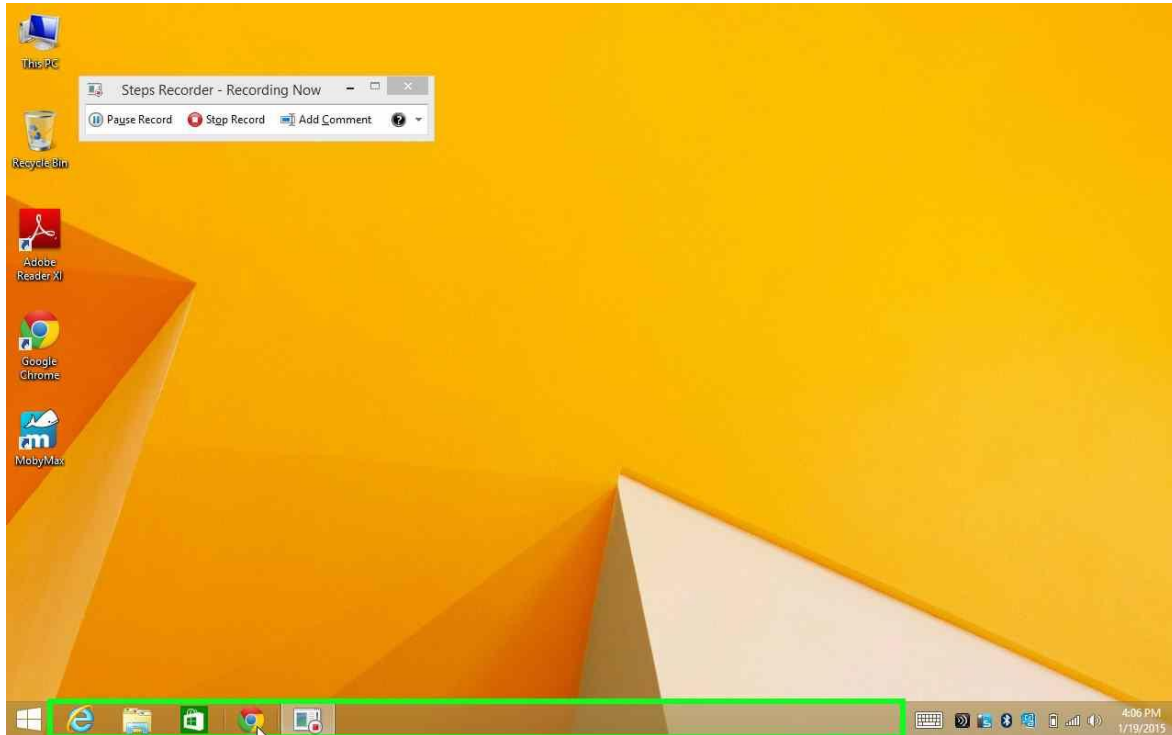
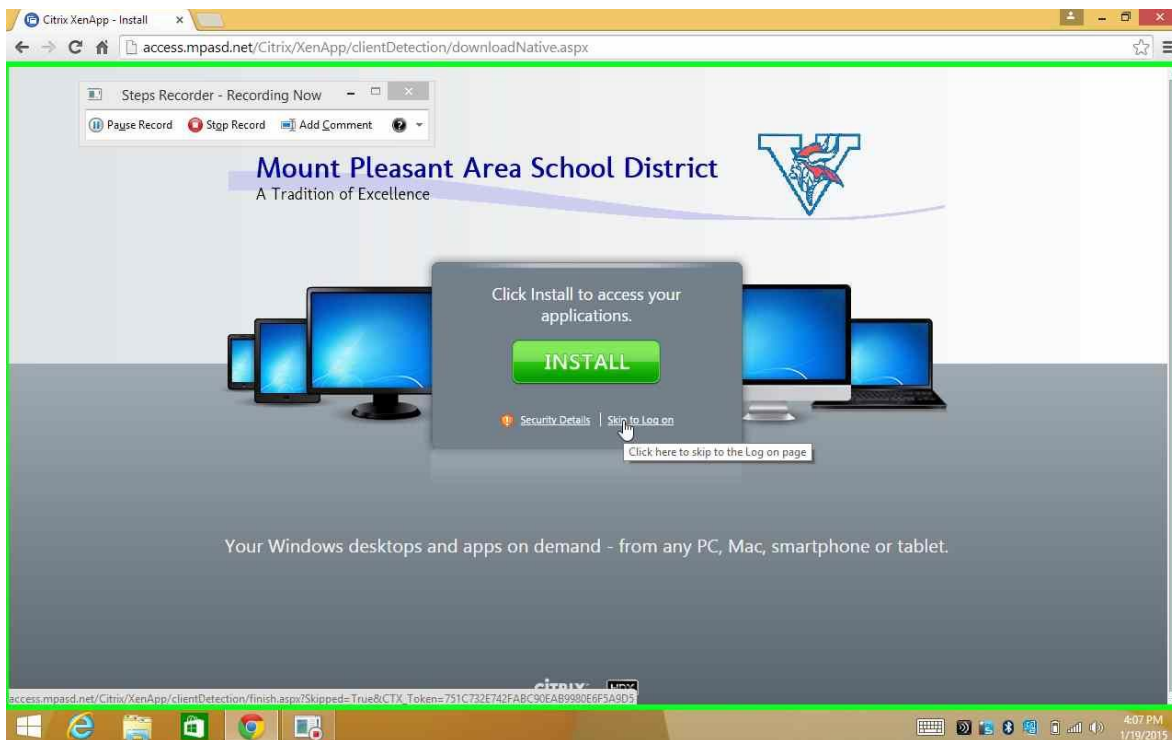


