

Citrix User Guide For ASP's



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Introduction

This guide provides instructions to Accredited Service Providers on how to access the Endeavour Energy Citrix platform. The Endeavour Energy Citrix platform allows you to manage remote access to authorised Endeavour Energy applications, systems and documents.

Prerequisite

If you have previously enrolled with Microsoft Authenticator, skip this prerequisite step.

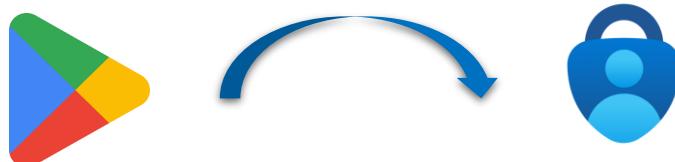
To access Endeavour Energy systems, you will need to be enrolled for Microsoft Authenticator authentication.

You can download the 'Microsoft Authenticator' application from:

1. Apple App Store if you're an iPhone or iPad user.



2. Google Play Store if you're using an Android user.



Microsoft Authenticator Enrolment

If you've not setup Microsoft Authenticator earlier, you will be prompted do so during the login process and the below procedure will guide to setup Authenticator.

There are several approaches to two-factor verification that can be configured. The simplest option is to install the Microsoft Authenticator app on a secondary device. For example, a mobile phone. This allows you to use your phone to verify logins on your primary device (laptop, iPad etc). While you will install the Microsoft Authenticator app on your mobile phone, you should action the initial prompt and registration process on your primary work device (e.g., A laptop or tablet). You will need your mobile phone to install the Microsoft Authenticator app, login and then scan the QR code from your primary device. This connects your device to the authenticator app.

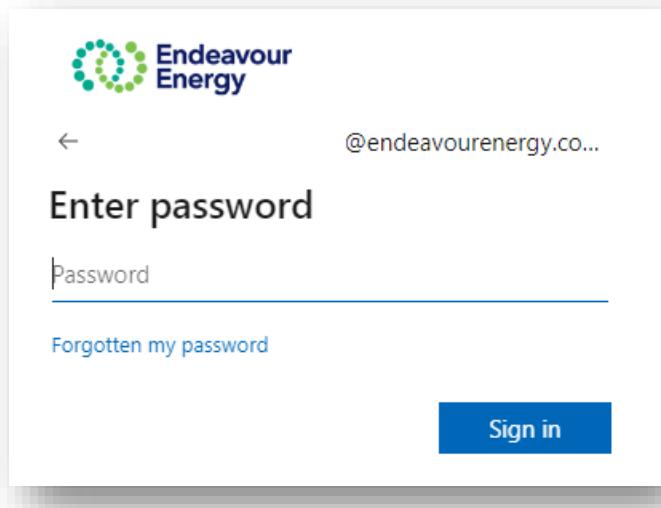
1. Open Browser (e.g., Google Chrome, Microsoft Edge, Safari etc.) and access the Citrix URL <https://suppliers.endeavourenergy.com.au/>

2. Enter your Endeavour Energy e-mail id and click on 'Next'.



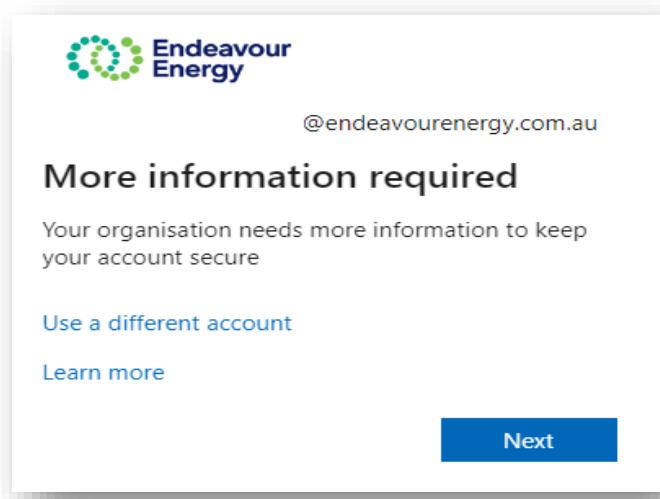
The image shows the 'Sign in' page for Endeavour Energy. At the top is the Endeavour Energy logo. Below it is the text 'Sign in'. A text input field contains the email address 'some.one@endeavourenergy.com.au'. Below the input field is a link 'Can't access your account?'. At the bottom are two buttons: 'Back' (grey) and 'Next' (blue).

