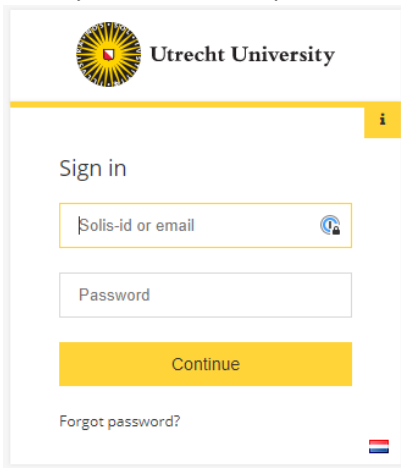**Manual accessing SAP GUI using Citrix**

We ask that you use VPN as much as possible instead of the Citrix environment. Citrix licenses are very limited, while there are plentiful VPN licenses available to accommodate working from home.
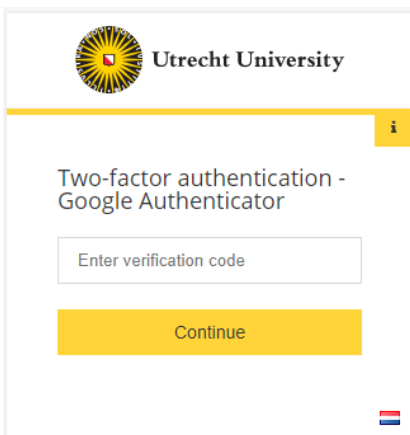
To be able to reach SAP GUI from home through Citrix, you'll need to log in to the Citrix environment first. Follow the steps below:

1. Open your internet browser and go to https://remote.uu.nl/
2. Enter your SolisID and password

3. Use the 2FA-code

For more information about the use of 2FA go to this link:
https://manuals.uu.nl/en/handleiding/twee-factor-authenticatie-faq/

4. As shown below, the next screen has two options, both of which are perfectly viable options. A UU laptop should already have the receiver installed, in which case you can use the option "Detect Receiver". If you are using your own device, you might have to install it first. In that case you can go to this link https://manuals.uu.nl/en/tag/myworkplace-en/ to find a manual on how to install it per system. If you don't want to install it or experience problems with it, you can use the option "Use light version" to use Citrix without the receiver.

5. Next you click 'DESKTOPS' in the top menu.
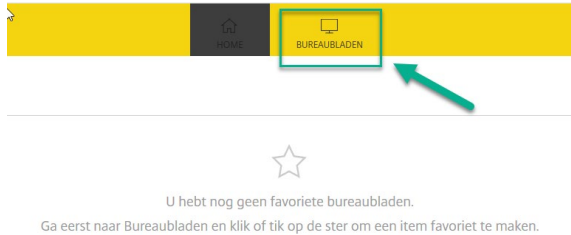
6. Click on 'UU Desktop' in the next screen.
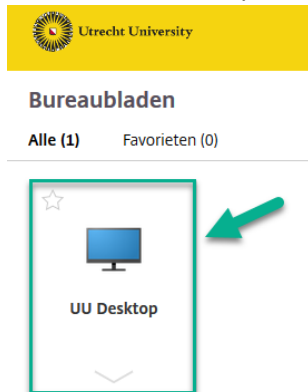
7. Now the UU Desktop will start. To shutdown Citrix later on, please see step 14.
8. In the screenshot below you can see the exact steps to start SAP GUI. Step 1 is to click on the search button. Step 2 is to search for the text 'sap' and the third step is the click on 'SAP App'. This is SAP GUI. Again, see the screenshot below for a visualization of the steps.
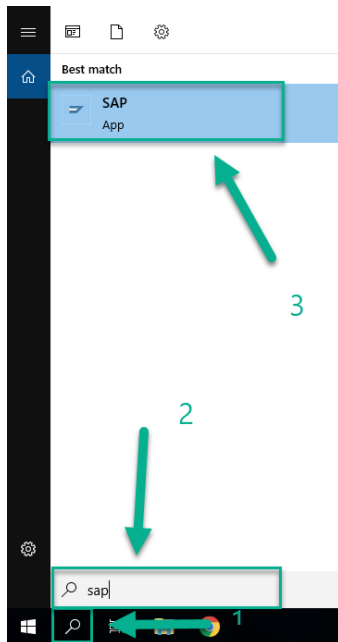
9. To close Citrix again, click on the three buttons in the screenshot below:
First click on the 'Windows button'.
Then click on the icon for your account.
Then click on 'Sign Out'