

Citrix Receiver on your Personal Computer

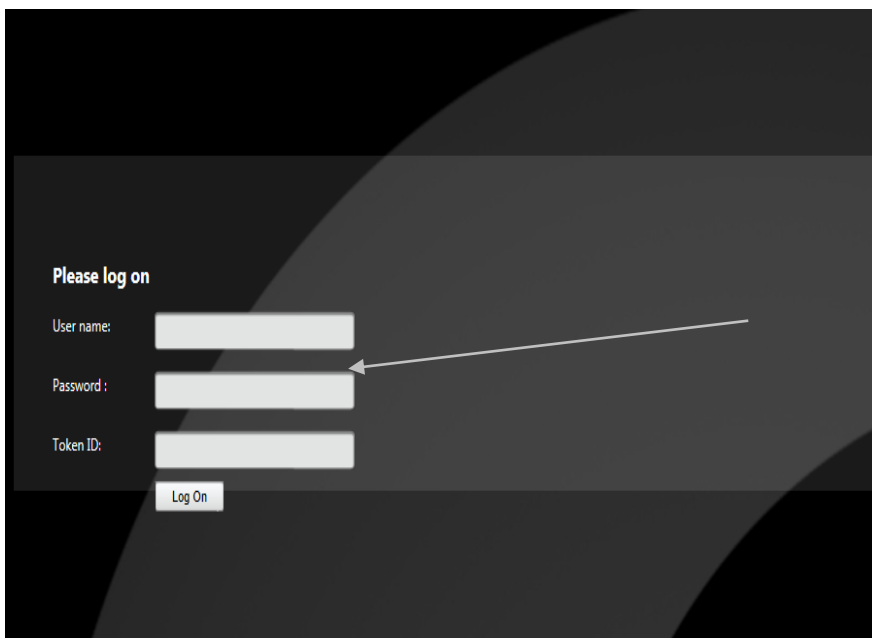
Logging on

Open your web browser (Internet Explorer, Safari, Firefox etc) and browse to:-
<http://chorley.gov.uk/myaccess>

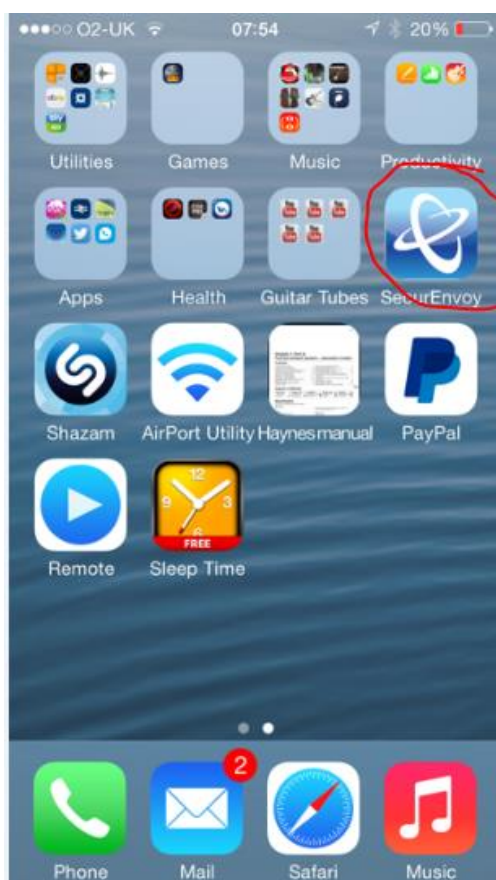
You will be shown the following logon screen:

Enter your login and password.

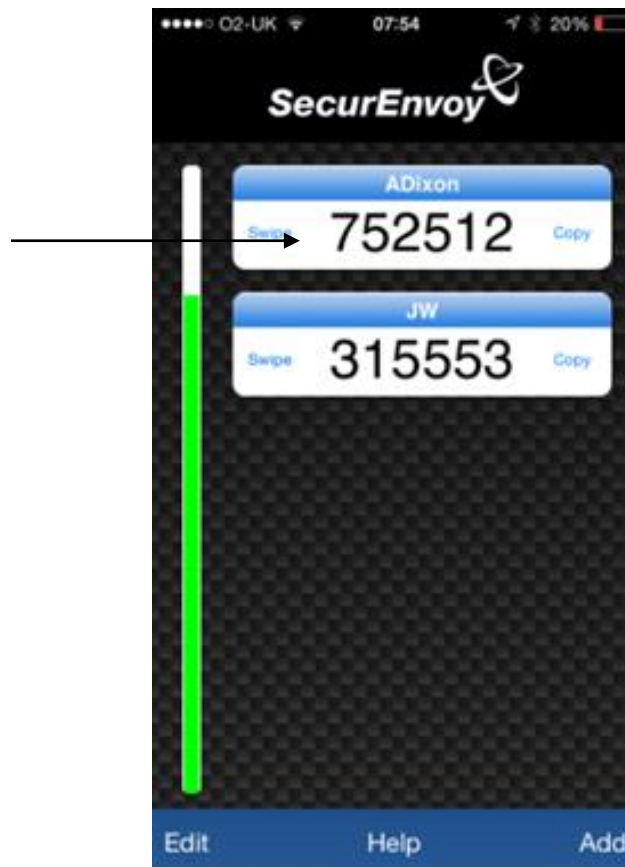
Also enter your 6 digit security code which will be generated by either your securenvoy application or by text message (dependant on your choice of delivery).



