MyDesk for Employee Off-Campus Computing

MyDesk lets you log into your MySeattleColleges desktop from off-campus with a personal computer to access applications and work with your files. There are two options for using MyDesk: with "**MyDesk Light**" or with the "**MyDesk Workspace**"**app** (also referred to as Citrix Workspace app).

Differences between "MyDesk Light" and "MyDesk Workspace" app

MyDesk Light is easiest to use. All you have to do is log-in and select Light Version.
Installation of the Workspace app is not required. MyDesk Light is easier to get into but does not allow direct access to your c: hard drive at home, nor does it allow you to print to your home printer.

MyDesk Workspace App *must first be installed on your computer* & allows the following:

- Multiple monitors - extended viewing across screens.
- *Direct* access to your Local Computer files from MyDesk (your MySeattleColleges desktop).
- Printing to your home printer.

* For installation instructions go to **"Installing MyDesk Workspace App"** on pg. 4.
* + Mac Users must also add the MyDesk Certificate. See instructions on pg. 4.
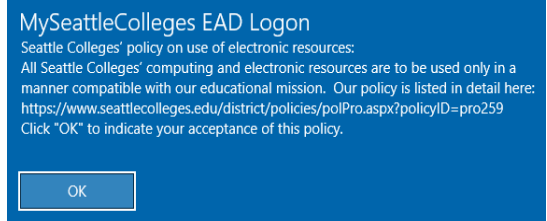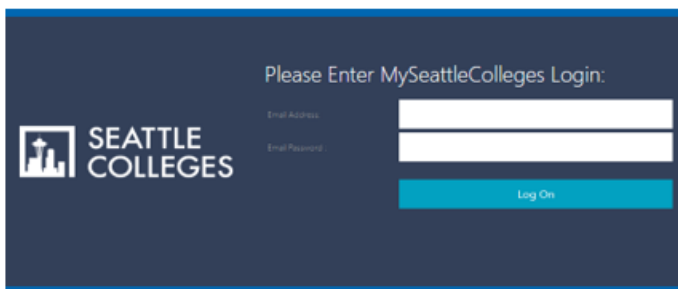
LOGGING IN for MyDesk Light & MyDesk Workspace Steps 1-5
Workspace app must first be installed on your computer. For Installation instructions see pg. 4.

> *Please note: The speed of your connection is determined by your off-campus internet connection. It may also be affected by the number of users sharing the connection.*

1. On your computer or laptop launch a browser.

2. Go to url: mydesk.seattlecolleges.edu

3. Login with your full MySeattleColleges username **First.Last@seattlecolleges.edu** and **password** (same as that used for e-mail and Office 365)

4. Click ok to the electronic resources use policy.

Please Enter MySeattleColleges Login:

SEATTLE COLLEGES

Email Address

Email Password

Log On

MySeattleColleges EAD Logon
Seattle Colleges' policy on use of electronic resources:
All Seattle Colleges' computing and electronic resources are to be used only in a manner compatible with our educational mission. Our policy is listed in detail here: https://www.seattlecolleges.edu/district/policies/polPro.aspx?policyID=pro259
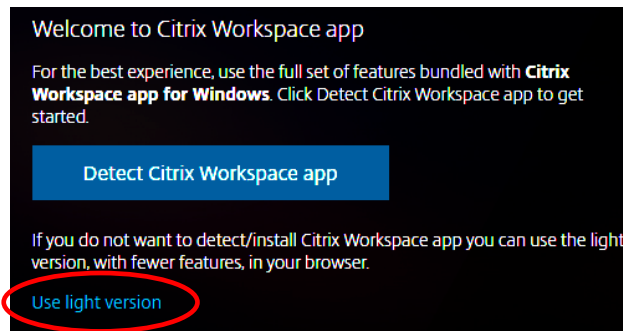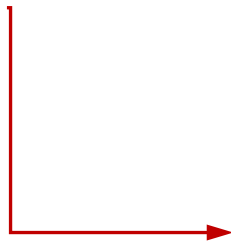Click "OK" to indicate your acceptance of this policy.

OK

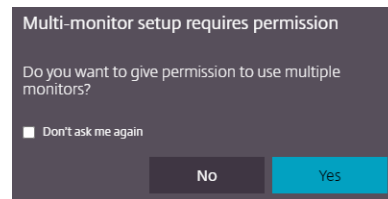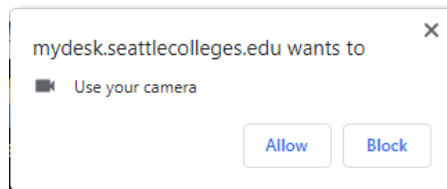5. Click the **Log On** button.

