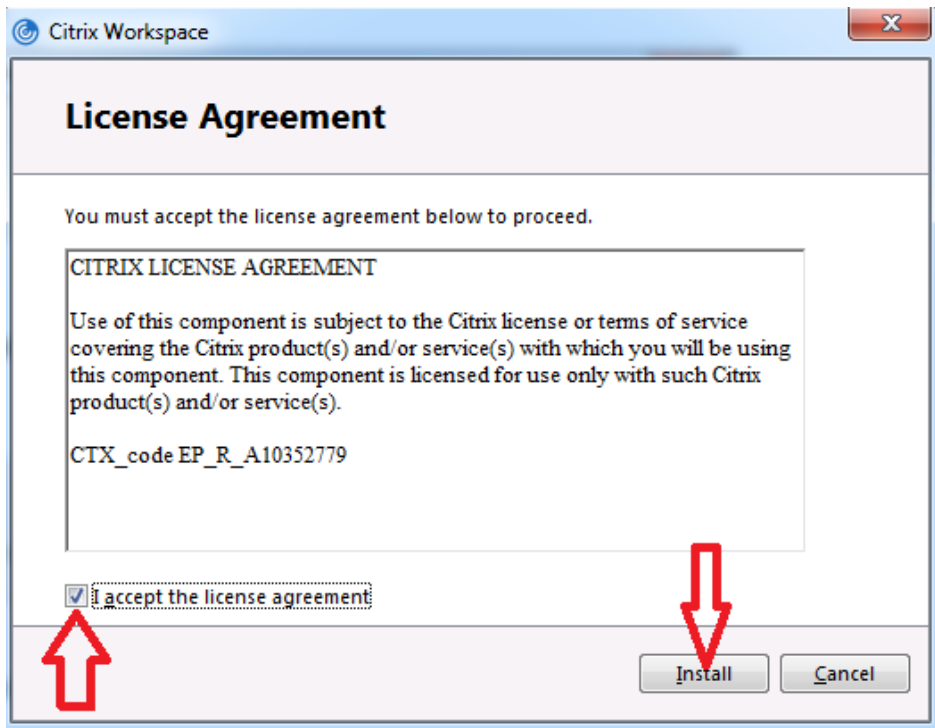
Click 'Run'



