

## 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

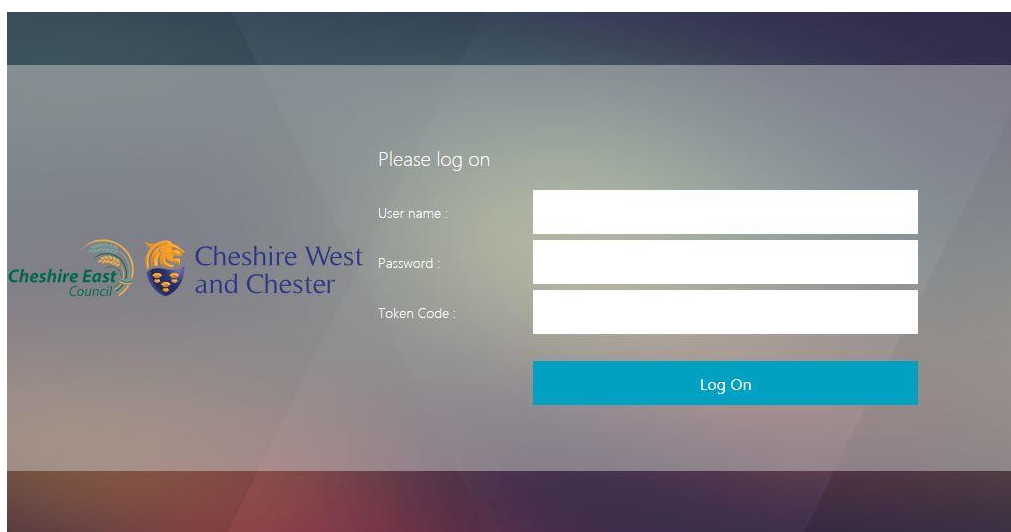
**\*\* Note:** If you already have a token assigned from using the Click into Cheshire services you do not need to re-provision or set up a new one.

**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 <https://partners.accesscheshire.com> using Internet Explorer



Please log on

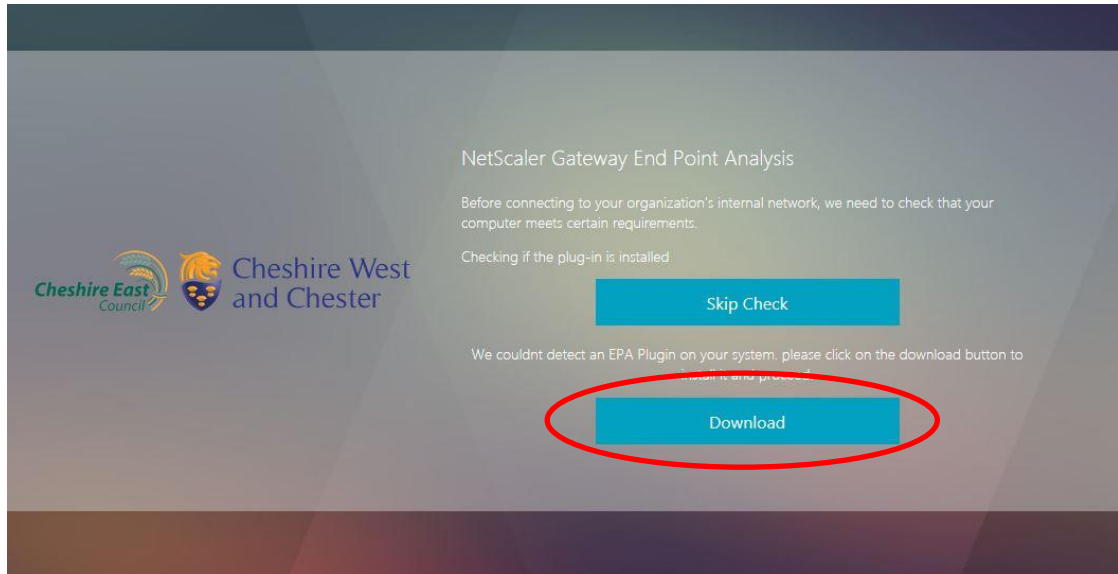
User name :

