Partners remote access (Oracle environment)

Pre-requisites:

- Ensure you are connected to an internet connection, or have a network connection from your office/ home location.
- Ensure you have your soft token key generator (Google Authenticator smartphone app) or a physical token assigned to your username.
- Add *.accesscheshire.com to the list of trusted sites of your web browser. Typical settings:
 o Internet Explorer > Settings > Security > Trusted Sites > Sites > Add
- You have to authorise your machine by installing the **AccessCheshireSchools.zip** file (contact Cheshire ICT if you require this file).

** **Note:** If you have used this solution previously via Click into Cheshire for Partners then your machine should already be authorised

** **Note:** If you already have a token assigned from using the Click into Cheshire services you do not need to re-provision or set up a new one.

If this is the first time you have accessed the new Citrix NetScaler Gateway remote access solution please follow the steps listed below in "Section 1".

If you have used this solution before and have already installed the relevant applications from section 1, please skip to "Section 2" on page 7

** Section 1 - First time use only (pages 1 to 6):

- Visit <u>https://partners.accesscheshire.com</u> using Internet Explorer

	Please log on		
Cheshire East Council of and Chester			
		Log On	

- To log on, enter your network username, your network password and your token code from either your Google Authenticator app or your physical token
- Click Log On

- You will be presented with "NetScaler Gateway End Point Analysis" screen; you **must** choose **Download** to ensure the appropriate program is installed to your machine.

Cheshire East Council Solution Chester	NetScaler Gateway End Point Analysis Before connecting to your organization's internal network, we need to check that your computer meets certain requirements. Checking if the plug-in is installed Skip Check We couldnt detect an EPA Plugin on your system, please click on the download button to Download

- Once you have clicked **Download**, you will get an option to install **nsepa_setup.exe.**
- Click on Run when the banner below appears on your screen

Do you want to run or save nsepa_setup.exe (949 KB) from accesscheshire.com?	\frown		
Inis type of file could harm your computer.	Run	Save	 Cancel

- Click Install when the set up screen below appears



 The NetScaler Gateway Endpoint Analysis Setup runs through the automatic installation, a progress bar will appear for a short time



- Once the installation of the NetScaler Gateway Endpoint Analysis Setup Wizard has finished, click on **Finish**

The following options are now presented to you

Network Access Connect with the NetScaler Gateway Plug-in	Clientless Access
Access your organization's resources through a full VPN client with your device. You will be prompted to allow installation of plug-in if not already installed. Use this option only if you are using a trusted device.	Select clientless mode to access resources through a web browser. Secure access is limited to the browser window in which you logged on to VPN with. Use this option if you are using an untrusted device.

- The first box on the left side Network Access - Connect with the NetScaler Gateway Plug-in



- Click the Connect with the NetScaler Gateway Plug-in as shown above.
- This will prompt the installation wizard for the NetScaler Gateway Plug-in
- Choose Download, then you will get an option to install AGEE_setup.exe



- Click on Run when the below banner appears at the bottom of your screen



- When the below NetScaler Gateway Plug-in Setup box appears, click Install



- The NetScaler Gateway Plug-in Setup runs through the automatic installation, a progress bar will appear for a short time



- Click Finish to complete the installation

Once the installation of the NetScaler Gateway Plug-in Setup Wizard has finished you should notice there will be a new icon sitting in the system tray, a small grey padlock



It will take a couple of seconds, but once connected you will see a notification balloon appear in the bottom right corner



The grey padlock in the system tray will change colour from grey to blue indicating it's connected



The Homepage you are presented with has a list of bookmarks you can use to access the relevant applications. Simply click an icon and it will launch the application in a new tab or window within your browser.



When you have finished your session, in the top right corner of your Homepage screen, click the drop down menu with your username and choose **Log Off**



- This will end your session

The grey padlock in the system tray will change colour from blue to grey indicating it's been disconnected



- You can close your web browser window

** <u>Section 2 – You have previously access this solution and have already installed the</u> <u>above applications from section 1:</u>

- Visit https://partners.accesscheshire.com using Internet Explorer

Cheshire East Council	Please log on User name : Pazsword : Token Code :		
		Log On	

- To log on, enter your network username, your network password and your token code from either your Google Authenticator app or your physical token
- Click Log On

The following options are now presented to you

Network Access Connect with the NetScaler Gateway Plug-in	Clientless Access
Access your organization's resources through a full VPN client with your device. You will be prompted to allow installation of plug-in if not already installed. Use this option only if you are using a trusted device.	

- The first box on the left side Network Access - Connect with the NetScaler Gateway Plug-in

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Access you device. \ already ins	r organization's resources through a full VPN client with your You will be prompted to allow installation of plug-in if not talled. Use this option only if you are using a trusted device.

- Click the Connect with the NetScaler Gateway Plug-in as shown above.

This will connect your NetScaler Gateway application and you will be directed to the Homepage within a couple of seconds

The Homepage you are presented with has a list of bookmarks you can use to access the relevant applications. Simply click an icon and it will launch the application in a new tab or window within your browser.



When you have finished your session, in the top right corner of your Homepage screen, click the drop down menu with your username and choose **Log Off**



- This will end your session

The grey padlock in the system tray will change colour from blue to grey indicating it's been disconnected



- You can close your web browser window