Accessing your files from home using Citrix:

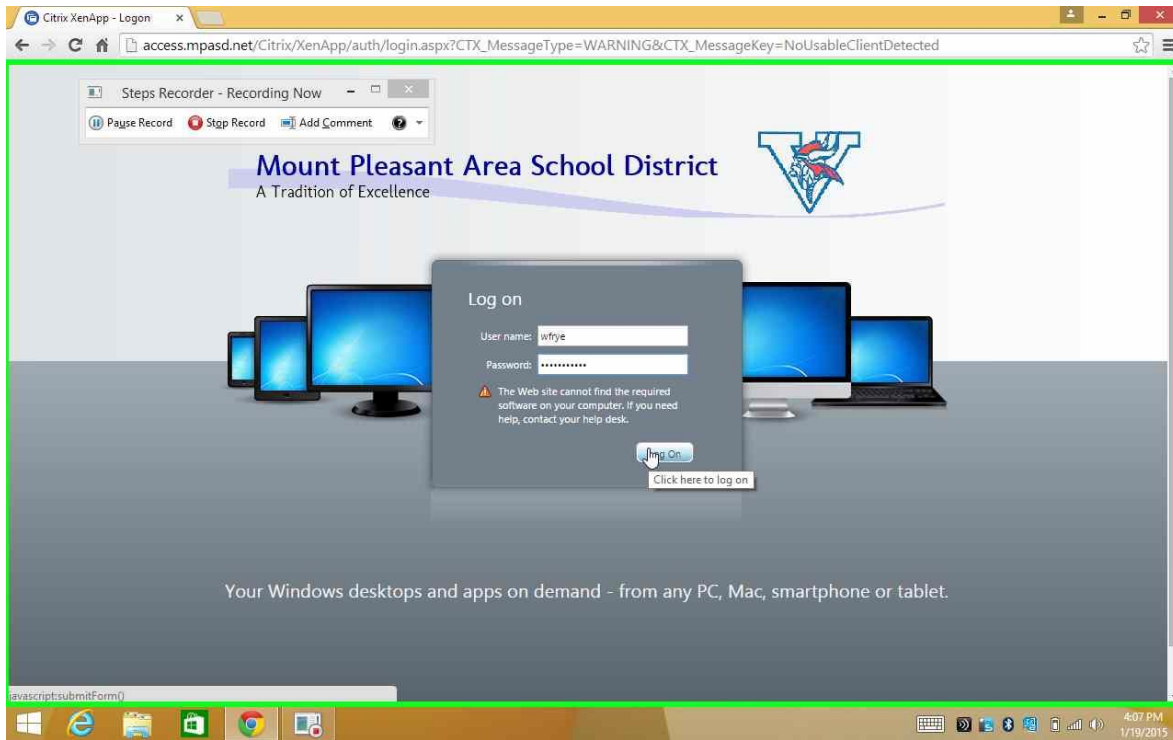
Step 1: Go to Google Chrome or Internet Explorer