Password :

Token Code :

- 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**

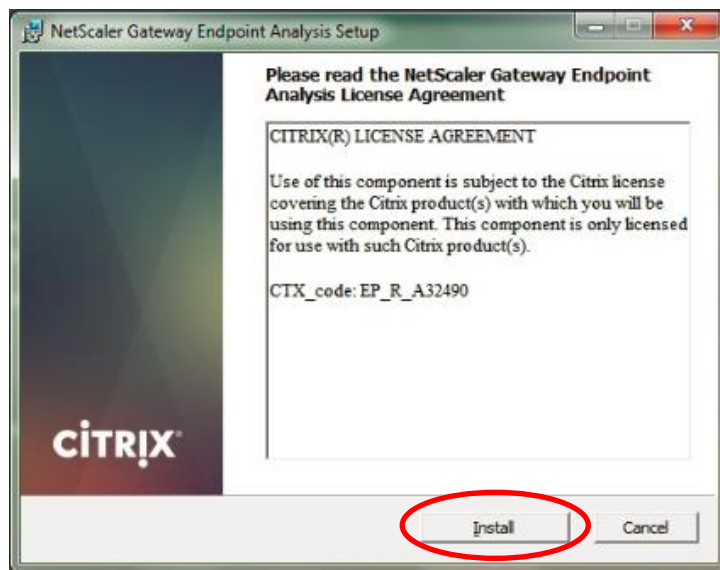
- You will be presented with “NetScaler Gateway End Point Analysis” screen; you **must** choose **Download** to ensure the appropriate program is installed to your machine.



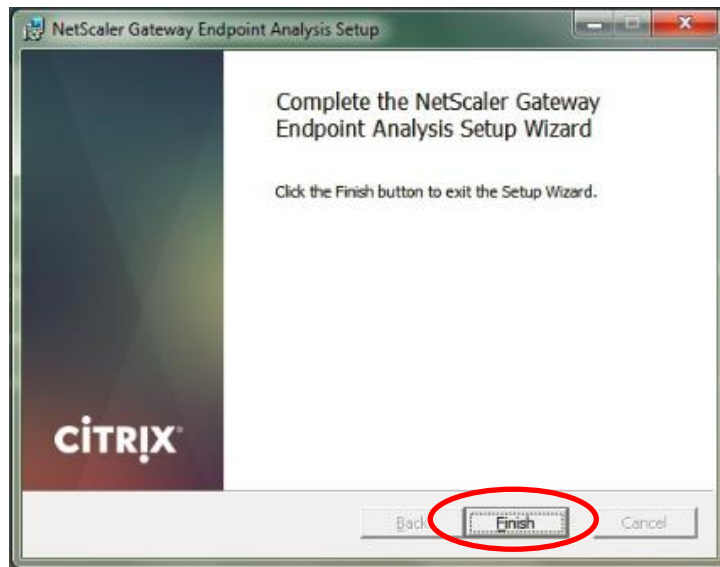
- Once you have clicked **Download**, you will get an option to install **nsepa\_setup.exe**.
- Click on **Run** when the banner below appears on your screen



- Click **Install** when the set up screen below appears

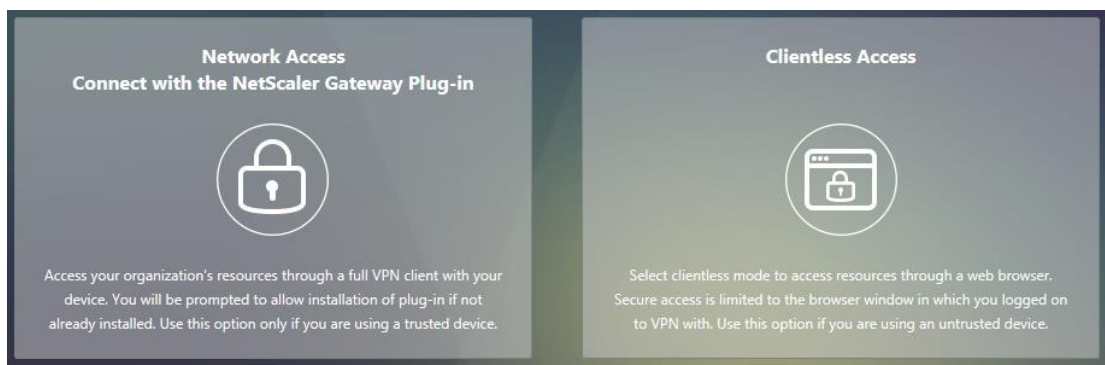


- The NetScaler Gateway Endpoint Analysis Setup runs through the automatic installation, a progress bar will appear for a short time

