

Connecting through RIC Anywhere –For Windows

435 Glenwood Road, Binghamton, NY 13905-1609

Service Desk Phone: (607) 766-3800

Summary: How to connect to the South Central Regional Information Center Network using RICAnywhere – for Windows

Steps: In order to access the SCRIC network, you need to install a VPN (Virtual Private Network) program called Citrix Access Gateway which will connect you to the South Central RIC's network.

1. Open a web browser and go to <https://ricanywhere.southcentralric.org>
2. Enter your email address and password and click Log On.



The image shows a login form titled "Login". It contains two input fields: "User name:" and "Password:". Below the fields is a black button with the text "Login" in white.

3. If you previously logged on using another computer or browser, you may be prompted to transfer your session. In this case, click Transfer.

4. If the choices page is displayed select Network Access



The image shows a screen titled "Please select one of the following:". It contains three options, each with a circular icon and text:

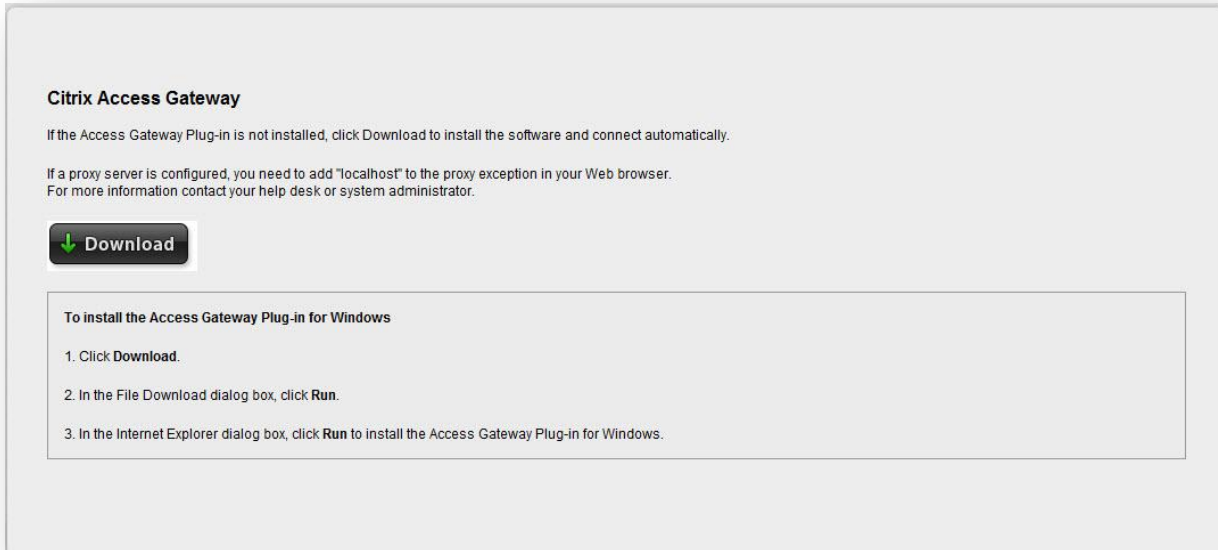
- Network Access**: Connect with the Access Gateway Plug-in for MAC. (Icon: padlock)
- RICAnywhere Applications**: Connect to my SCRIC Applications. (Icon: computer monitor)
- Log Off**: End my session. (Icon: key)

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- If you are prompted to download the **Citrix Access Gateway Plug-in**, click the Download button.
- If you are not prompted to download the **Citrix Access Gateway Plug-in**, skip to step 9



5. When prompted to run or save the file, click Run.

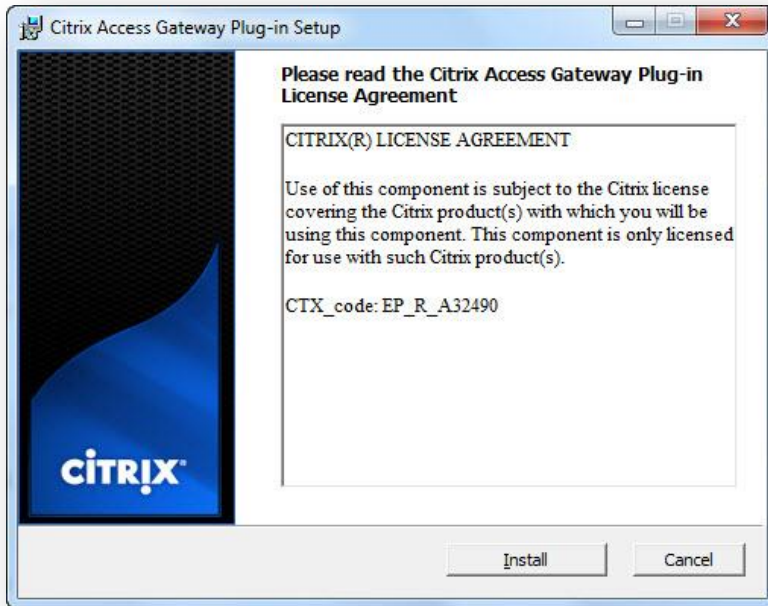


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6. Click Install to begin the installation process.



