

435 Glenwood Road, Binghamton, NY 13905-1609

Service Desk Phone: (607) 766-3800

**Summary:** SCRIC's application portal RICAnywhere provides access to many of your work applications from any location on any device. Your BOCES applications run in our secure data center and are delivered on your device with an application called Citrix Receiver. You should be prompted to install Citrix Receiver the first time you access RICAnywhere. Please follow the following procedures to install Citrix Receiver.

**Steps:** How to install Citrix Receiver for Microsoft Windows

## I. Before You Begin

## II. Remove the Citrix online plug-in

## III. Install Citrix Receiver

### I. Before You Begin

To perform these steps, you must have the ability to install software on your computer. If you are using a district-issued computer, you may not have the privileges to do this. For assistance, please contact the SCRIC Service Desk at 607-766-3800.

These steps assume you are using Internet Explorer. The steps may vary slightly if you are using a Firefox or Chrome.

### II. Remove old version of Citrix receiver or Citrix online plug-in

If you previously accessed RICAnywhere you probably have an old version of Citrix receiver or the Citrix online plug-in installed on your computer. To ensure the best possible user experience you should uninstall it from your computer and install the latest version. Use the following instructions to check if the online plug in is installed and to remove it if necessary

1. In Windows 7, click the Start button and select Control Panel.

