



**Office of the Chief Information Officer
Information Technology Division**

COMPUTER SELF-HELP DESK - TRAINING TIPS AND TRICKS

HUDMOBILE ON HOME MACS

This document is a step-by-step instruction to check or remove duplicate or older versions of the Citrix client. It provides instructions to download, install, and configure Citrix Receiver 11.8.2 for Mac on the following machines:

- Mac OS X 10.6
- Mac OS X 10.7
- Mac OS X 10.8
- Mac OS X 10.9

This document also includes steps on how to login into HUDMobile with a grid card and launch published applications.

Please note:

- The Mac OS used on this document is Mac OS X 10.8.5. If your OS version is not 10.8.5, some of the displays in these steps may appear different.
- You need to use the HUD issued grid card to access HUDMobile.hud.gov.

If you experience any issues with access to HUDMobile.hud.gov, or require assistance, please contact the HITS Help Desk at 1-888-297-8689 option 9.

Steps:

- Remove or uninstall duplicate or older versions of the Citrix client.
- Login to HUDMobile.hud.gov.
- Download, install and configure your Citrix Receiver 11.8.2 for Mac.

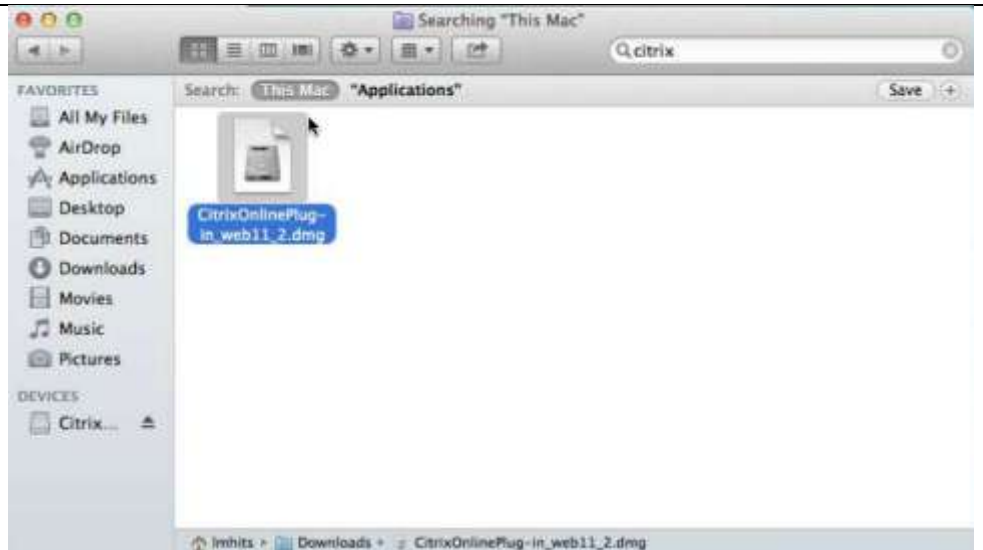
Remove older version of Citrix client

To ensure you do not have a duplicate or an older version of the Citrix client installed on your system, please follow these steps.

Log on to your system as the user with **administrative rights**.

Uninstall or remove any existing installations of online plug-in or Citrix receiver from the client machine **before** starting the installation process.

- From Finder > Select Applications > Type Citrix in the search field > Enter.
- If there is none showing, proceed to the next step.
- Double-click the Citrix Online Plug-in web11.2.dmg (or any other versions).
- Double-click Uninstall Citrix Online Plug-in and follow the instructions to the screen to uninstall the old version of the client.
- Enter the Admin credentials when prompted.





- **Confirm that the uninstallation is successful.**



How to login to HUDMobile

Once the old Citrix client is uninstalled successfully, open your Safari browser and navigate to:

HUDMobile.hud.gov

Enter your **Username/Password** and select your **domain**. Click the **Log On** button to continue.