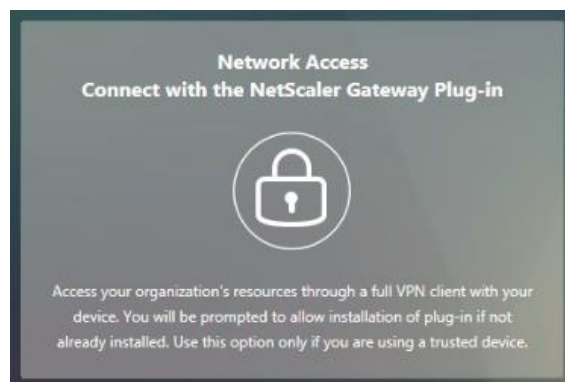


- Once the installation of the NetScaler Gateway Endpoint Analysis Setup Wizard has finished, click on **Finish**

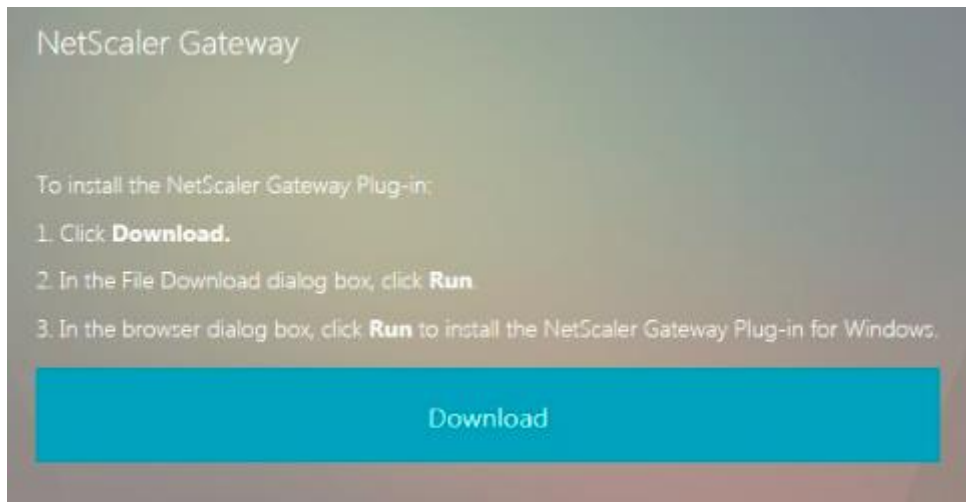
The following options are now presented to you



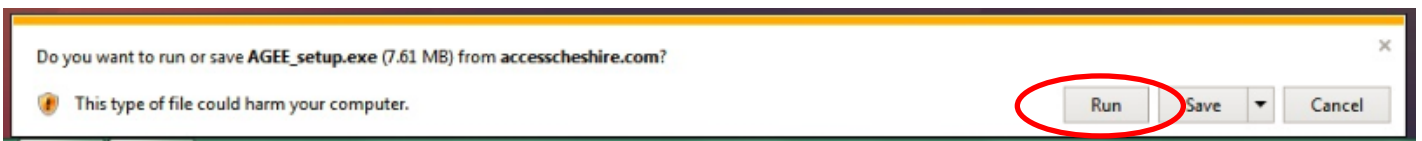
- The first box on the left side **Network Access - Connect with the NetScaler Gateway Plug-in**



