

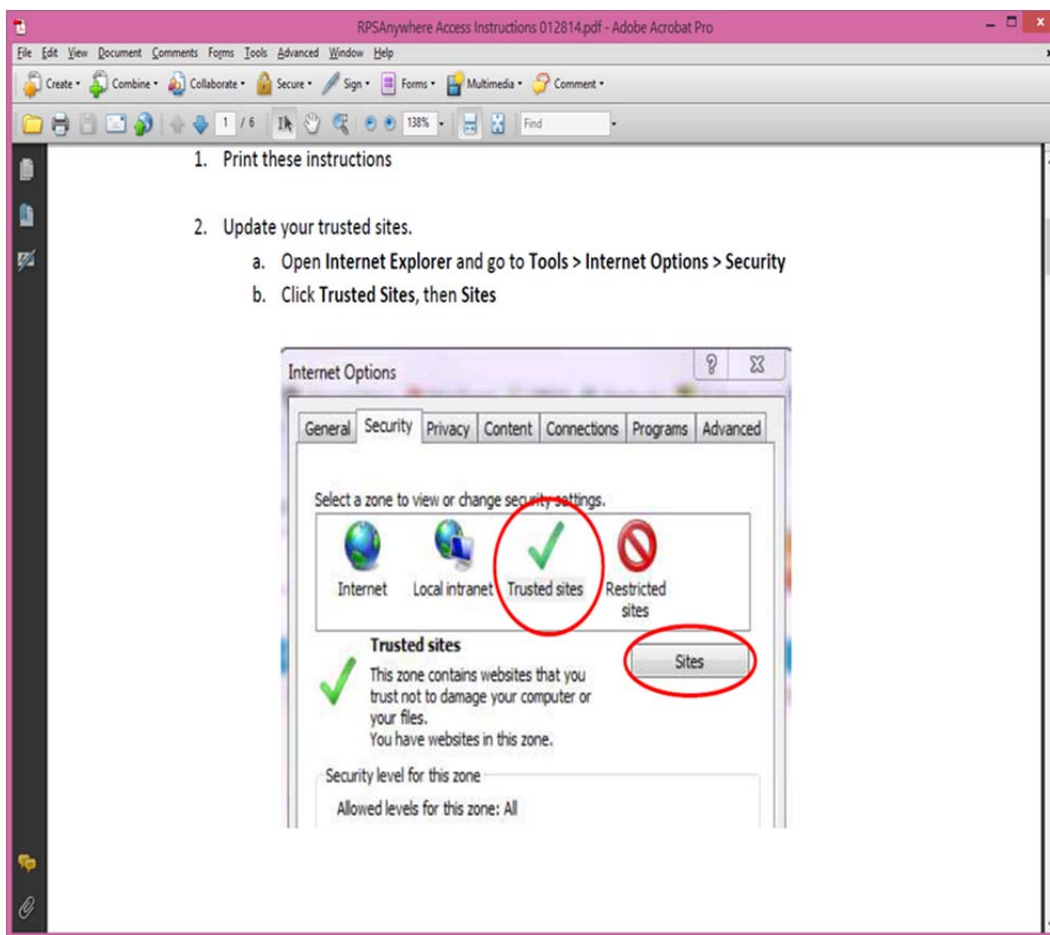
RPSAnywhere Access Instructions for Internet Explorer for MSiC Staff

Important Notes:

