

What is AccessWorkspace?

AccessWorkspace, the NSF Citrix system, provides an easy and secure way to use internal NSF services and resources when you are away from home or out of the office. You can use AccessWorkspace to check your email, use applications such as eJacket, visit internal websites like InsideNSF or SharePoint, or to reach information stored on the NSF network.



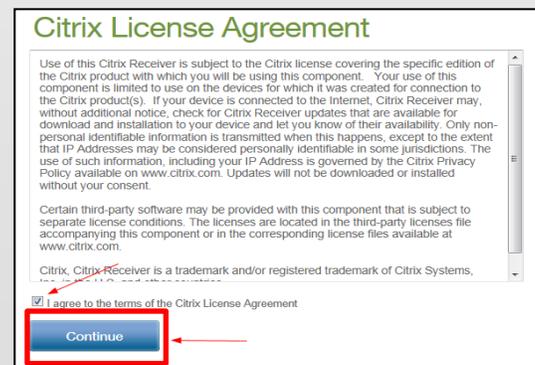
What You Need

- A computer with an Internet connection and the Citrix Receiver (<http://receiver.citrix.com>) installed (see steps below for installing and setting up Citrix Receiver)
- Your LAN ID and Password
- Your RSA SecurID Token



How to Setup Citrix Receiver

1. Go to <http://receiver.citrix.com>
2. Click *Download Receiver for Windows/Mac* (the site will detect your operating system)
3. Accept the Licensing Agreement and click *Continue*
4. After clicking *Continue*, you must click *Run* to install the receiver, click *Yes* to allow access and click *Yes* to trust the Citrix Receiver in order to begin the installation





Log in to AccessWorkspace

1. Go to remote.nsf.gov
2. Click *AccessWorkspace*
3. Enter your NSF LAN ID and passcode (PIN + the number displayed on your SecurID token) and click *Login*
4. Enter your NSF LAN ID and NSF password and click *Log On*



Welcome

Please enter your User ID and Passcode
Your Passcode is your PIN + the number displayed on your token (the Tokencode).

User name:

PASSCODE:

National Science Foundation - Citrix System

Enter your NSF domain username and password:

User name:

Password:

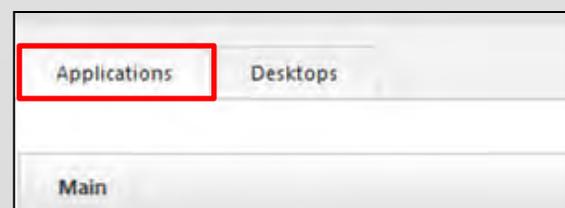
Note: You will need Citrix Receiver to run AccessWorkspace. If you have not yet downloaded the Citrix Receiver at this point, scroll down and click [HERE](#) to install. Once installed, go back to Step 1.



Navigating AccessWorkspace – Applications

Launching NSF **Applications** via AccessWorkspace will have the same look and feel as programs installed on your computer, allowing you to use your internet browser and other programs side-by-side.

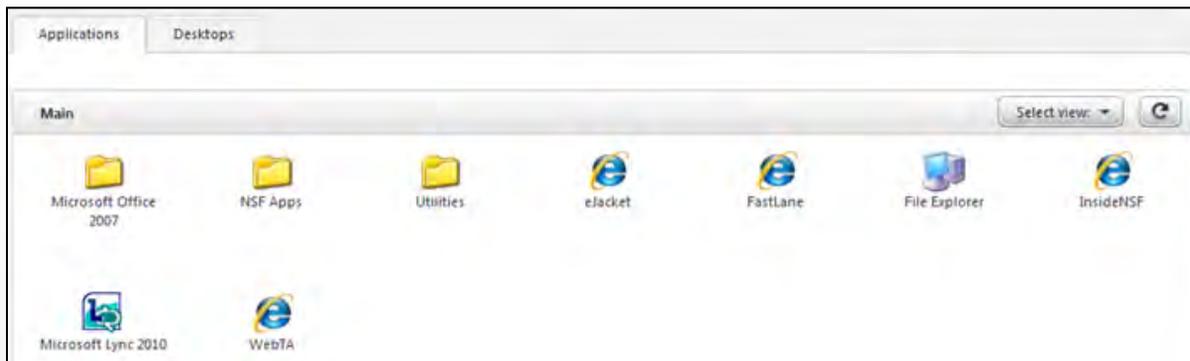
1. Once logged in to AccessWorkspace, click the *Applications* tab at the top of the screen





Navigating AccessWorkspace – Applications (Continued)

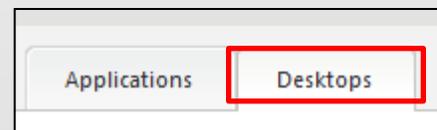
2. Click on the application you would like to use (e.g., eJacket or FastLane)



Navigating AccessWorkspace – Desktop

The virtual **Desktop** will look and feel like a PC running Windows XP. It will allow you to use basic NSF applications (e.g., Visit or PARS), use Office 2007, and visit InsideNSF. However, performance may be slower as resources are shared amongst all connected users.

1. Once logged in to AccessWorkspace, click the *Desktops* tab at the top of the screen



2. Click on the *Workspace* icon and the virtual Desktop will launch

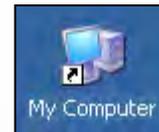




Navigating AccessWorkspace – Desktop (Continued)

To access data stored on your NSF R: or P: drive:

1. Click on *My Computer*
2. Navigate to your R: drive or P: drive to access your NSF data



To access NSF applications:

1. Click *Internet Explorer*
2. On InsideNSF, select *Tools* then *Applications*
3. Launch desired NSF application



To access your NSF email and calendar:

1. Click *Start*
2. Select *All Programs, Microsoft Office*, then *Microsoft Office Outlook 2007* to launch your NSF email and calendar

