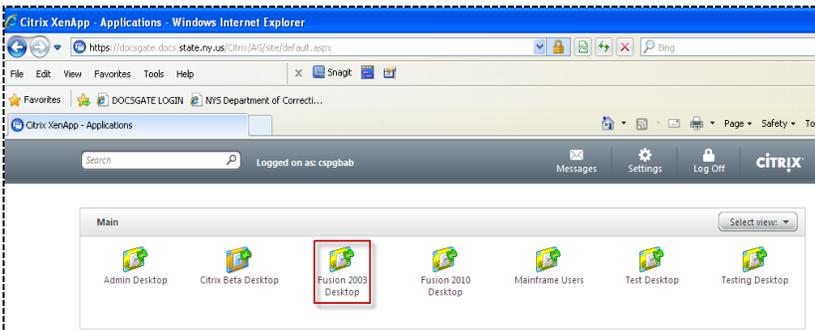


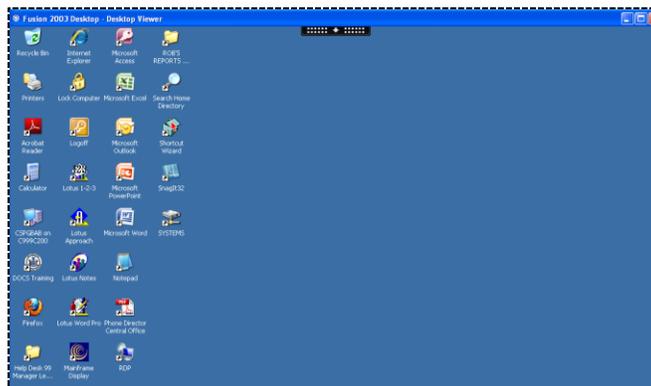
Log On to Citrix Access Gateway: <https://docsgate.doccs.ny.gov>

Follow the screens below to log on to the Citrix Access Gateway. If you are prompted to INSTALL, follow the screens on pages 2-3 to install the client software. Informational system availability notifications are displayed in **red text** at the top of the logon screen to display important messages for FOB users.

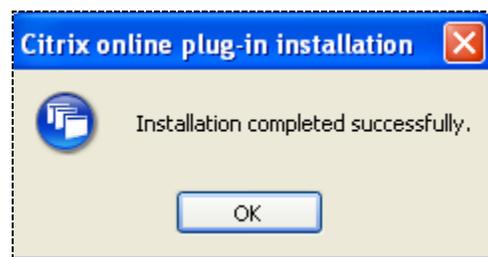
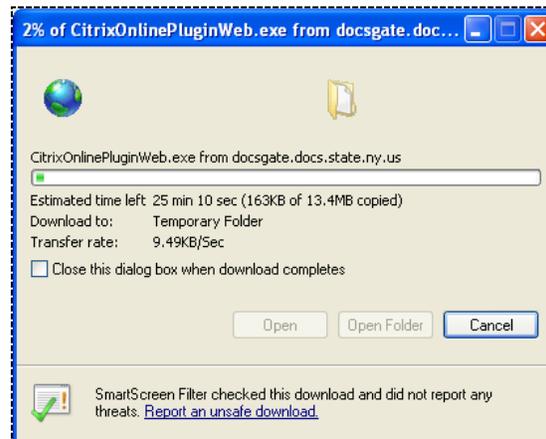
User name:	DOCCS Network ID
Password:	DOCCS Network Password
PASSCODE:	FOB Pin# FOB Token#



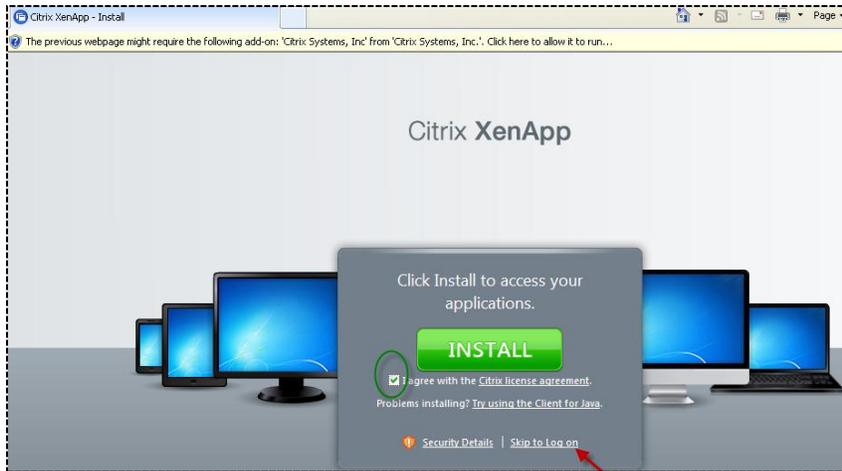
**Please wait; it will take a moment for the desktop to display icons.**



Your notebook may first require installation of the client software to access the Citrix Access Gateway. Follow the instructions below to install the client software to your notebook. Once this install completes, you should be able to follow page 1 to access your Citrix desktop. If you are unable to install the client software, follow the instructions on page 3 to skip the client install and logon to your notebook. When you are back in your office, contact the MIS Service Desk at 518-457-5017 to install the client software.



If you are unable to install the ICA client, you can still log onto the Citrix Access Gateway by skipping the install process. Follow instructions below to launch the Citrix Access Gateway without installing. When you are back in your office, contact the MIS Service Desk for assistance with the client installation.



Continue page 1 instructions to log on to your Citrix desktop.

### Log Off

Always use Log Off to disconnect your session and ensure your profile is saved.



Inactivity Screen – close your browser and open a new browser to log back on.