STEP 1

1. Update your trusted sites.

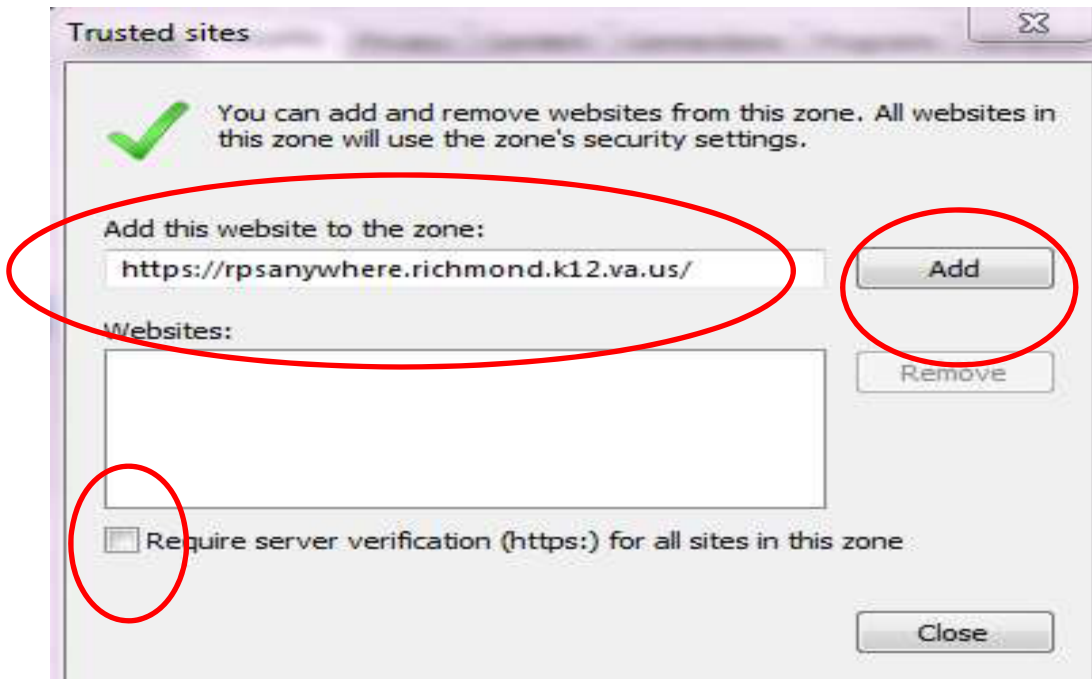
- a. Open Internet Explorer and go to Tools > Internet Options > Security
- b. Click Trusted Sites, then Sites



Enter <https://rpsanywhere.richmond.k12.va.us> and click add. Verify that the Require server verification box IS NOT checked.

Help!!! I Need Assistance

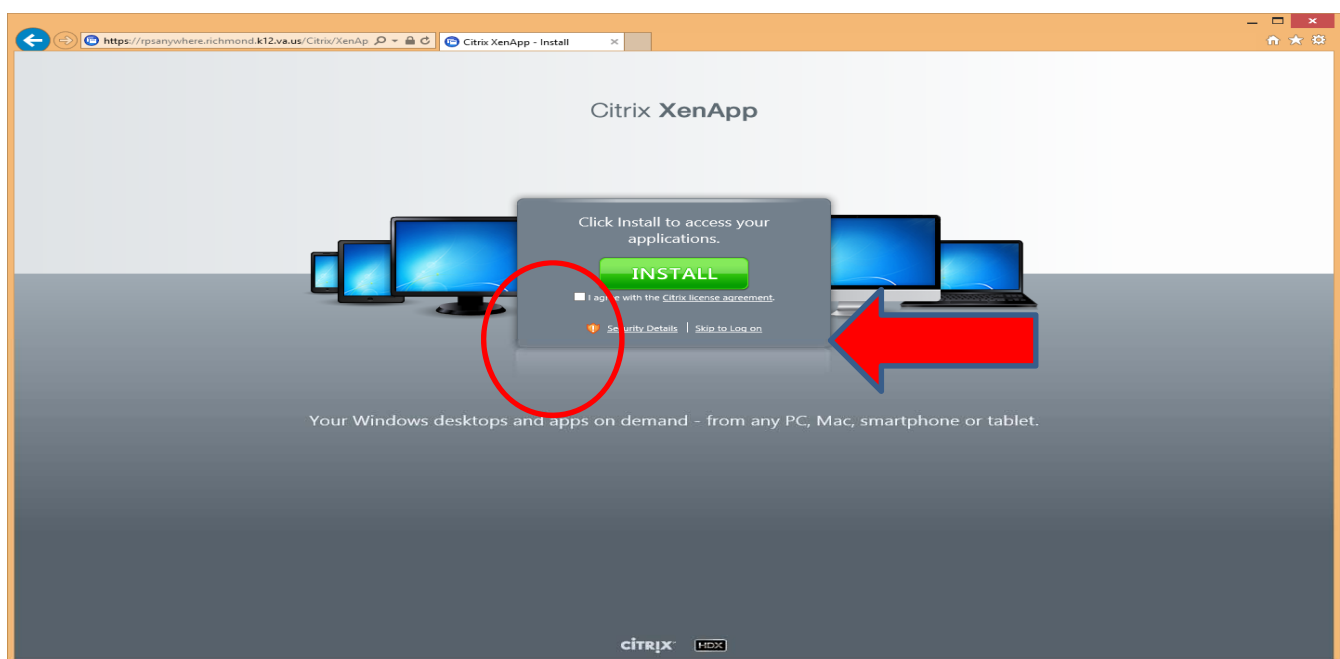
If you are having issues at any time while following these instructions and need one on one assistance, please enter a service ticket in the work order system for Ellen, Coordinator of Operations to assist you. For Immediate questions call x223.