The progress bar will move as the necessary files are being installed.

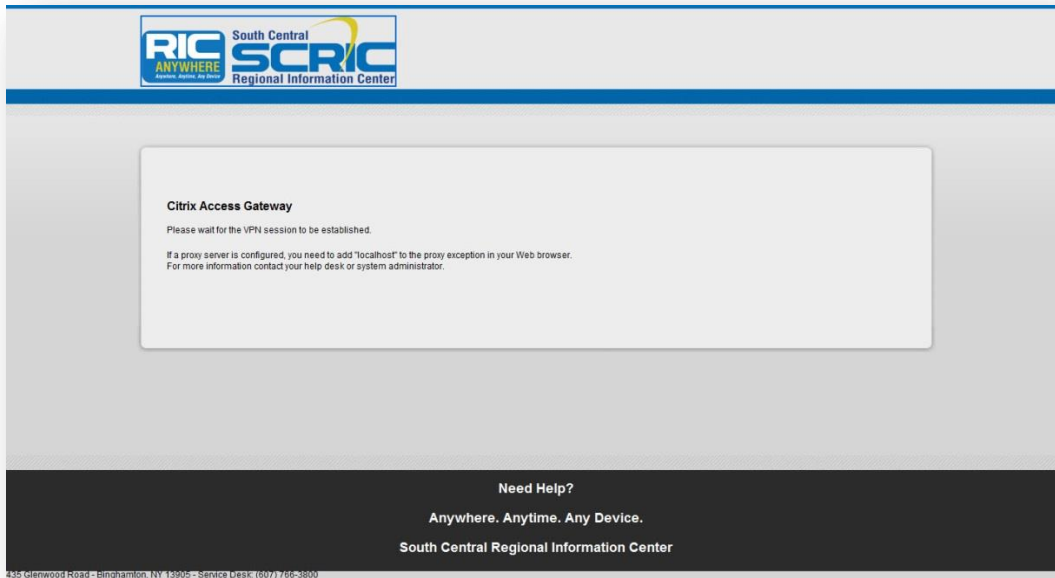
7. When notified that the setup is complete, click Finish.



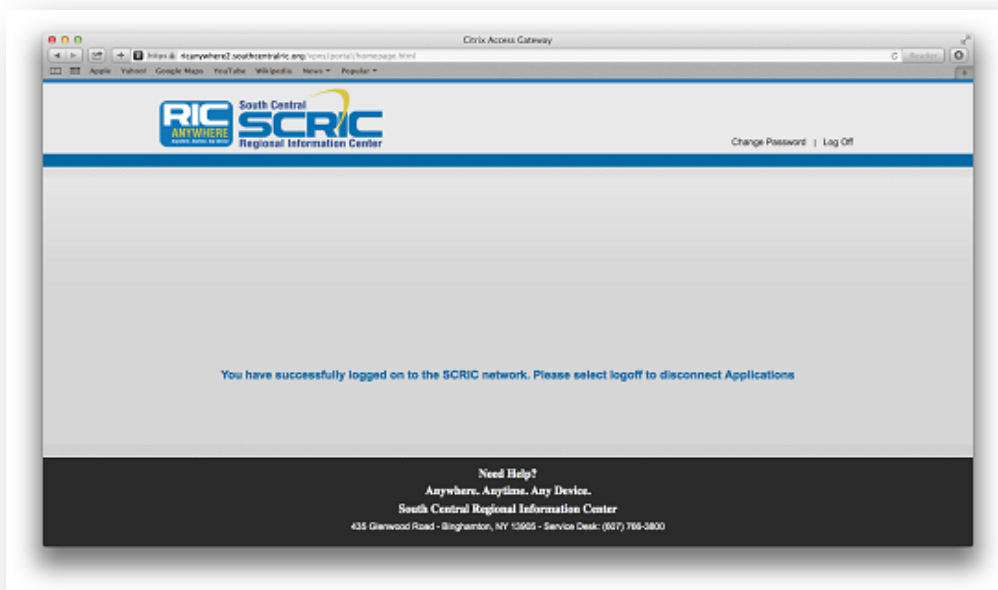
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8. The Virtual Private Network (VPN) waiting to connect web page appears indicating you are connecting to the SCRIC network..



9. The following page should appear once you have logged into the SCRIC network. You can log off or change your password from this page.



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You will also notice that the **Citrix Access Gateway** icon appears in blue in the system tray on the lower-right portion of the task bar. This also indicates you are connected to SCRIC's network. Once connected, you should be able to access any SCRIC network resource that have been granted to you.

Obtain Help

For further assistance, please contact the SCRIC Service Desk at 607-766-3800.