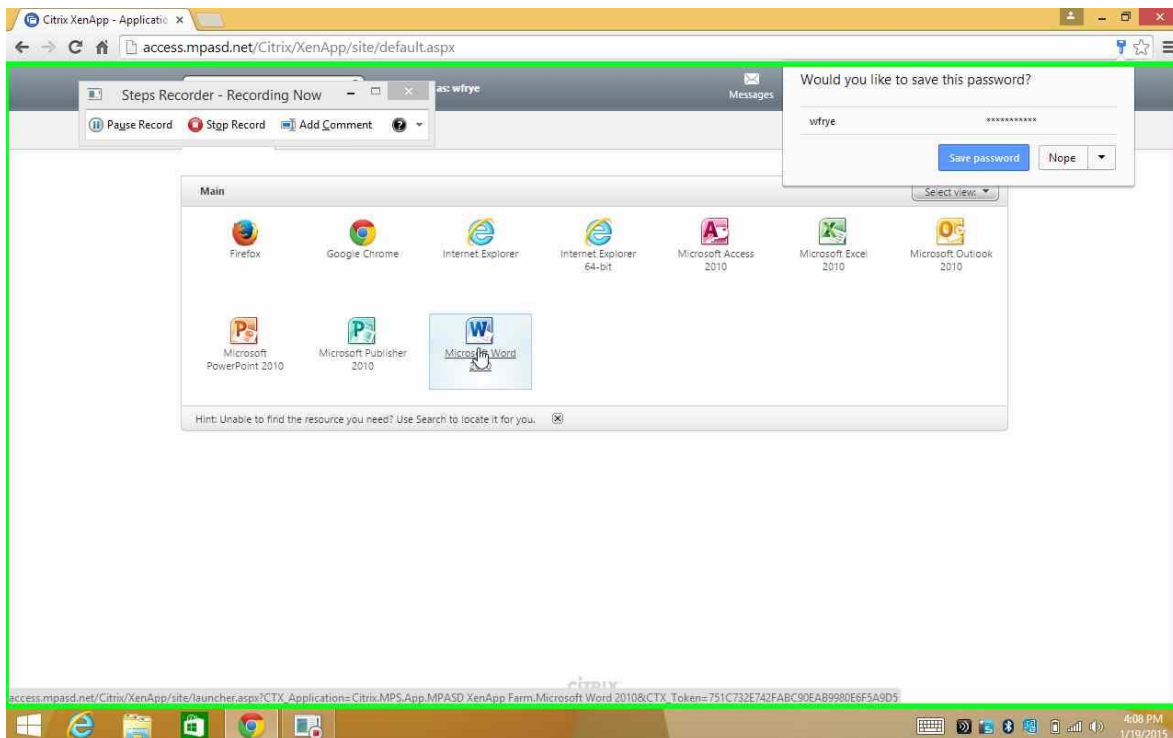
Step 2: Enter access.mpsd.net into the address bar and click on "Skip to Log on"



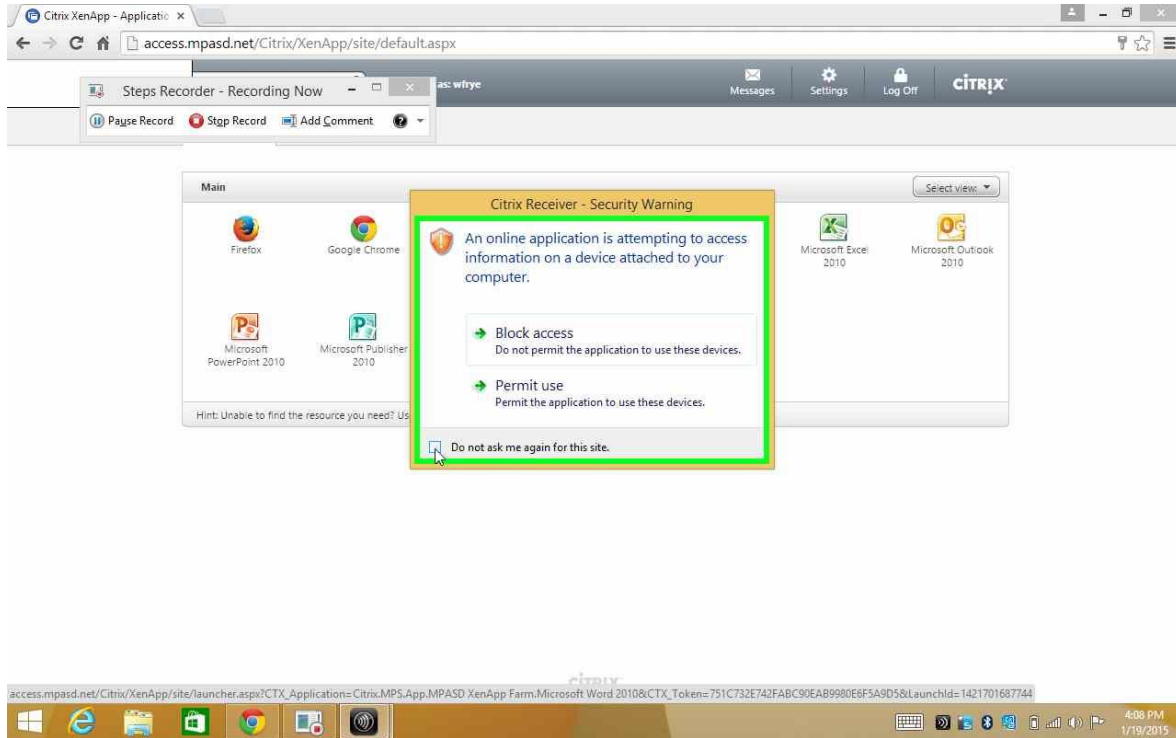
Step 3: Enter your username and password and click on "Log On".