C. Click **Close** on **Trusted Sites** and then click **OK** on **Internet Explorer**

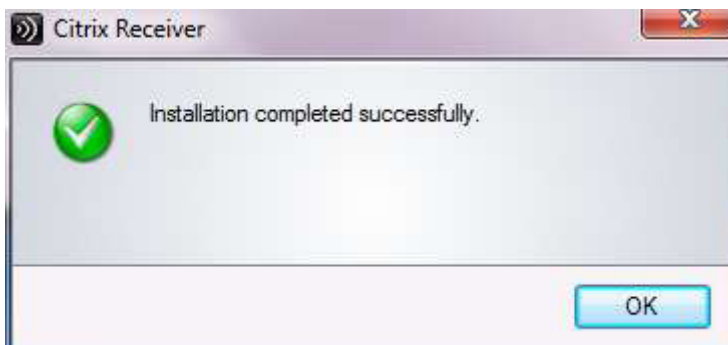
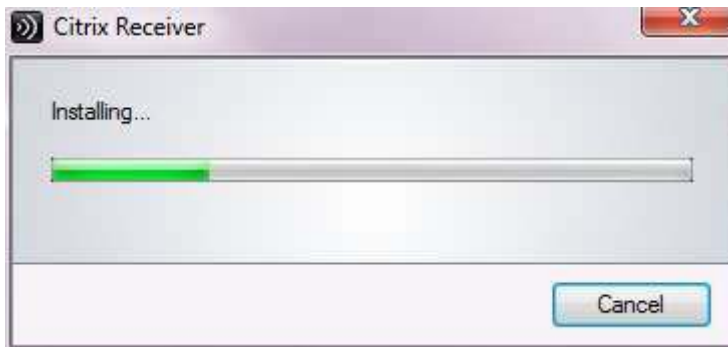
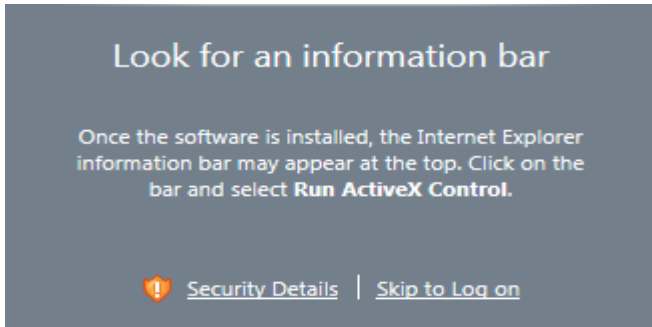
STEP 2

1. Install the Citrix Xenapp Client Receiver
 - a. Open Internet Explorer and go to <http://rpsanywhere.richmond.k12.va.us>
 - b. The site will check to see if you have client installed. If it detects one, you will get the login box. Skip to step 4, If not, the following message will appear.