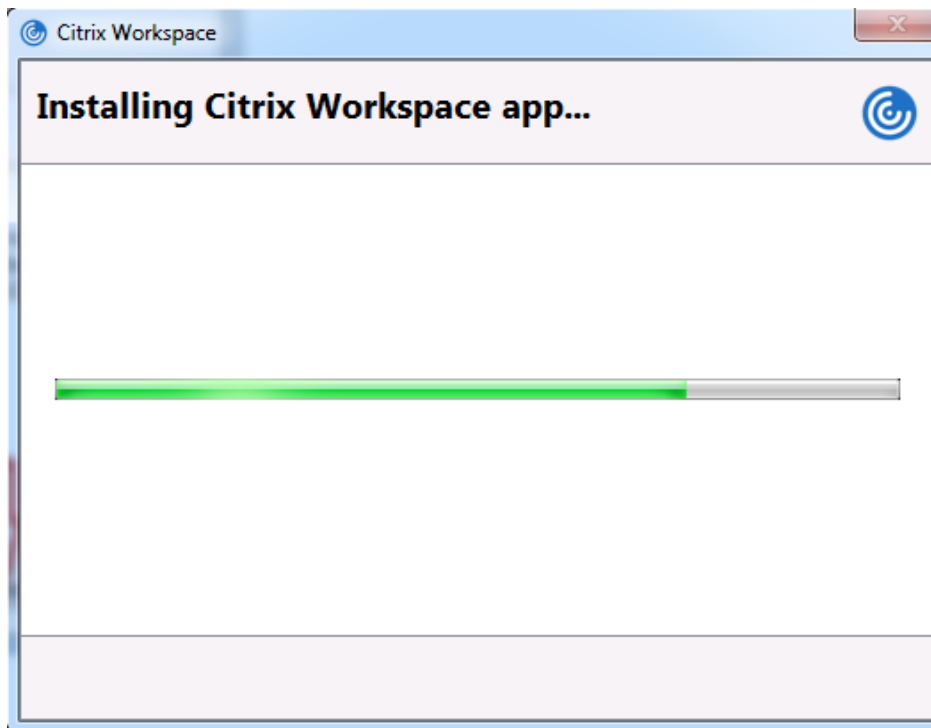
Click Start



Accept License Agreement and choose Install



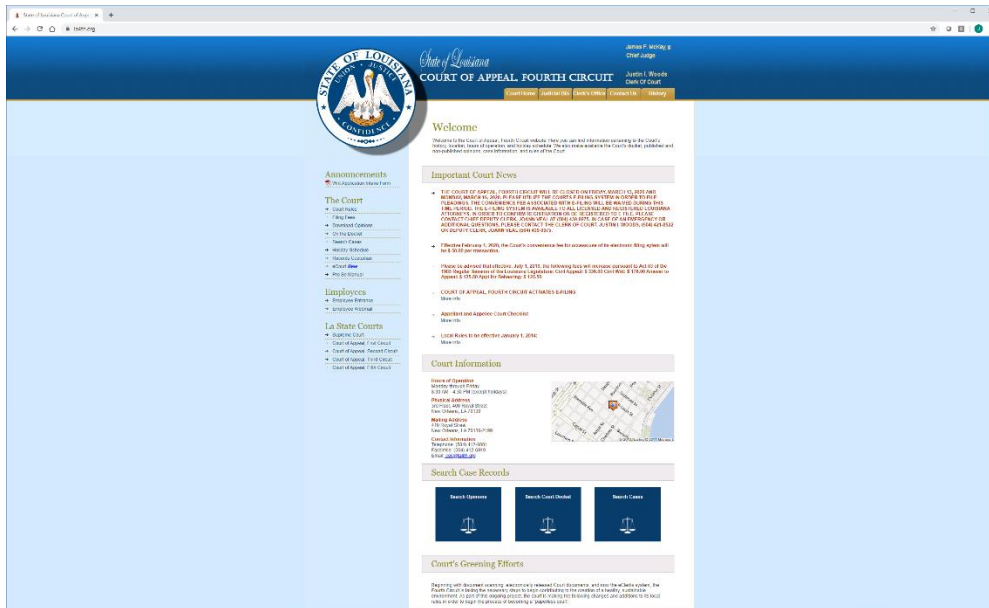
You will see the progress indicator during the installation



When installation is complete click Finish



Open browser and go to the court public website: <http://la4th.org>



On the left hand side of screen click 'Employee Entrance'



Click on 'New Employee Access' icon

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Next you will see this screen. Enter your credentials. This is the same username and password you use to login to your office computer.

Please log on

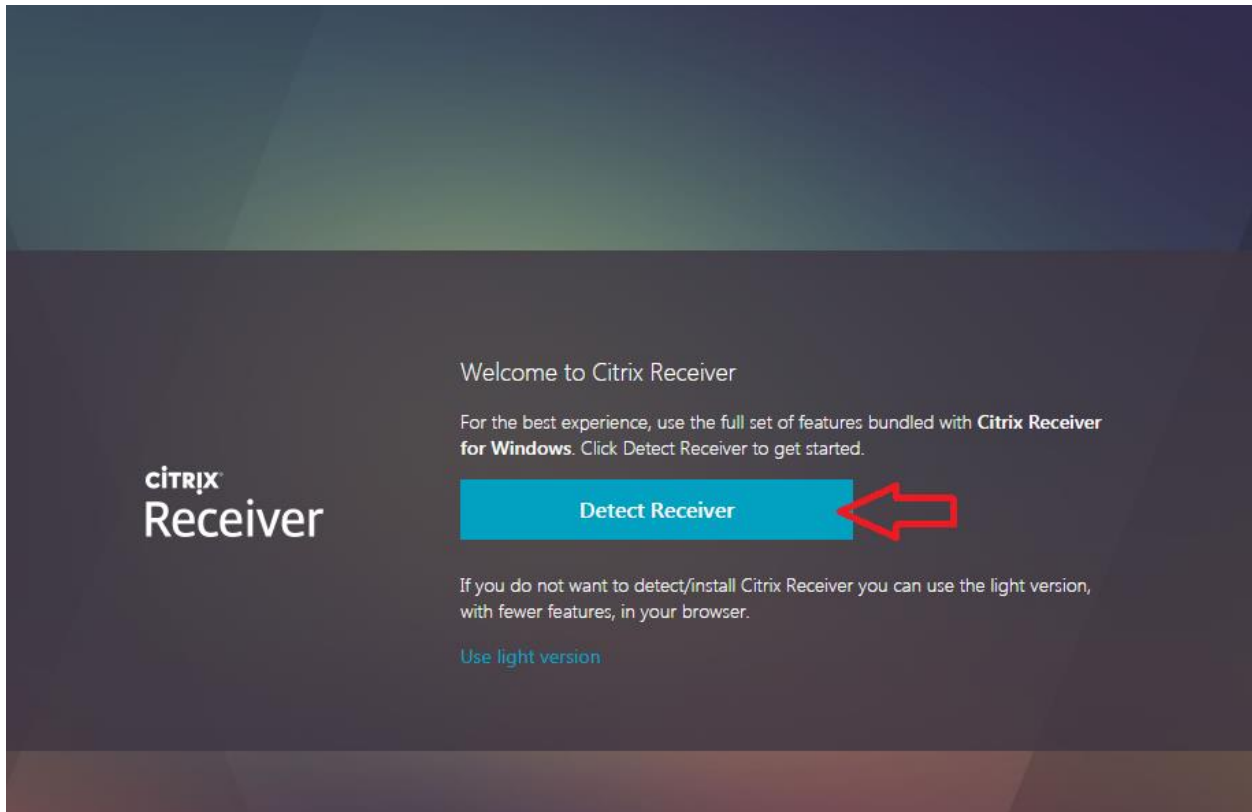
User Name:

