How to log on to your work desktop from your own device

PLEASE NOTE : These instructions are to be used by staff who do not have a work laptop (iGel and desktop users) and need to log into their desktop from their personal laptop or computer in exceptional circumstances.

You must ensure that you have installed and setup the **Freja token app** on your mobile (work or personal) This can only be done while connected to the SCC network.

For instructions on how to setup your Freja token application further information is available.

If you require further assistance please contact the IT&D Service Hub on 0208 541 9000 option 2

- 1. Go to the Secure Logon for Surrey Storefront
- Enter your LAN username and password (the details that you use everyday) followed by your secondary token information (Freja OTP – one time password)

3.	If you are prompted click on 'detect receiver' this will ask		
	you to 'launch the application' please do so then select 'light		
	version' or 'already installed' – if you are not prompted		
	proceed to step 4.		

citreix Receiver	Welcome to Citrix Receiver For the best experience, use the full set of features bundled with Citrix Receiver Tor Windows . Use the fact Receiver to get started. Detect Receiver If you do not want to detect/install Citrix Receiver you can use the light version. with fewer features, in your browser. Use light version	citrix Receiver	Just a moment, we're detecting if Citrix Receiver is already installed. If Citrix Receiver is detected, you will see a window in a few seconds. Please choose Launch Application . If no window appears, select from the options below. Use light version Already installed
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4. Select 'Citrix Desktop'



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Secure Logon for Surrey Storefront
Username
LAN Password
Token
Logon

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5. You will be presented with your familiar SCC desktop just as you would be in you were logged into your work iGel or desktop

6. You can then select start to search for your applications, e.g. Outlook





How to log off from your work desktop from your own device

- 1. Go to start and select 'log off' you will be redirected to the homepage
- 2. At the top of your screen by your name click on the arrow and select 'log off
- 3. You will prompted confirming that you have successfully logged off

MS Visio 2007 Std	
	Computer
	Control Panel
	Devices and Printers
	Administrative Tools
	Help and Support
	Run
	Windows Security
All Programs	
Search programs and files	Log off
🕅 Start 🚆 🏉 💽 🙆	

