

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.

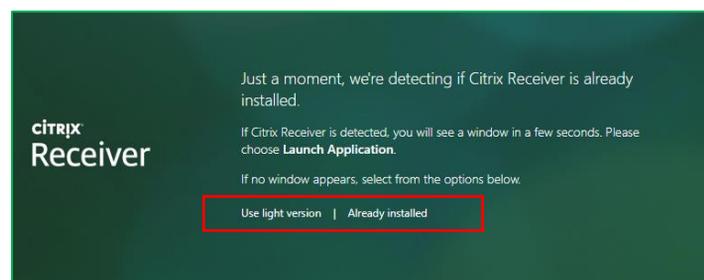
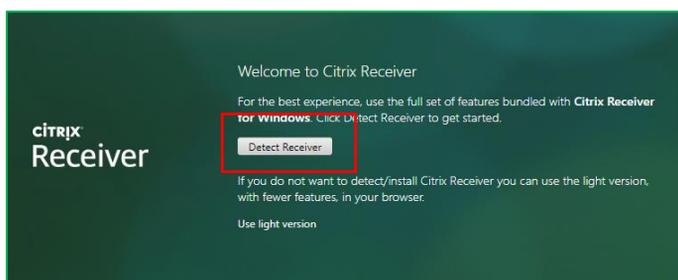
For instructions on how to [setup your Freja token](#) application further information is available.

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

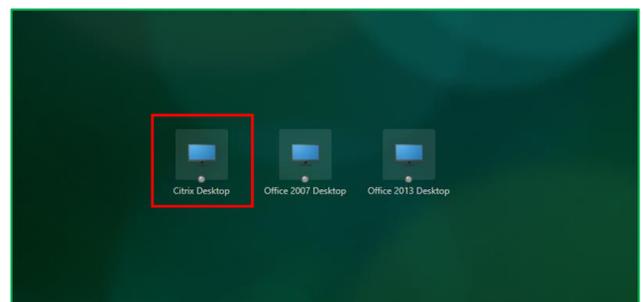
1. Go to the [Secure Logon for Surrey Storefront](#)
2. Enter your LAN username and password (the details that you use everyday) followed by your secondary token information (Freja OTP – one time password)



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.

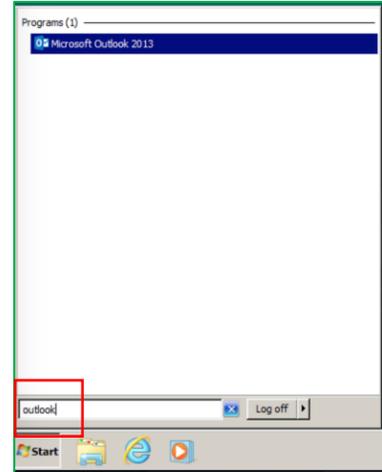
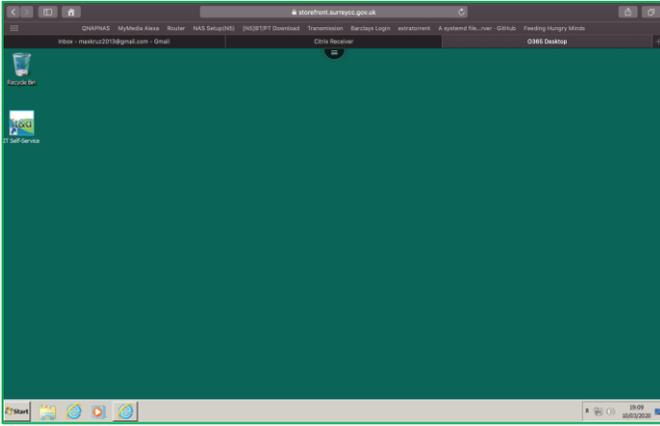


4. Select 'Citrix Desktop'



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

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