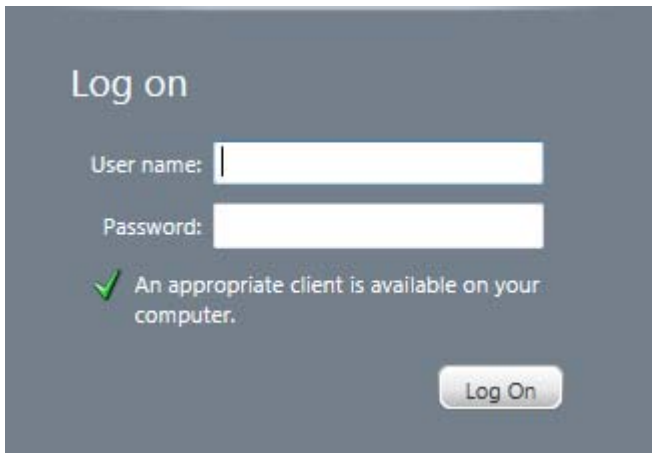
Select I agree and click Install

2. Install options vary depending on the versions of Internet Explorer and Windows you are running. Follow onscreen instructions to install the client plugin. If prompted to **Save** or **Run** the application, select **Run**. The Windows **User Account Control** window may pop up. If so, select **Allow**. Some typical screen shots are below:



Click **OK**.

c. You should now have a log on box:



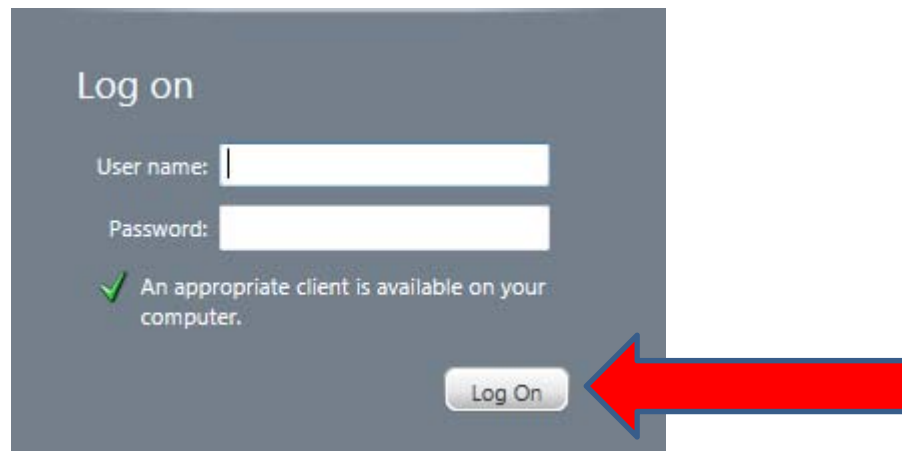
NOTE: You must know “your” **User Name (See Ellen, Coordinator of Operations for this) and Password is Richmond1** (this password is generic for all MSiC staff)

3. You will only need to complete the steps to install the Citrix Receiver once. When you log in again on the **same** machine you will just navigate to the following link:

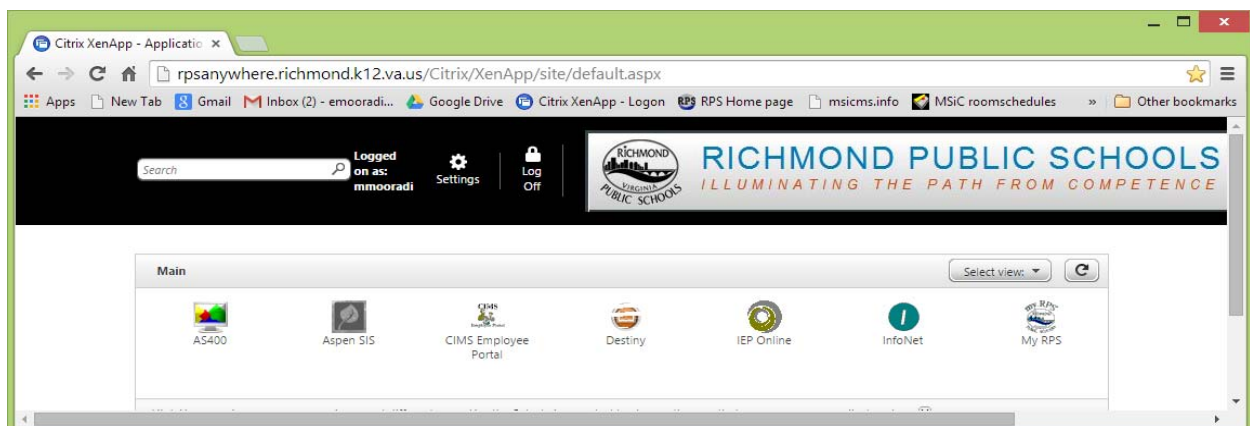
<https://rpsanywhere.richmond.k12.va.us>

