

## South Carolina Judicial Department Updated Citrix User Guide

Effective date 06/21/2017

CMS and JMS Users,

Below you will find screenshots and basic instructions on using the **new Citrix gateway**. Fundamentally, the gateway works almost exactly as before. As always, be sure to use the CMS Portal page @ <http://cmsportal.sccourts.org> for up to date information on maintenance schedules, updates and other important information.

### SCJD Citrix Basic User Guide

1. Using Internet Explorer on you workstation, direct your browser to: <http://cmsportal.sccourts.org>. Bookmark the portal page. The portal is a very important page that needs to be checked each day.
2. Once on the portal page, **click the Citrix Login button**.
3. You will be presented with the Citrix login page. Do not bookmark this page. (Measures will soon be put in place to only allow access to the Citrix login page from the portal page).
4. Enter your username, password and check the box that you "Accept the Terms and Conditions". You may read those terms and conditions by clicking on the light blue link. As a security measure, the terms and conditions will have to be checked every time.
5. Click the "Log On" button. **You cannot click this button unless the Terms and Conditions acceptance checkbox is checked.**

Please enter your SCJD credentials

Username : c00testuser

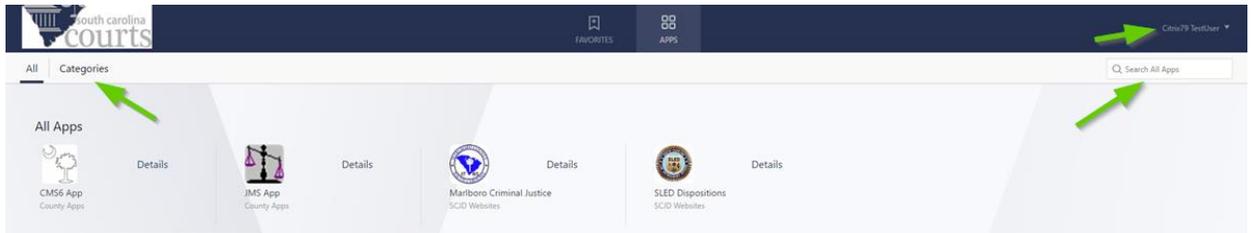
Password : .....

I accept the [Terms & Conditions](#)

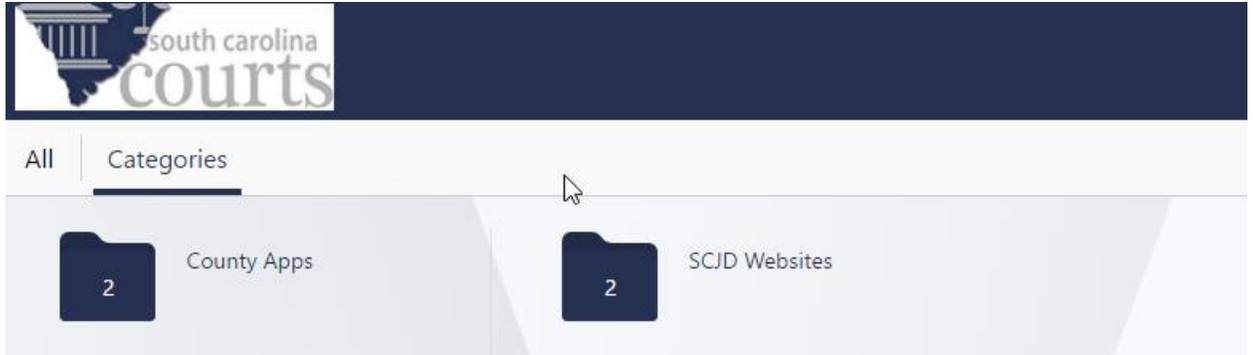
Log On

- 6.
7. Once logged in, you will be presented with a screen that has ALL of you applications, in alphabetical order, on one screen.
8. There are a couple of options from here (see #9).
  - a. Click the icon for the application that you want, and it will open OR
  - b. On the right side, there is a search feature that allows you to search for an application.

9.

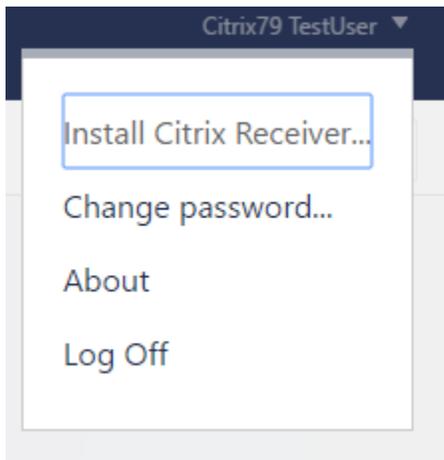


10. You can also switch to "Category View", which will arrange your applications into folders



11.

12. At the top right, you will see your username. You can click your name to see the option to Install Citrix Receiver (this should already be done for now), change your Judicial password, or **log out**.



13.