> **To use "MyDesk Workspace"** with app already installed, **skip to continue with steps 10 – 15.**

> **To use "MyDesk Light"** continue on with steps 6 – 9 & 14, 15.

6. After completing steps 1-5, pg. 1
   Select "**Use Light Version**"

Welcome to Citrix Workspace app

For the best experience, use the full set of features bundled with **Citrix Workspace app for Windows**. Click Detect Citrix Workspace app to get started.

Detect Citrix Workspace app

If you do not want to detect/install Citrix Workspace app you can use the light version, with fewer features, in your browser.

Use light version

7. Click the down arrow beneath Seattle Colleges Access & then Open. Your MySeattleColleges desktop will open in the browser window where you can access your work files & applications.

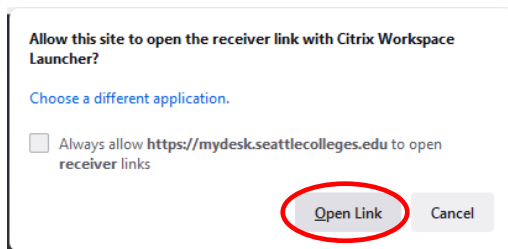**8.** If prompted choose if you wish to use your camera & give permission to use multiple monitors.

mydesk.seattlecolleges.edu wants to

⬛ Use your camera

Allow   Block

Multi-monitor setup requires permission

Do you want to give permission to use multiple monitors?

☐ Don't ask me again

No   Yes

9. Please Log Off at the end of your session.
   Skip to Step 14 & 15. for LOG OFF instructions.

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These steps show FireFox windows for examples.
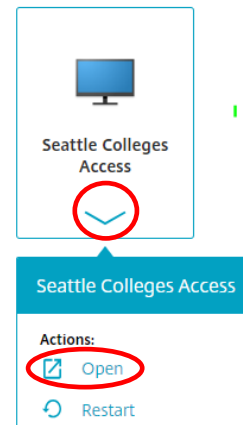Different browsers may vary slightly.

10. To use "MyDesk Workspace"
   (with the app installed already)
   After completing steps 1-5, pg. 1
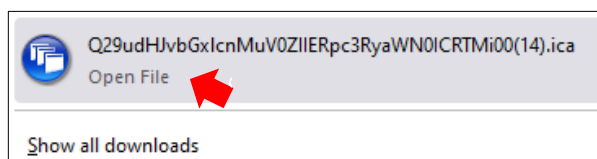   Select "**Detect Citrix Workspace app**"

Welcome to Citrix Workspace app

For the best experience, use the full set of features bundled with **Citrix Workspace app for Windows**. Click Detect Citrix Workspace app to get started.

Detect Citrix Workspace app

If you do not want to detect/install Citrix Workspace app you can use the light version, with fewer features, in your browser.

Use light version

11. Select **"Open Link"**

Allow this site to open the receiver link with Citrix Workspace Launcher?

Choose a different application.

☐ Always allow **https://mydesk.seattlecolleges.edu** to open receiver links

Open Link   Cancel

12. Click the Access arrow & select **"Open"**.

Seattle Colleges Access

⌄

Seattle Colleges Access

Actions:
↗ Open
↻ Restart

13. Click the downloaded file to access your desktop, workfiles & applications.

Q29udHJvbGxlcnMuV0ZlERpc3RyaWWN0lCRTMi00(14).ica
Open File

Show all downloads

14. LOGGING OFF at the end of your session.

"MyDesk Light" Log Off
Click **menu button** (top center) to open the toolbar. Click the **elipses** & click **Log Off**.

Preferences
Logging
About
Display Resolution
Ctrl+Alt+Del
Disconnect
Log Off
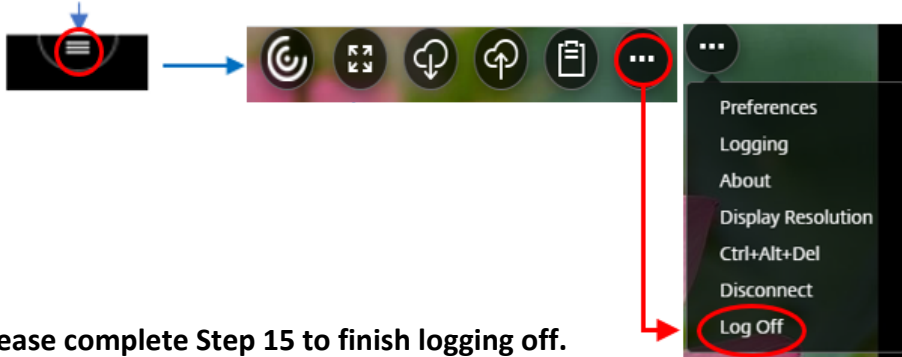
Please complete Step 15 to finish logging off.