To get the code from your SecurEnvoy application simply open your application

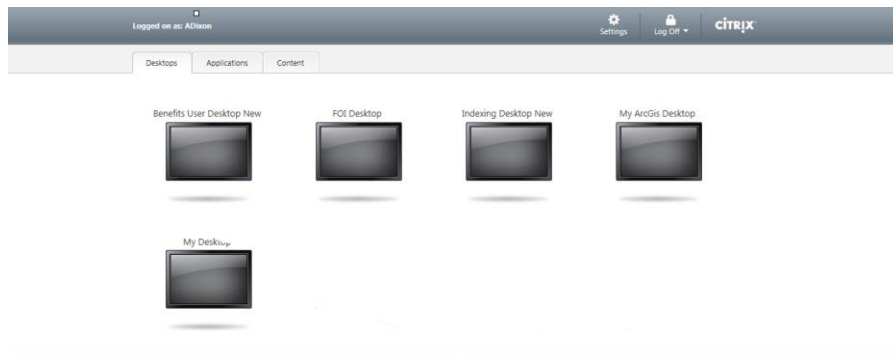


...and the code will be displayed.

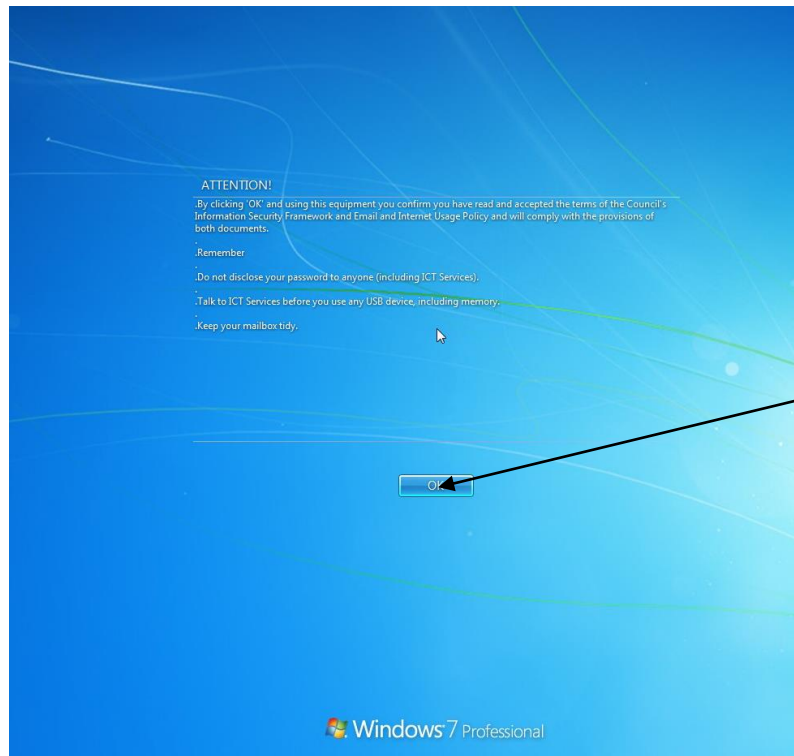


Once connected you will be presented with access to all desktops that are available to you.

Just click the one you would like to use.