4. At this point you will log into the Citrix Xenapp Receiver Portal:

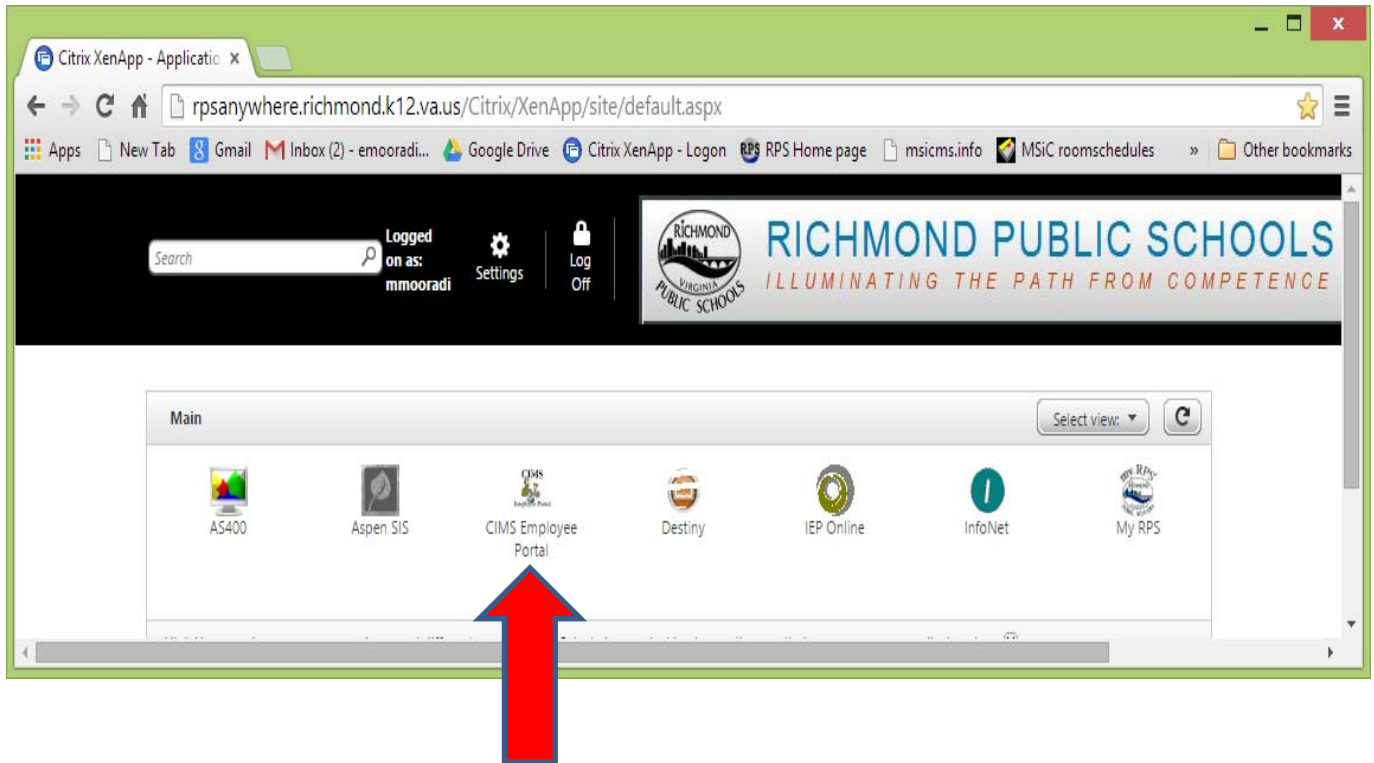
a. Enter your **User Name** and **Password: Richmond1** and click **Log On**.