The screenshot shows the login interface for HUDMobile. At the top, it says "Welcome" and "Legal Notice: This system and associated resources are the property of the U.S. Department of Housing and Urban Development. Misuse or unauthorized access to this system may be subject to the provisions of the U.S. Federal Criminal Code (18 USC 1030. Fraud and Related Activity with Computers). By Clicking the "Log On" button you are accepting the terms and conditions of the license agreement." Below this is the HUD logo and a "Log On" button. The login form has three fields: "User name:" with a red callout "Enter your H-ID" pointing to it; "Password:" with a red callout "Enter your password" pointing to it; and "Domain:" with a dropdown menu showing options: HHQ, FTW, NYC, SFC, CHI, DEN, ATL. A red callout "Select your Domain" points to the dropdown. The "Log On" button is also highlighted with a red callout.

Enter your grid card information and click **Submit** to continue.

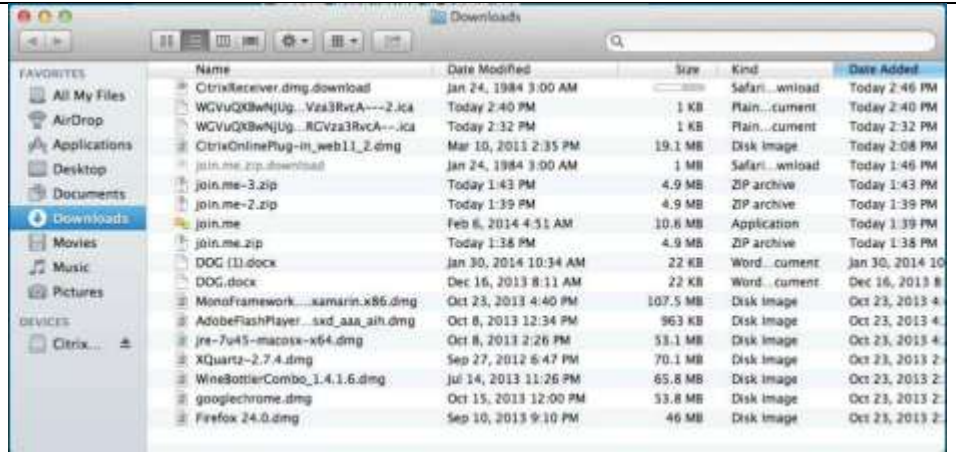
The screenshot shows the "Additional Information Required" page. It says "Please type your response below." and "Enter a response to the grid challenge [B5] [I1] [I4] using a card with serial number []". There is a text input field with three dots and a red callout "enter your grid card information" pointing to it. A "Submit" button is at the bottom right.

You will be prompted to install Citrix receiver from the HUDMobile site. Select the license agreement by checking "I agree with the Citrix license agreement" and click **Install**.

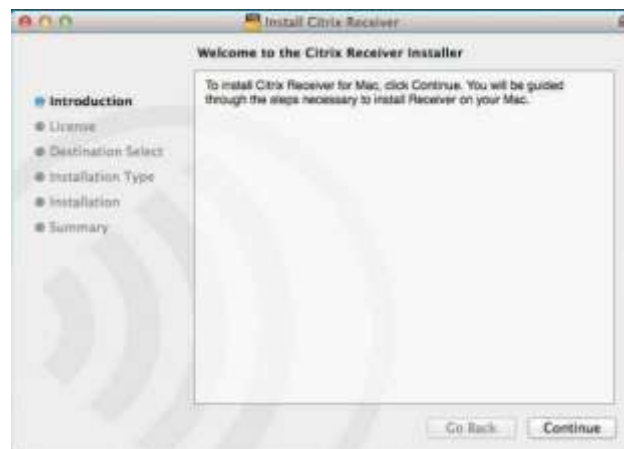
The screenshot shows the Citrix license agreement screen. It has a blue background and white text. It says "OIG and HUD Laptop Users: Please contact your Help Desk to install Citrix Receiver or Skip to Login" and "All Other Users: Accept the license agreement to install Citrix Receiver and follow prompts." Below this is a checkbox with a checkmark and the text "I agree with the Citrix license agreement". A "Install" button is at the bottom. At the very bottom, it says "Security details | Login".