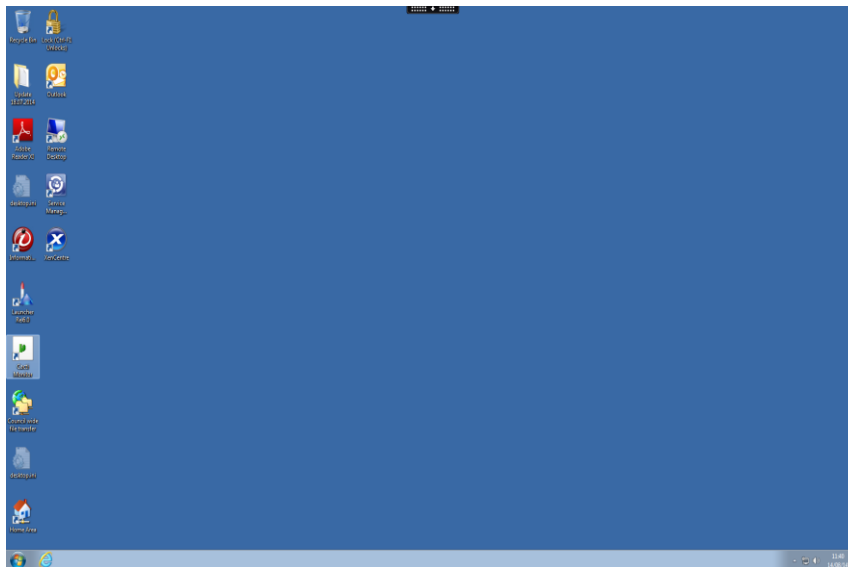


Click on OK



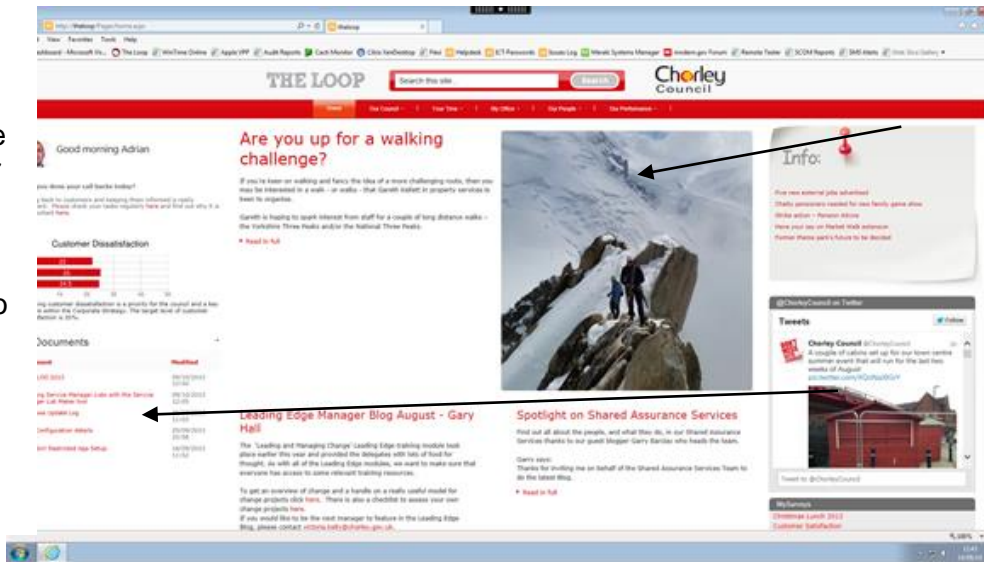
Your desktop will load like this.

Then the Loop will open automatically




You can access lots of information about the Council on theloop, including the contacts directory for council officers.

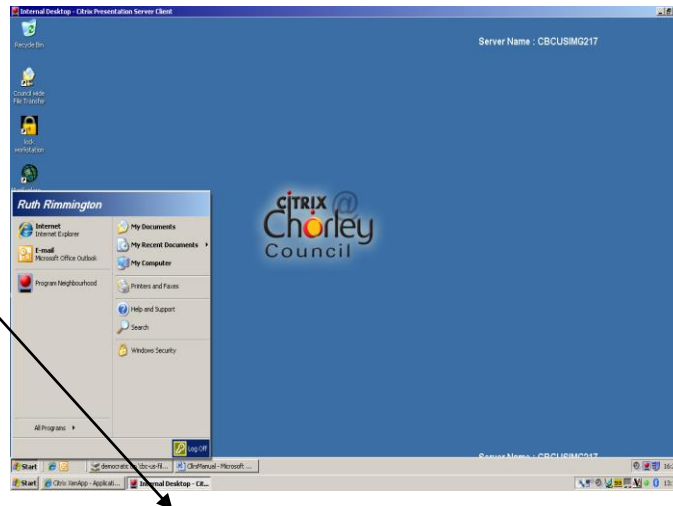
For information specifically relating to Members of the Council click on **My Place, Members**



Logging Off

 When you have finished please log off

Go to the **Start** button and select **Log off**



Click **Log off**