- 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**



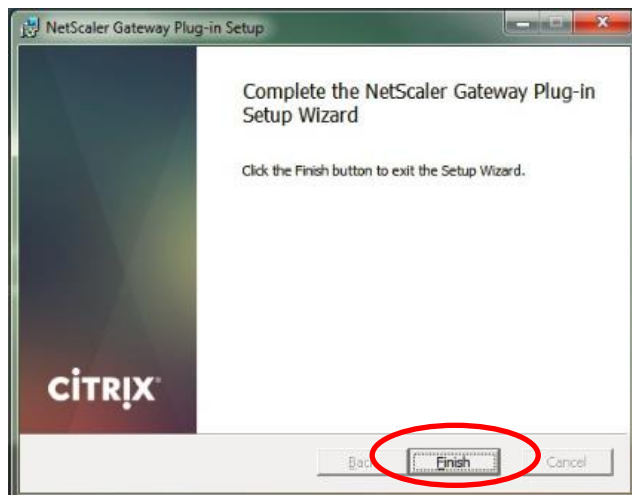
- Click on **Run** when the below banner appears at the bottom of your screen



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

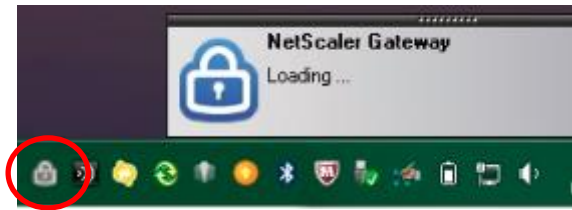


- The NetScaler Gateway Plug-in Setup runs through the automatic installation, a progress bar will appear for a short time



- 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



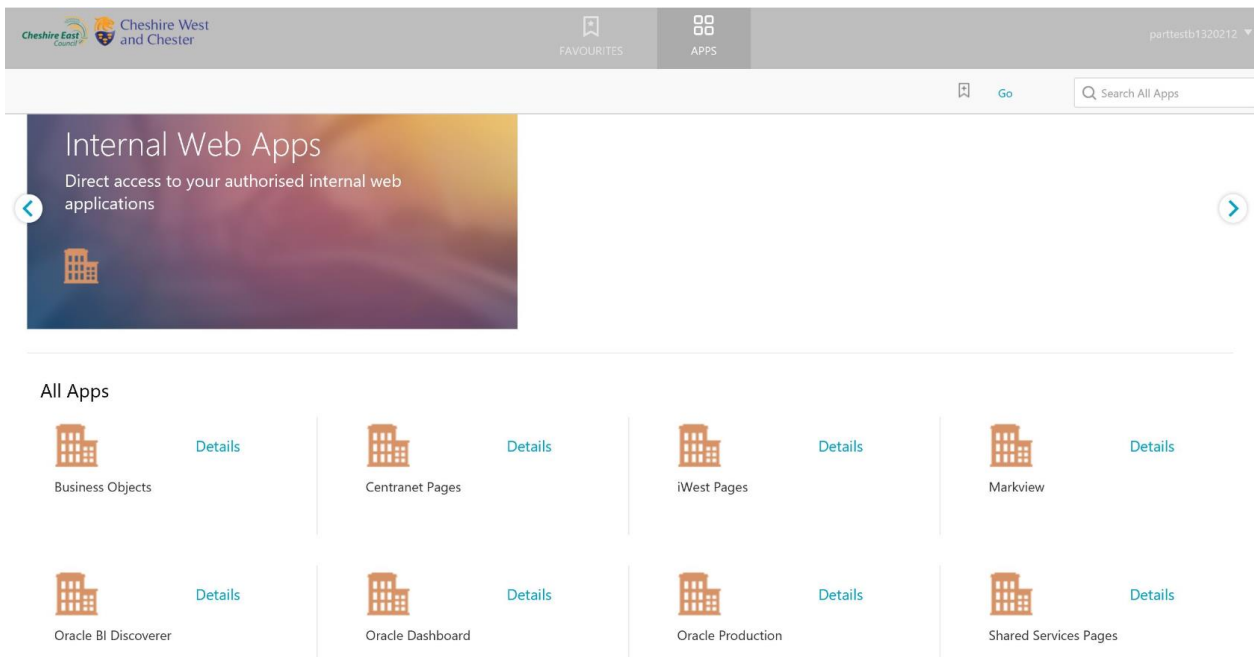
It will take a couple of seconds, but once connected you will see a notification balloon appear in the bottom right corner