3. Enter your password and click on 'Sign in'.

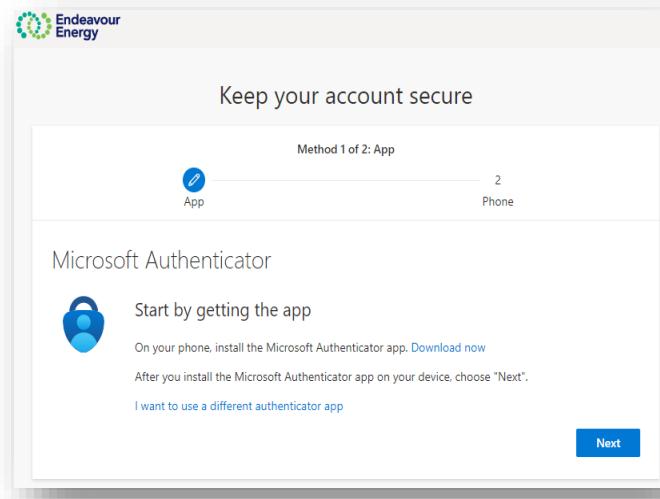


The image shows the 'Enter password' page for Endeavour Energy. At the top is the Endeavour Energy logo. To the left is a back arrow and to the right is a link '@endeavourenergy.co...'. Below the logo is the text 'Enter password'. A password input field contains the placeholder 'Password'. Below the input field is a link 'Forgotten my password'. At the bottom is a blue 'Sign in' button.

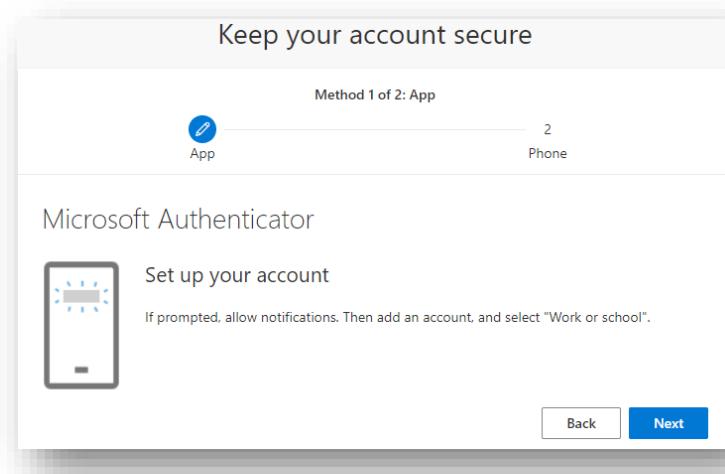
4. If you're preregistered with Microsoft Authenticator, you'll be taken directly to step 18, otherwise the "More information required" screen will be displayed to begin Microsoft Authenticator registration process. Select Next to continue. We recommend you undertake this step on your primary device (Laptop/iPad).



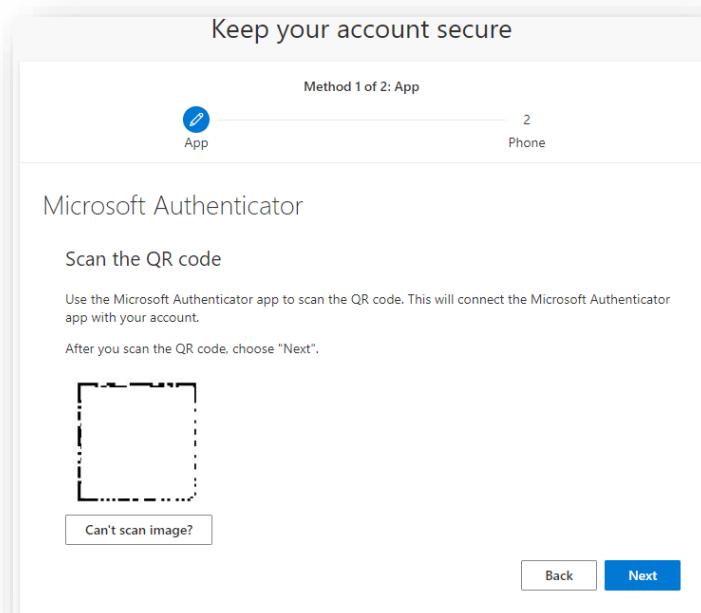
5. If you haven't installed Authenticator app on your mobile, please do so and click Next.



