Method 1: Using the Remote Application Server Web Page

1) Open your web browser and navigate to the Remote Application Server (Citrix) at https://apps.ccsu.edu. If you are prompted to install the Citrix Receiver application or plug-in, please contact the IT Help Desk for assistance.

2) Enter your CCSU BlueNet account username and password, then click on the Log On button.

3) Click on the “Administrative Applications” folder.

4) Click on the GelcoWebTravel icon to open it. The Gelco Travel Manager – Login web page will be displayed; log in with your Gelco username and password.
Method 2: Using the Citrix Receiver Application

1) Open the Citrix Receiver application from your Programs menu or Desktop.

2) Enter the domain and then your BlueNet account username (ccsu_comp_srv\bluenetusername) and your password, then click on the Log On button.

3) Click on the “+” on the left of the screen, click on Administrative Applications, then GelcoWebTravel. This will add the GelcoWebTravel icon as a favorite to the main Citrix Receiver window. Click in the green area of the main Citrix Receiver window to close out of the menu.

4) Click on the GelcoWebTravel icon to open it. The Gelco Travel Manager – Login web page will be displayed; log in with your Gelco username and password.

Please contact IT Help Desk for assistance with accessing Gelco through the Remote Application Server (Citrix).