5. You will be presented with a screen that looks similar with the one below:



6. Choose the **CIMS Employee Portal** application

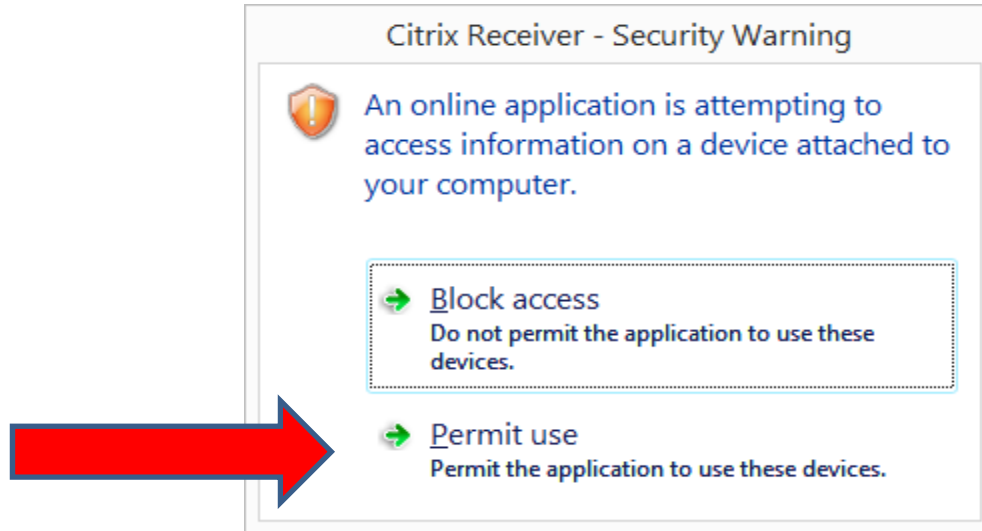


7. The application will launch a new window.

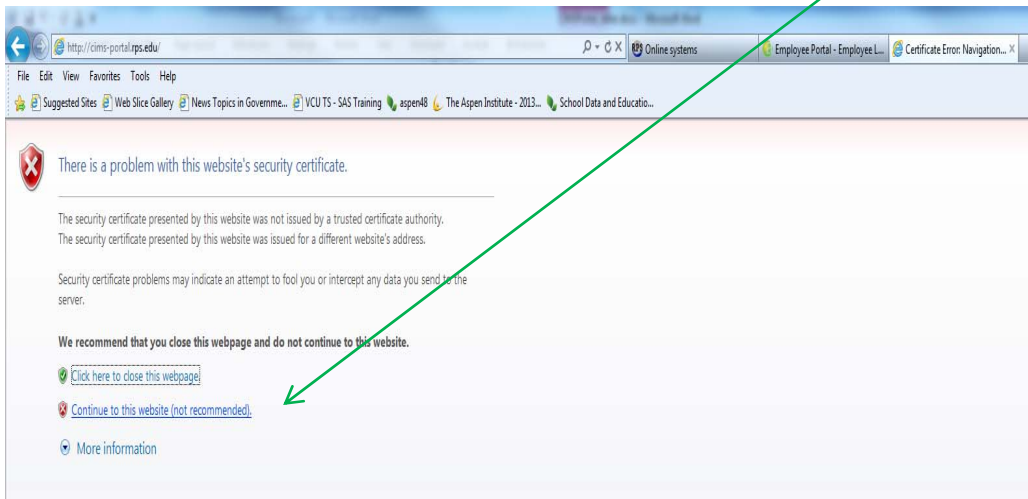


If ever prompted, select **DO NOT ASK AGAIN** and then click, **Yes**.