6. Click Next again



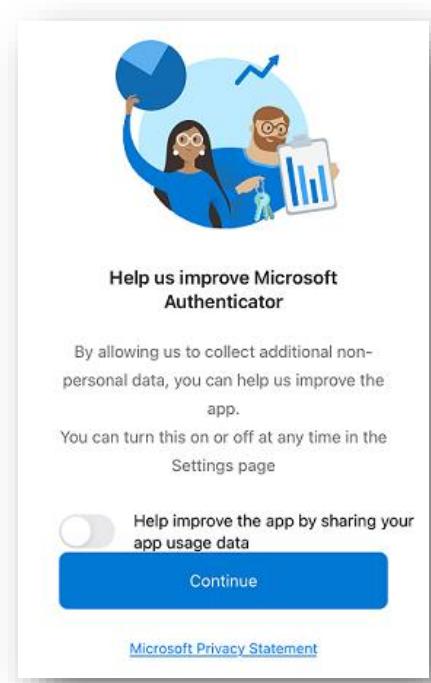
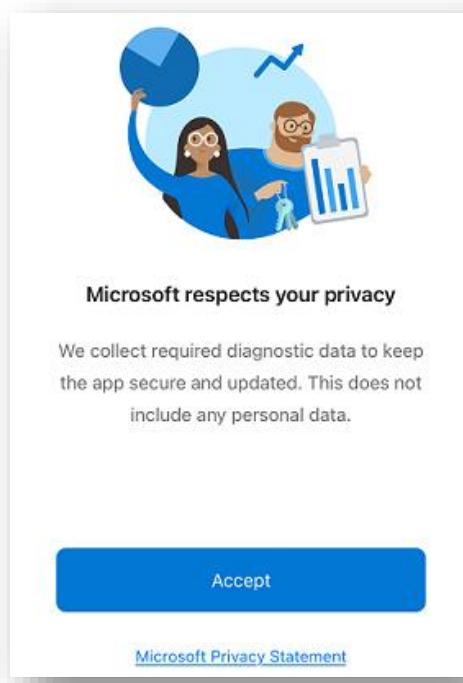
7. A QR code should be displayed on your screen. Leave this on your primary device, and now move to your mobile phone to configure the Microsoft Authenticator app.



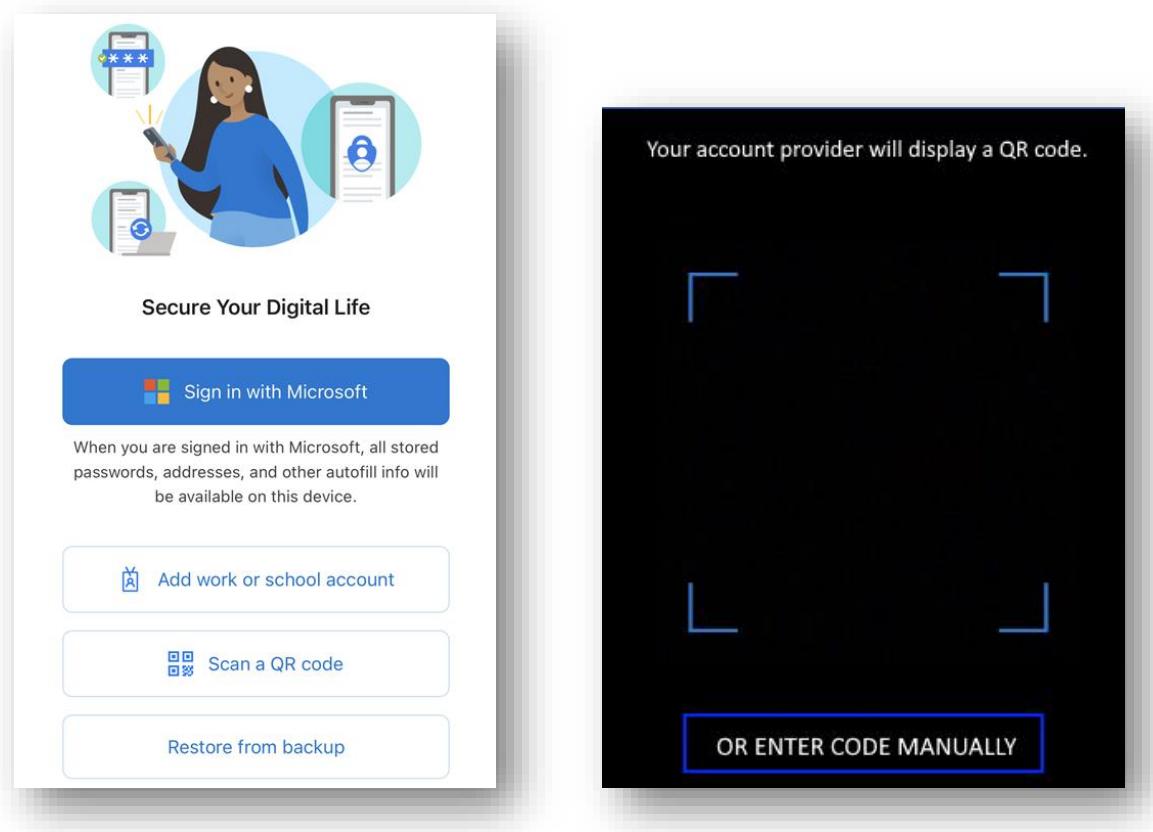
8. On your mobile phone - You will require the Microsoft Authenticator application. The icon looks like this. Before you proceed, check to see if this application is already installed.