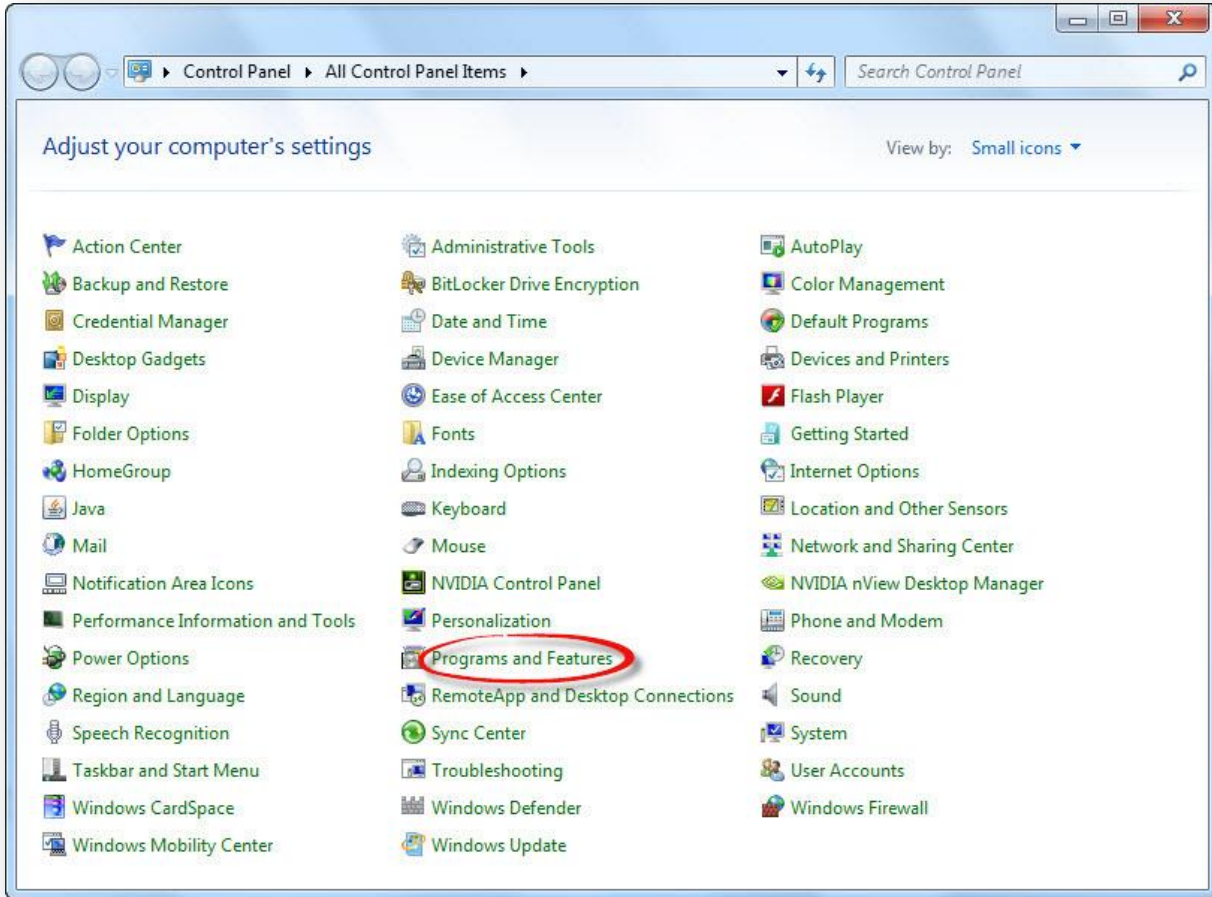


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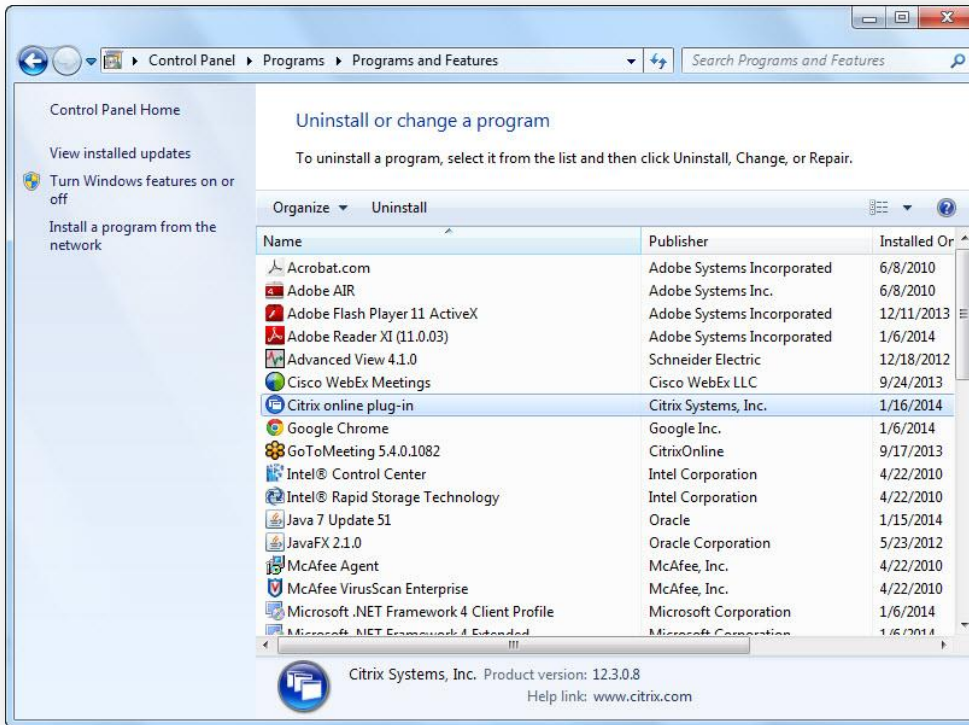
## 2. Select Programs and Features.



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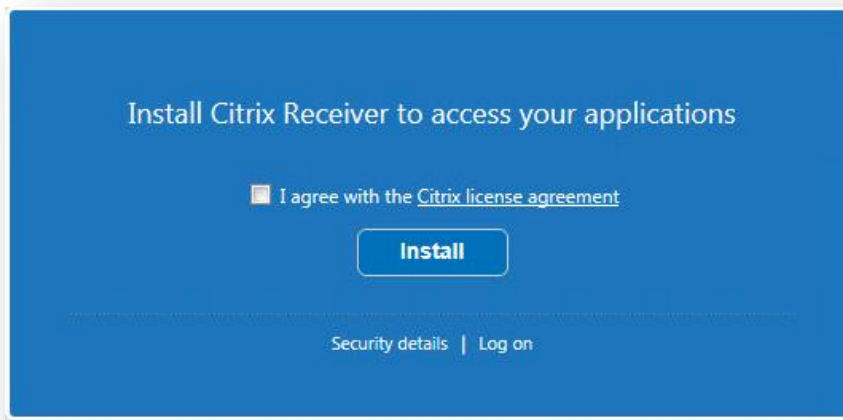
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3. If the Citrix online plug-in appears, click on it and then click Uninstall.



### III. Install Citrix Receiver

1. Open a web browser and go to <https://ricanywhere.southcentralric.org>. If you haven't used RICanywhere before you should be prompted to install Citrix Receiver. If you are not prompted to install Citrix Receiver, it can be downloaded at <http://receiver.citrix.com>. Then click Download Receiver for Windows.

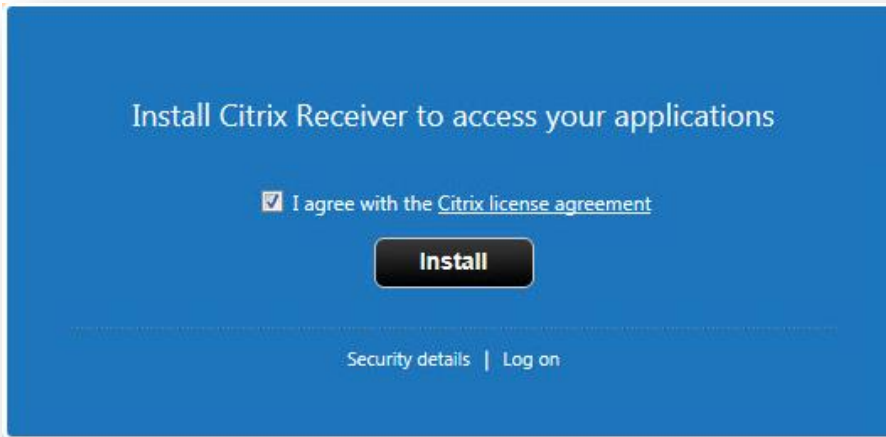


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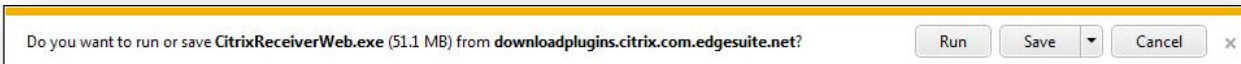
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2. Read the license agreement. Then click the box next to I agree to the terms of the Citrix License Agreement and click Install



3 When prompted to run or save the CitrixReceiverWeb.exe file, click Run. The Citrix Receiver software will download to your computer.



4. At the Welcome to Citrix Receiver Setup window, click Install. A status bar indicates the progress of the installation.



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5. When the installation is complete, the installation window closes automatically and your RICAnywhere applications should appear.

Please contact the SCRIC service desk at 607-766-3838 for further assistance.