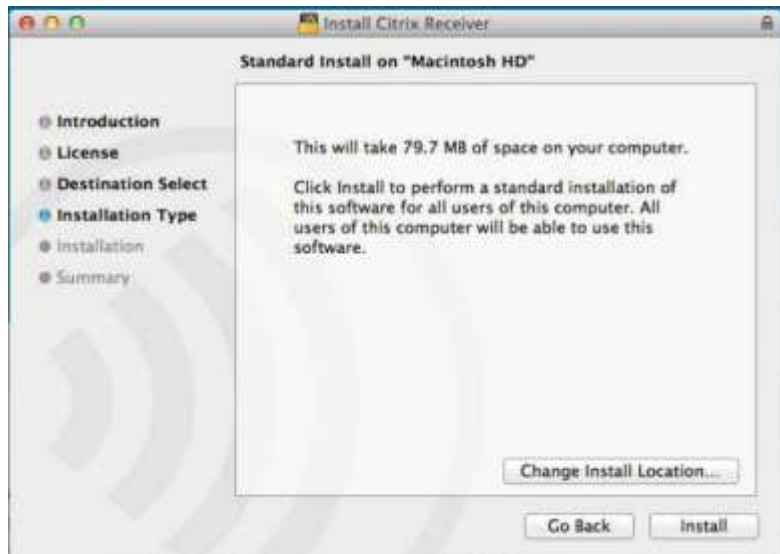
Open the Downloads folder then wait for the CitrixReceiver.dmg.download to complete.

When the download is completed, double-click the CitrixReceiver.dmg file.



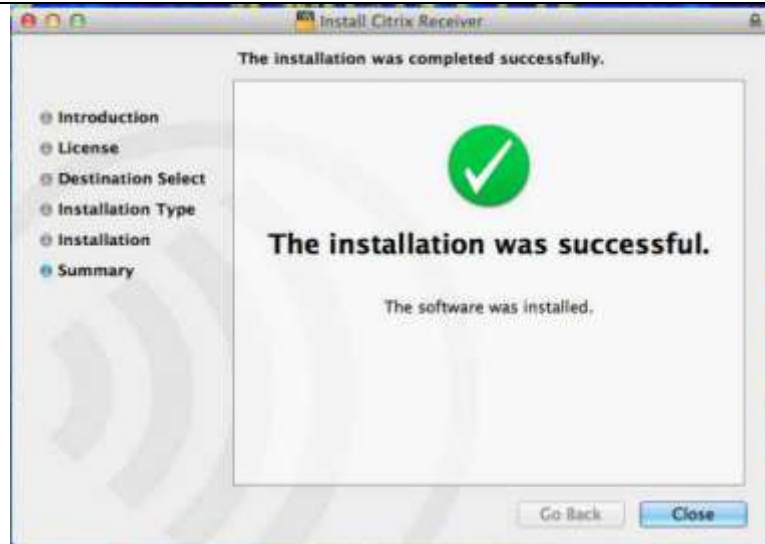
Double-click on Install Citrix Receiver then follow the instructions on the screen to install the new Citrix client.







Confirm that the installation is successful. Click Close on the Installed successfully page.



Citrix Receiver installation completes.

The "HUDMobile Desktop" icon will be displayed. The desktop will be displayed automatically. If this does not occur within 5 seconds, then click on the "HUDMobile Desktop" icon.



The HUDMobile Desktop displays all published applications. Double-click on the icon you wish to launch.

