

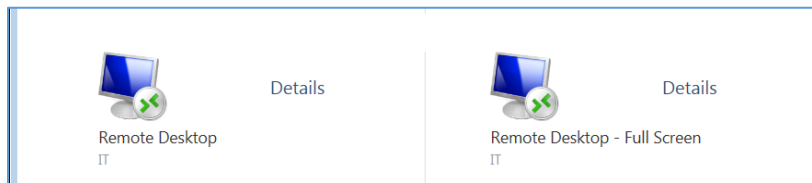
Accessing Banner INB, Hyperion, or WebNow from Off-Campus

Procedures

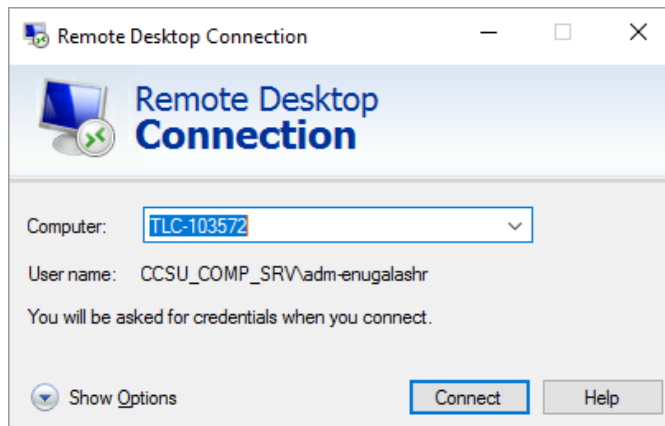
Access to Banner INB, Hyperion, and WebNow is via the Secure Enclave from on-campus only. If you need to use these applications from off campus, you may request to access your campus computer remotely. To request remote access, go to <http://www.ccsu.edu/it/forms.html> and use the Remote Opt-in Form. Once your access has been granted, follow the instructions to remote into your computer from off-campus (note: you will need to know your computer name, which is found under Control Panel/Systems (Windows) or System Preferences/Sharing (Mac)).

Remoting into your CCSU Windows Desktop

1. From your off-campus computer, open a web browser and navigate to Citrix Receiver at <https://apps.ccsu.edu>. Log in with your BlueNet username and password.
2. Click on IT > Remote Desktop Full Screen.



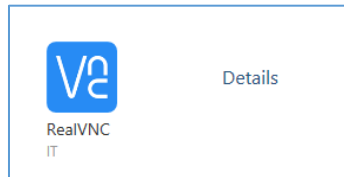
3. Enter your Computer name and click Connect, then enter your BlueNet username and password when prompted.



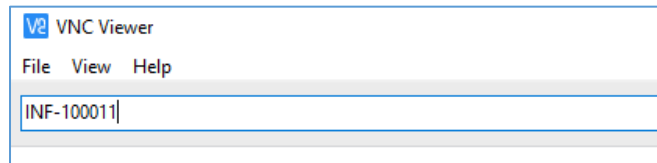
4. Once connected to your campus computer, click on the Secure Enclave link on your desktop or open a web browser and enter <https://secureapps.ccsu.edu>. Log in with your BlueNet username and password, and follow the prompts to authenticate via Duo Security.
5. Once logged in, click on the Secure Apps Desktop.
6. Open Banner INB, Hyperion, or WebNow from the icon on the Secure Apps desktop.

Remoting into your CCSU Mac Desktop

1. From your off-campus computer, open a web browser and navigate to Citrix Receiver at <https://apps.ccsu.edu>. Log in with your BlueNet username and password.
2. Click on IT > RealVNC.



3. Enter your Computer name in the VNC Server address bar and press Enter. When prompted, enter your BlueNet username and password.

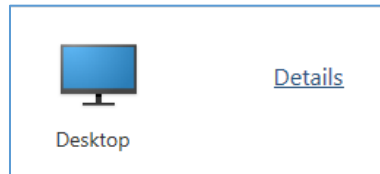


4. Once connected to your campus computer, click on the Secure Enclave link on your desktop or open a web browser and enter <https://secureapps.ccsu.edu>. Log in with your BlueNet username and password, and follow the prompts to authenticate via Duo Security.
5. Once logged in, click on the Secure Apps Desktop.
6. Open Banner INB, Hyperion, or WebNow from the icon on the Secure Apps desktop.

Windows or Mac Laptops

If your CCSU computer is a laptop and you will be bringing it off-campus to use Banner INB, Hyperion, or WebNow, follow these instructions to access to the Secure Enclave from your CCSU laptop :

1. On your CCSU laptop, open a web browser and navigate to Citrix Receiver at <https://apps.ccsu.edu>. Log in with your BlueNet username and password.
2. Click on the Desktop icon from the main screen.



7. Open Internet Explorer from the Citrix Desktop, and navigate to <https://secureapps.ccsu.edu>. Log in with your BlueNet username and password, and follow the prompts to authenticate via Duo Security.
8. Once logged in, click on the Secure Apps Desktop.
9. Open Banner INB, Hyperion, or WebNow from the icon on the Secure Apps desktop.