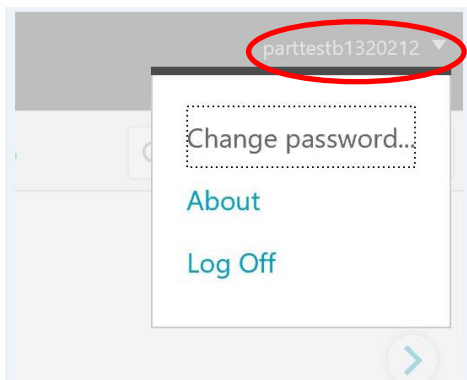
The grey padlock in the system tray will change colour from grey to blue indicating it's connected



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

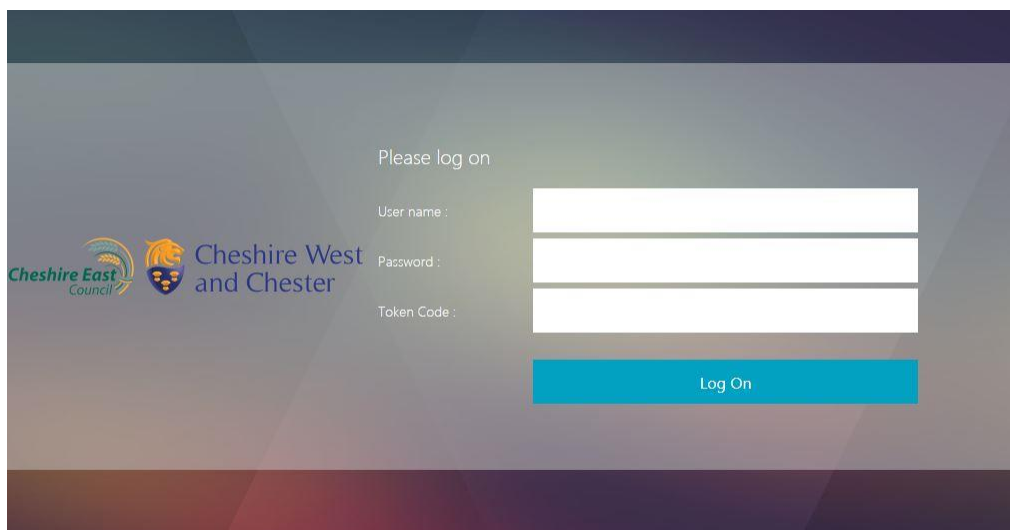
The grey padlock in the system tray will change colour from blue to grey indicating it's been disconnected



- You can close your web browser window

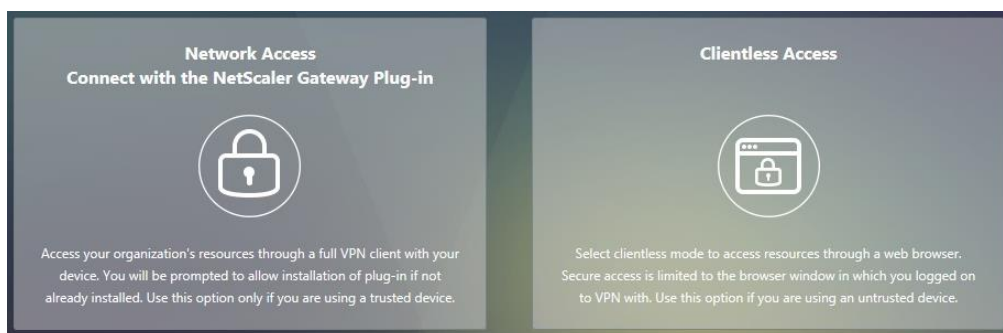
**\*\* Section 2 – You have previously access this solution and have already installed the above applications from section 1:**