"MyDesk Workspace" Log Off
Click **menu button** (top center) to open the toolbar. Click **Disconnect**.

Home   Ctrl+Alt+Del   Preferences   Full-screen   Disconnect   Shortcuts
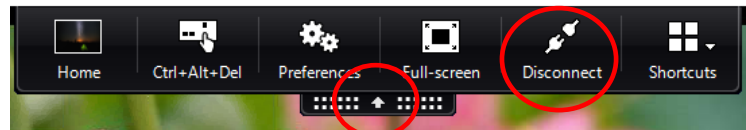
Disconnect will keep the current session open when you log back into your desktop.

Or you can also log off by clicking the
Start button then your **user account icon** (top of menu) and select **Sign Off**.

Please complete Step 15 to finish logging off.

15. Be sure to Log off from the Citrix Workspace Desktops window.

Cit ×   IT Help   +

Citrix Workspace
mydesk.seattlecolleges.edu
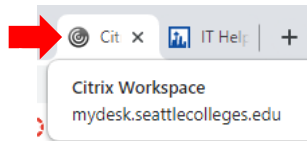
You may need to click the
Citrix Workspace tab to open
the Desktops window.

Click the gear (top right) to view the drop-down menu. Click **Log Off.**

Desktops
All (1)

Seattle Colleges
Access

Nguyen, Ginger

Account Settings

About

Log off

Installing MyDesk Workspace App

You'll only need to install MyDesk Workspace App one-time on your computer. Once installed, you can go straight to MyDesk log-in (pg. 1, step 1) for your sessions. Users who have installed Workspace previously (or older Receiver), should re-install using the information below to ensure you'll have the latest updates and compatibility.

Go to the appropriate url below to download the "Citrix Workspace App" to your computer. **(Please Note: The last step for installation requires you to restart your computer.)**

Windows: https://www.citrix.com/products/receiver.html
Mac: https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html

Click to Download "Citrix Workspace app" for Windows (or **Mac**).

Follow these next steps as prompted:
Save File, Open & Run file, Allow Citrix Workspace to make changes to your device, Click Start to set up and install the Citrix Workspace app on your computer, Accept License Agreement & click Install. The progress bar for Installing Citrix Workspace app will appear. When complete, click **Finish** in the Installation Successful msg. box. You do not need to set up or add an account. Restart your computer to complete the installation.

ADDING the MYDESK CERTIFICATE to APPLE PC

For Mac users who want to use MyDesk Receiver (workspace):
– Install the MyDesk Receiver (workspace) app as shown in the instructions above.
– AND add the MyDesk Certificate by following the steps below.

1. In Chrome, FireFox or Safari navigate to https://support.globalsign.com/ca-certificates/intermediate-certificates/organizationssl-intermediate-certificates to download the SSL RSA Certificates.

2. Locate **GlobalSign RSA Organization Validation CA – 2018** (should be first one listed)
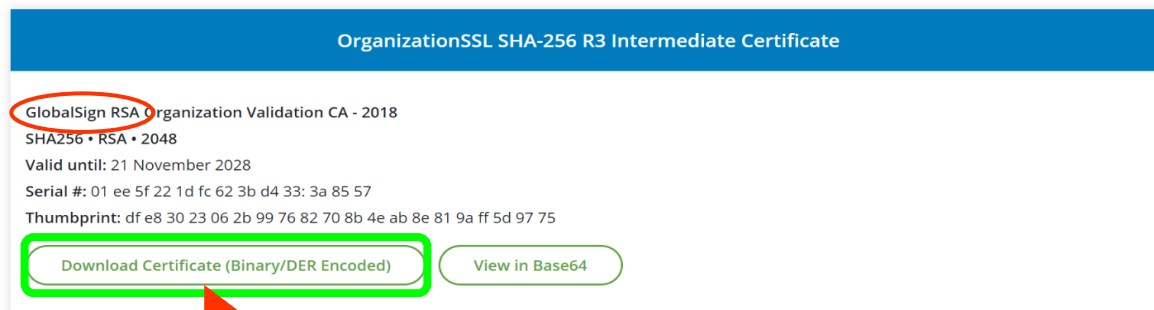
3. Click on **Download Certificate**.

4. **Go to your Downloads** & **Double Click on the certificate "gsrsaovssica2018.crt" & Save it to Keychain/Certificate** on your MAC OS.

5. You can now close the browser window & log into MyDesk.

SCAN to visit us
itservices.seattlecolleges.edu

REQUEST help
helpdesk.seattlecolleges.edu

Doc applies to all campuses – 4/15/24