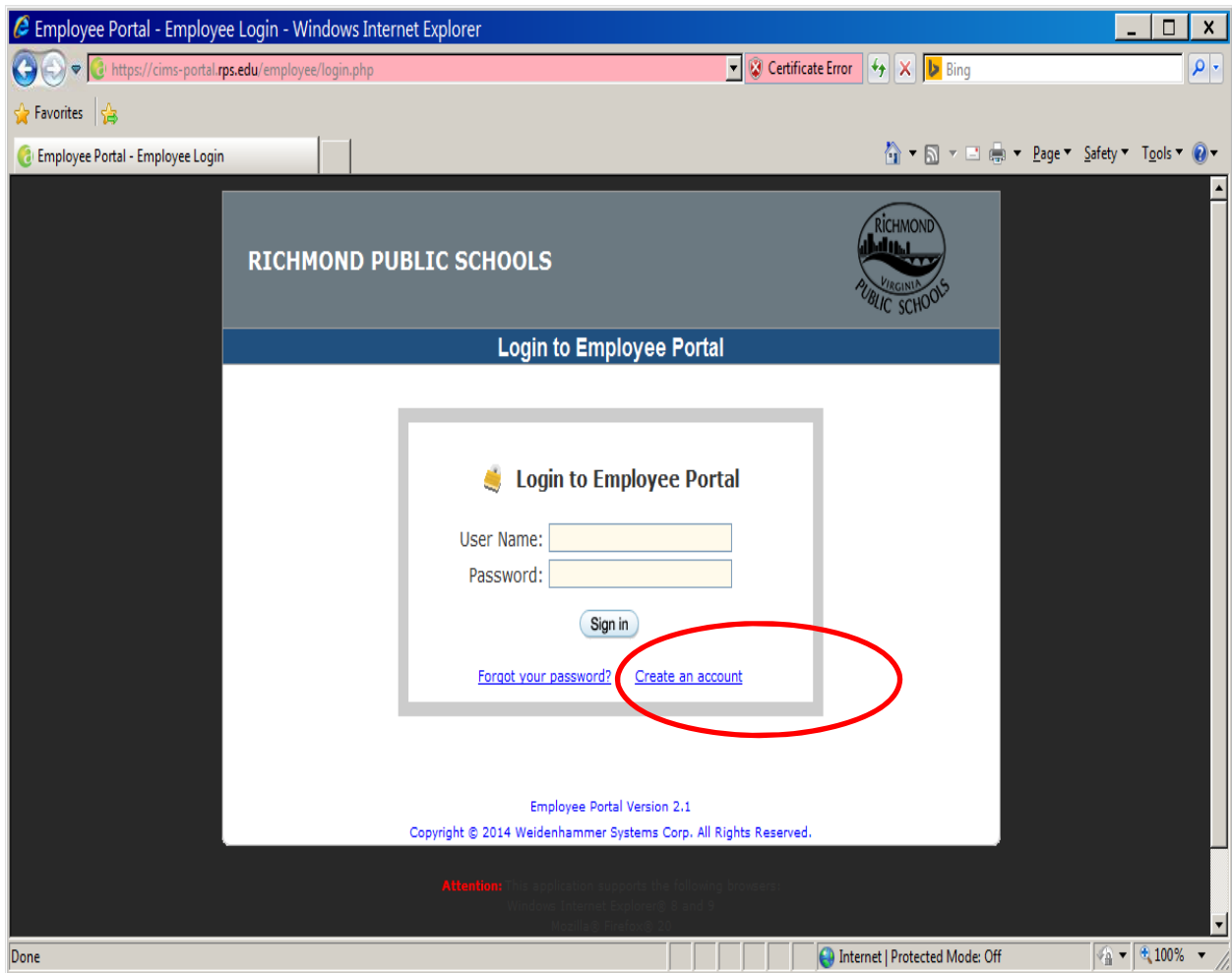
a. Note – if the following screen appears, click **Permit Use**:



b. Note – if the following screen appears, click **Continue to this website option**:



9. Choose [Create an account](#) link



STEP 3

Create a New Account

Complete all information required with the * in front (all fields).



Create New Account

* Required Information

Personal Information

* Employee No *Last 4 of Social Security No

* First Name * Birth Date

* Last Name * Zip Code

Profile Information

* User Name Minimum 6 characters

* New Password Minimum 7 characters

* Confirm Password

* Email

Email will be used for system notification and retrieving login information

Employee Portal Version 1.9

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Attention:

- a. Employee No = your social security number, no spaces, no dashes
- b. First Name = as it appears on your employee paystub or check
- c. Last Name = as it appears on your employee paystub or check
- d. Last four of your SSN
- e. Birth date
- f. Zip Code = use the zip code found on your employee paystub or check
- g. Enter your User name = this is the same username issued to you for the Citrix Xenapp
- h. Create a password (one that you will remember)
- i. Confirm the password
- j. Email address = you may use your MSiC email or a personal email address for this
(note- the system has a Forgot Password option and this email address will be used to send you your Forgot Password instructions, however it is more complicated for MSiC staff to get the password reset. If this happens and you need your password reset, see Ellen.)
- k. PRESS SUBMIT

Congratulations for signing in to your CIMS Portal account.