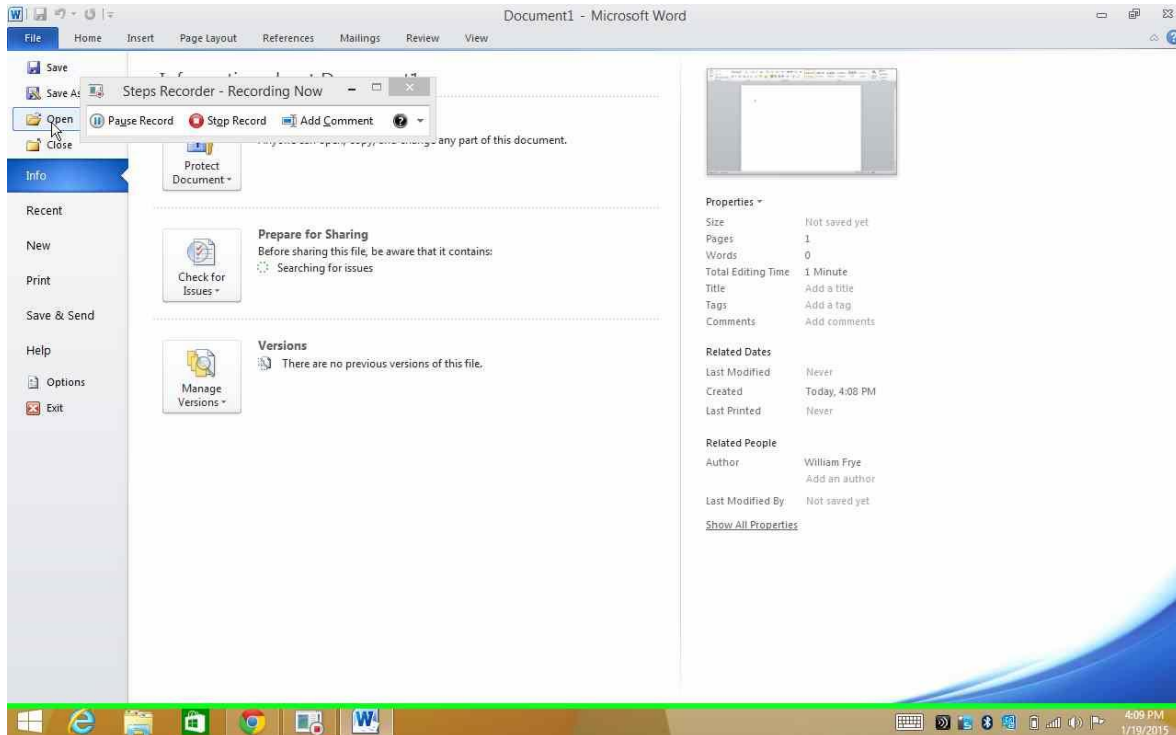
Step 4: Click on an application such as Microsoft Word.



Step 5: When pop-up box appears, click on "Do not ask me again for this site" then **"Permit use"**



Step 6: Click on File -> Open



Step 7: Browse to and open the file you would like to access.

