*The CONNECTIONS application can easily be accessed via the Internet. This path does not require SSL-VPN permission, but does require an initial download of the Citrix Receiver application. This tip sheet is intended for users who wish to use this path.*

### Accessing CONNECTIONS via the Internet

1.  Open your browser and enter the CONNECTIONS URL: **https://connections.ocfs.ny.gov**

    This will bring you to the Citrix XenApp log on window.
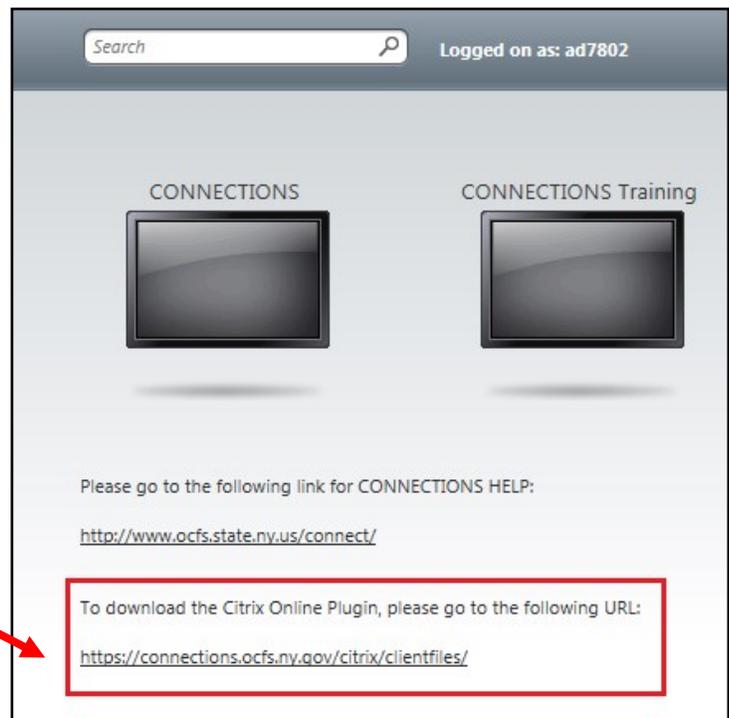


2.  Log in using your usual HSEN ID and password.

    You will need to download the Citrix Receiver application the first time you access CONNECTIONS via this path.
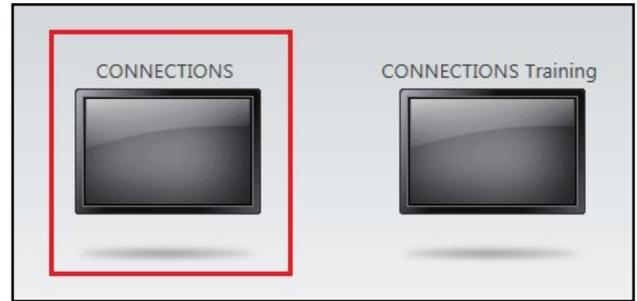
3.  Click on the Citrix Online Plugin URL link and follow the instructions to download the application.

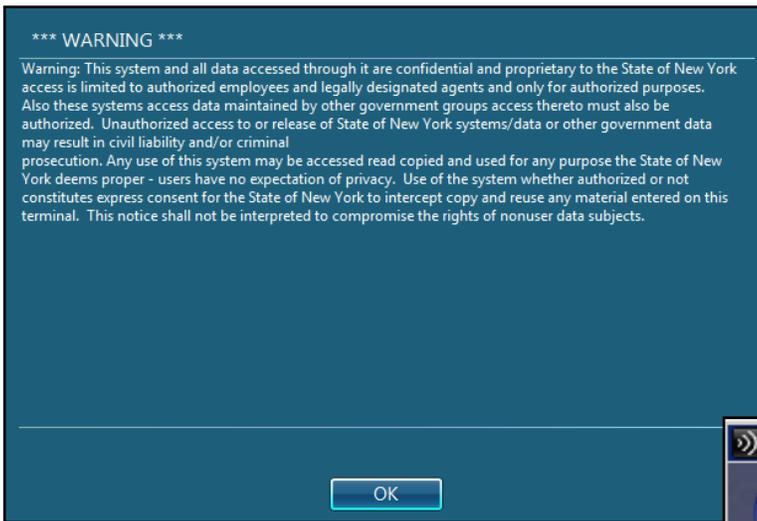    ***This step is only required once.***

4. Click on the CONNECTIONS icon.

5. You will be asked if you wish to download and open the **launch.ica** file.

   Allow this to download. Once downloaded, the CONNECTIONS screen will open.



6. Click the Allow button on the request to use the Citrix application.



**\*\*\* WARNING \*\*\***

Warning: This system and all data accessed through it are confidential and proprietary to the State of New York access is limited to authorized employees and legally designated agents and only for authorized purposes. Also these systems access data maintained by other government groups access thereto must also be authorized. Unauthorized access to or release of State of New York systems/data or other government data may result in civil liability and/or criminal prosecution. Any use of this system may be accessed read copied and used for any purpose the State of New York deems proper - users have no expectation of privacy. Use of the system whether authorized or not constitutes express consent for the State of New York to intercept copy and reuse any material entered on this terminal. This notice shall not be interpreted to compromise the rights of nonuser data subjects.

OK

7. Log into CONNECTIONS as you normally do, by clicking the OK button, then double-clicking on the CONNECTIONS icon.
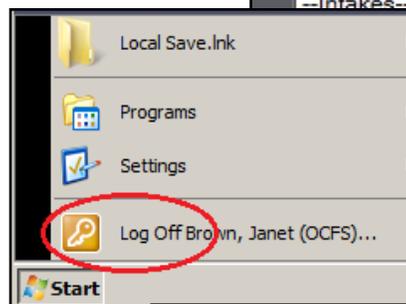


## Logging Out

When accessing the CONNECTIONS application via the internet, logging out will require an extra step:

1. Click the Log Out link from within CONNECTIONS.
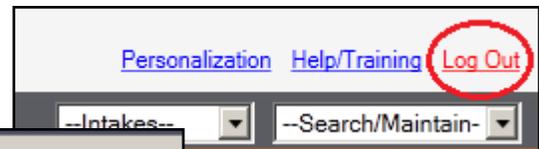


2. Select Log off from the Start menu on CONNECTIONS Citrix Receiver screen.



2. Click the Log Off icon on the Citrix Xen App window.