Password:

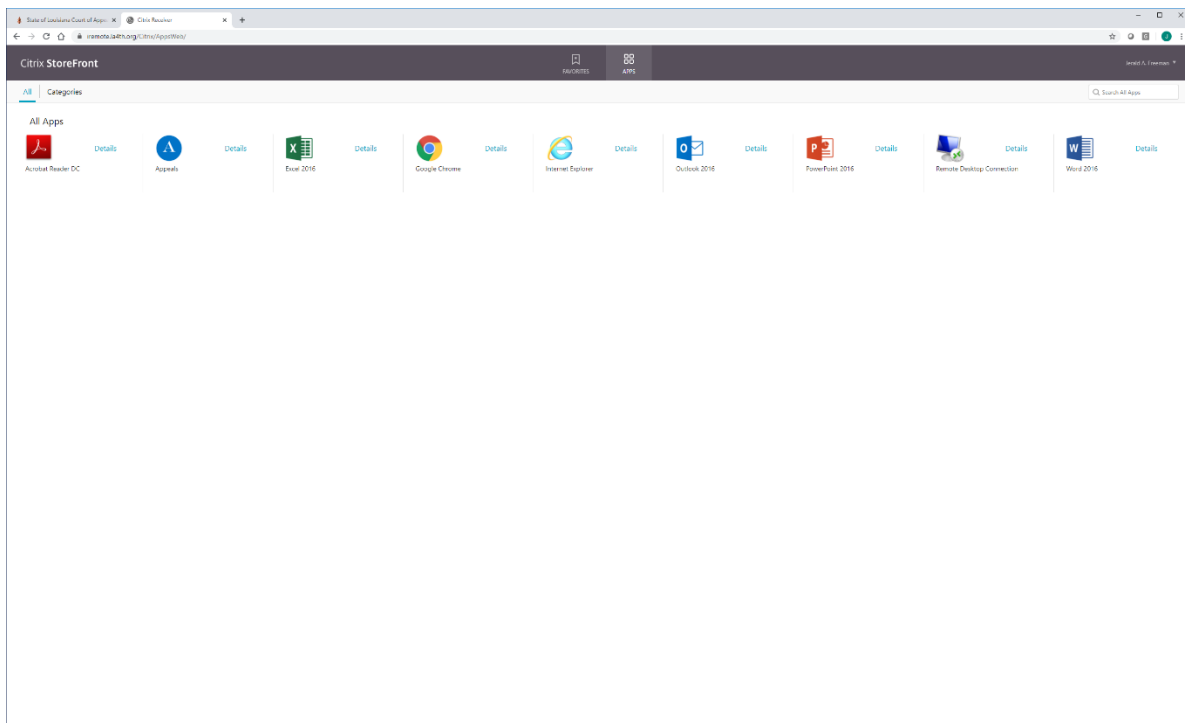
[Log On](#)

NetScaler with
Unified Gateway

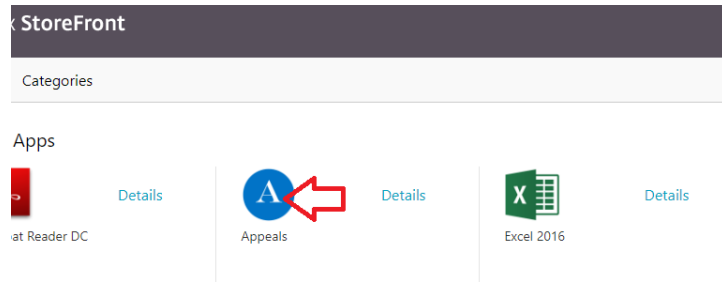
If this is your first time using Citrix on this particular computer you may see this screen the first time you login. Click 'Detect Receiver' if you have just installed the Citrix Receiver. (If you have not installed the Citrix Receiver, then choose 'Use light version' at the bottom)



Next you will see this storefront screen where all of the court applications are listed.



Click the application you want to use.



You will see a screen similar to this one letting you know the application is starting.



This is how the application will appear once it opens.