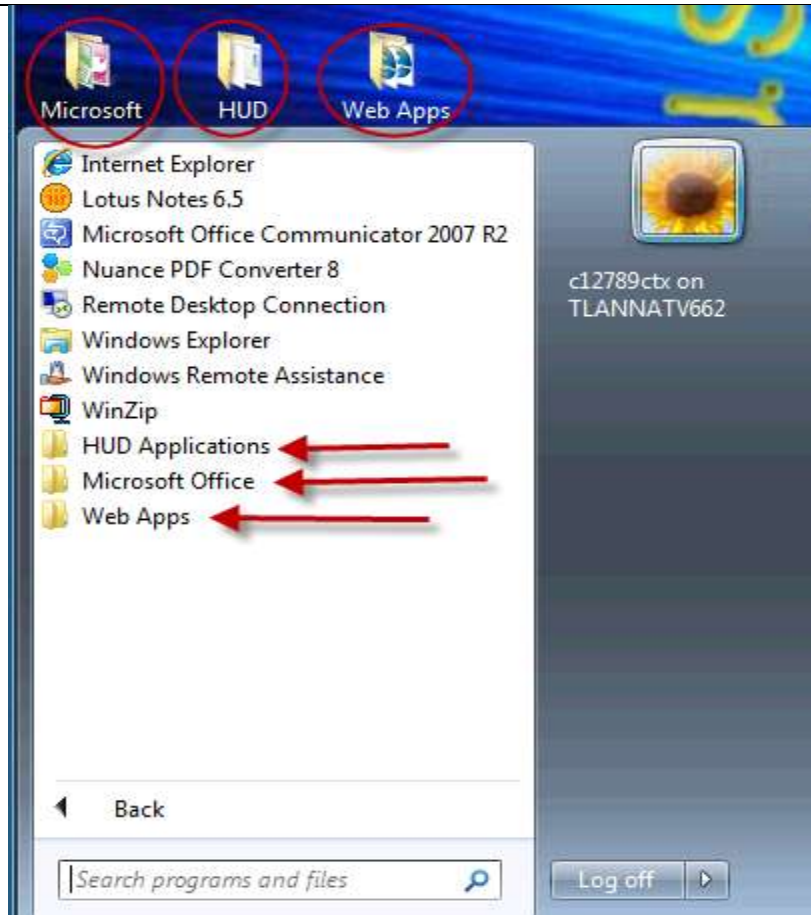


To access Microsoft Office Suite applications, open the “**Microsoft Office**” folder and click on the application icon to launch.

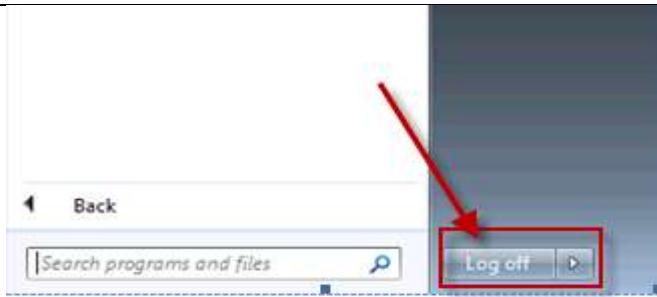
To access HUD applications, open the “**HUD Applications**” folder and click on the application icon to launch.

To access Web based, open the “**Web Apps**” folder and click on the application icon to launch.

Please note: The published applications can be accessed from the desktop or from the **Start** menu.

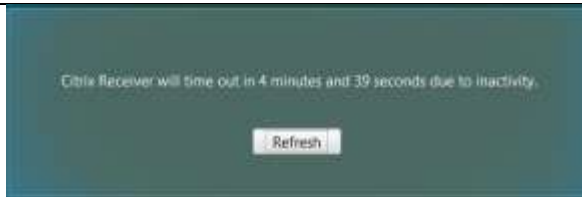


To close out your HUDMobile session, click the **“Logoff”** button from the HUDMobile desktop Start Menu.

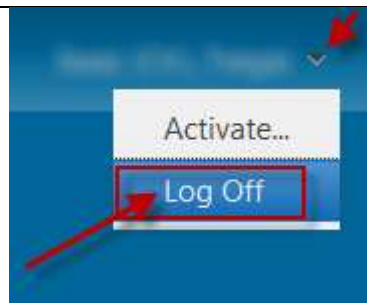


The Citrix Application Portal will timeout after 30 minutes of inactivity. It will display a 5-minute countdown warning prior to logging you off.

- You can ignore this warning since it will NOT impact the HUDMobile Desktop session.
- You only need to relogin to the Application Portal if the HUDMobile Desktop session was terminated.



To logoff from HUDMobile, click the drop-down arrow where your name is displayed on the right corner and click on **“Log off”**.



To display the HUDMobile Desktop in Full Screen, click the View Pull down menu then select Full Screen

Once in Full Screen Mode, click the down arrow key to access the Citrix Viewer and its features, click the down arrow again will hide



the feature icons.

For the icon description and its function see below:

Home: To switch to your home Mac desktop.



To switch back to the HUDMobile desktop click the Citrix Viewer icon in the taskbar.



Ctrl+Alt+Del: To send the key sequence to the HUDMobile Desktop.



Preferences: To access more customized settings.



Windowed: To display the HUDMobile Desktop in Window mode.



Disconnect: To disconnect from HUDMobile Desktop.

