

CCCasper Citrix Access Instructions

Accessing CCCasper

Open your web browser. Enter the following URL address: <u>https://cccasper.cc.nih.gov</u> *Helpful Hint:* Save this location as a bookmark.

NIH National Institutes of Health Clinical Center	
Conditions of Use and Logon	
This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached network or to a computer on this network. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is provident for a computer action and/or civil and criminal penalties. Personal use of social media and networking sites on this system is limited as to not inter official work duties and is subject to monitoring. By using this information system, you understand and consent to the following:	nibited and
The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, a lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.	
Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.	
NIH PIV Login Image: Strain	
CRIS Website IForgotMyPassword.nih.gov Standard Clinical Desktop CCCASPER Citrix Client Download Accessibility	

- 1. Make sure the PIV card is inserted into the PIV card reader.
- 2. Click the **Log On** button.
- 3. Select the proper user certificate and click the **OK** button (see below). Please note that you may have to click the **More choices** to find the correct certificate.

Windows	Windows Security			
Select	Select a Certificate			
Site ccca	sper.cc.nih.gov needs yo	ur credentials:		
E	Authentication -			
س	Issuer: HHS-FPKI-Intern	nediate-CA-E1		
	Valid From: 11/07/2017	to 11/05/2020		
	Click here to view certif	icate properties		
More ch	pices			
	Authentication - Issuer: HHS-FPKI-Inter Valid From: 11/07/201			
	Authentication - Issuer: HHS-FPKI-Inter Valid From: 10/10/201			
	OK	Cancel		

4. Enter the PIN number and click the **OK** button (see below).

ActivClient Login	?	×
ActivID* ActivClient®		
Please enter your PIN.		
PIN *****	Ca	incel

5. You will then be logged into CCCasper and presented with the Application Panel.

Application Panel

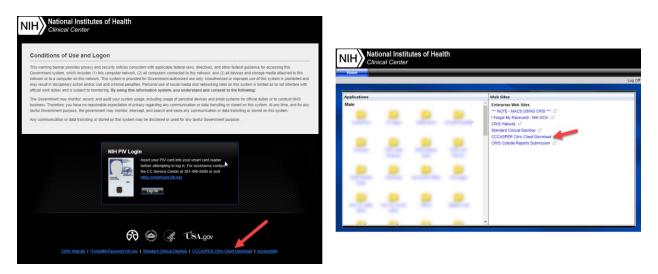
Once logged in you will be presented with the application panel. The main panel is located on the left pane and contains folders and icons.

- 1. Folders contain a suite of published applications and content.
- 2. **Icons** represent a published application that is launched through the Citrix Client when selected.

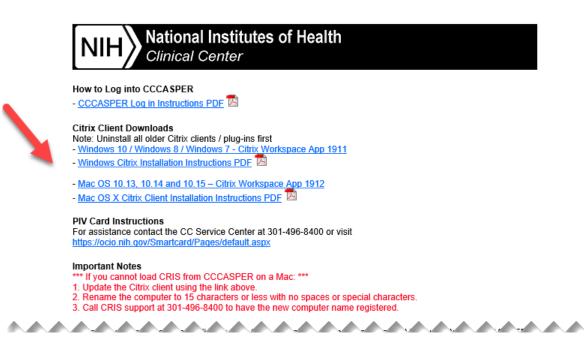
plications					Web Sites
ain Control AcuityPlus	CC Apps	CellaVision	Consent Builder	A	Enterprise Web Sites *** NOTE - MACS USING CRIS *** 亿 I Forgot My Password - NIH.GOV 亿 CRIS Website C Standard Clinical Desktop C
Crimson	CRIS Train Practice	HistoTrac	Microsoft Office		CCCASPER Citrix Client Download 데 CRIS Outside Reports Submission 데
NIH Apps	Cervello	Clinical Center Desktop	CRIS - Sunrise		Folders

Downloading and Installing the Citrix Client

In order to use the CCCasper website, a Citrix client must be downloaded and installed. There are two locations to get to the Citrix Client download page.



- 1. From the initial CCCasper login page, select the **CCCasper Citrix Client Download** link at the bottom-middle of the page. **OR**
- 2. Once logged into CCCasper, select the CCCasper Citrix Client Download link on the right pane.
- 3. Either method will bring up the below web page:



- 4. Select the appropriate link for downloading the Citrix Client.
- 5. For more detailed instructions follow one of the links below:
 - a. <u>Windows Citrix Installation Instructions PDF</u>
 - b. Mac OS X Citrix Client Installation Instructions PDF
- 6. If you are having problems with downloading or installing the Citrix Client, contact the CC Service Center at 301-496-8400.

Settings

Once logged into the CCCasper environment, users have some ability to customize the User Experience settings. Window size and other custom display settings can be set here.

NIH Apps	Cervello Clinical Center Desktop	CRIS - Sunrise	
Refresh Settings			
		•	
		Settings	
		Save Cancel User Experience	
		Window size:	
		Custom size (px): 1024 x 768 Percentage of screen: 80 %	
		Save Cancel	

Logging Off

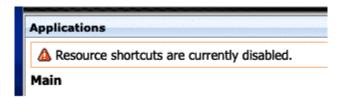
To log off the session, click the Log Off located in the upper right-hand corner.

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Applications				Web Sites		Log (
Main AcuityPlus	CC Apps	CellaVision	Consent Builder	I Forgot My Pas CRIS Website Standard Clinic	CS USING CRIS *** 亿 ssword - NIH.GOV 亿 亿	
Crimson	CRIS Train Practice	HistoTrac	Microsoft Office	CRIS Outside F	Reports Submission 12	
Refresh Settings		Desktop		、		

Troubleshooting

Resource shortcuts are currently disabled

This will generally occur if your login to Citrix has timed out. Please follow the steps below.



- 1. Close all windows associated with your internet browser.
- 2. Once all those windows are closed, you may open your browser and go to https://cccasper.cc.nih.gov
- 3. Log in as normal.

Citrix Workspace – Add Account Message

This message will appear after installing or updating the Citrix Workspace application. Follow the steps below to disable this pop-up.

Citrix V	Vorkspace	×
	Add Account	
	Enter your work email or server address provided by your IT department:	
	🗹 Do not show this window automatically at sign-in.	
	Add Close	

- 1. Leave the box in the middle blank.
- 2. Check the **Do not show this window automatically at sign-in** checkbox.
- 3. Select the **Close** button to close the window.