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

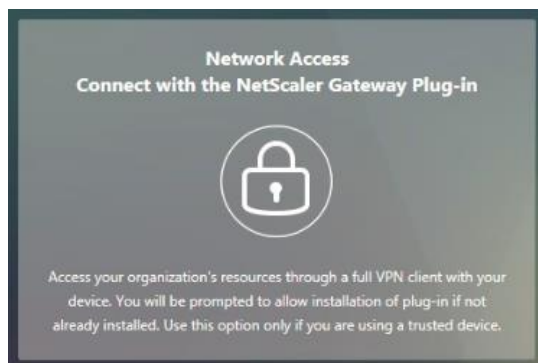


- To log on, enter your network username, your network password and your token code from either your Google Authenticator app or your physical token
- Click **Log On**

The following options are now presented to you



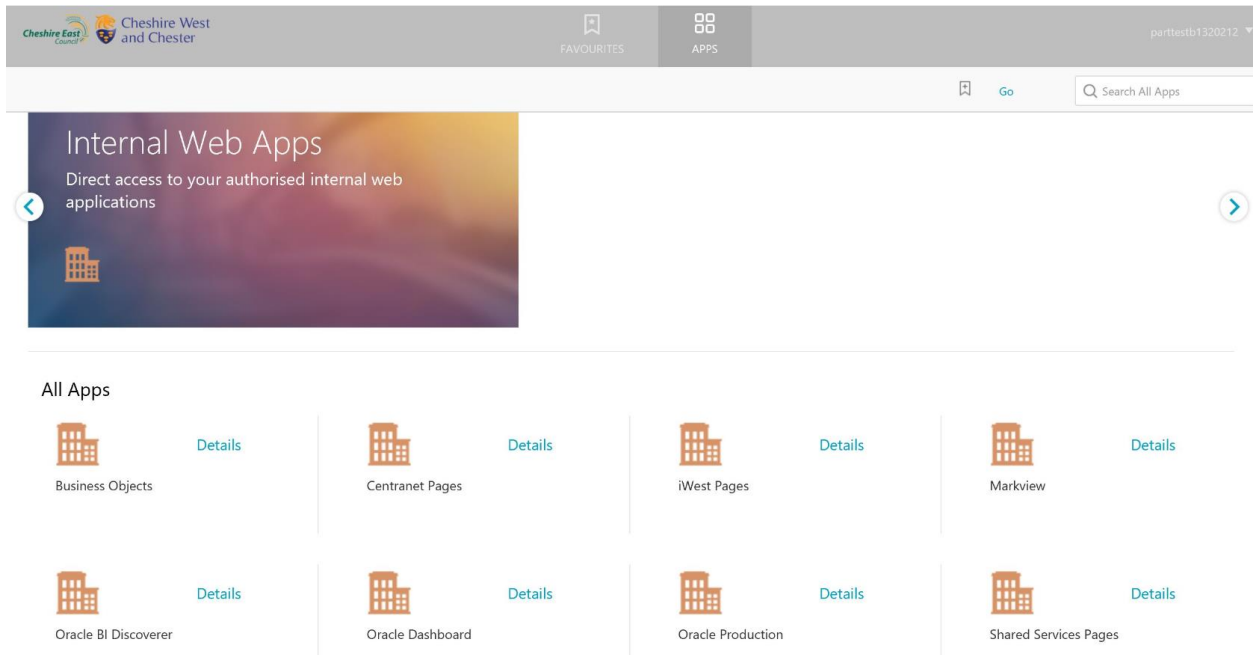
- The first box on the left side **Network Access - Connect with the NetScaler Gateway Plug-in**



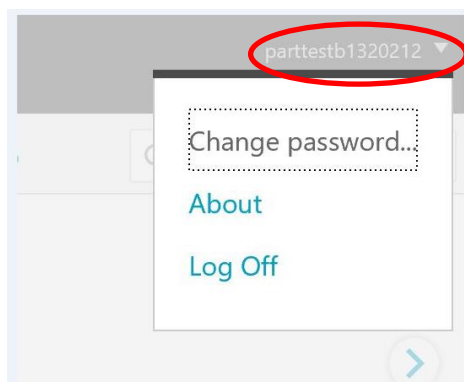
- Click the **Connect with the NetScaler Gateway Plug-in** as shown above.

This will 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