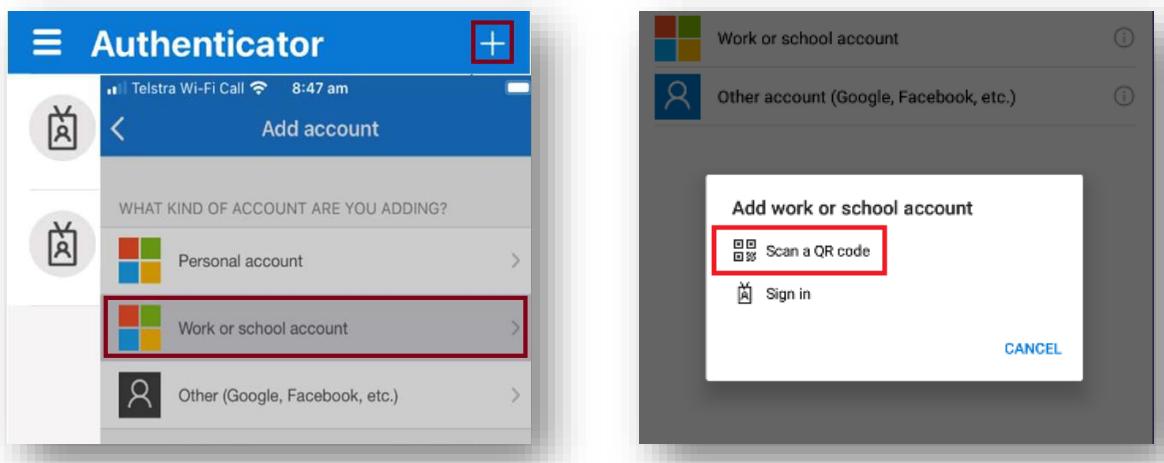
9. Open the Authenticator application. If you are already using Microsoft Authenticator on your device with another account, you can add Endeavour Energy account as an additional account, skip to Step 11 to do so. Click 'Accept' on the "Microsoft respects your privacy" screen and click 'Continue' on next screen.



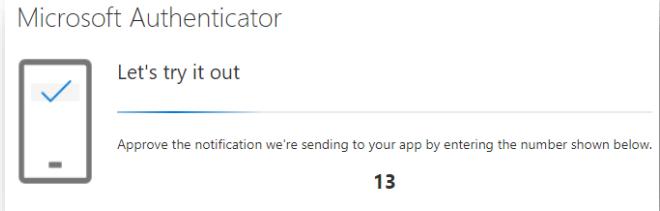
10. Click on 'Scan a QR code' and scan the QR code from your primary device(Step 7) to add the account.



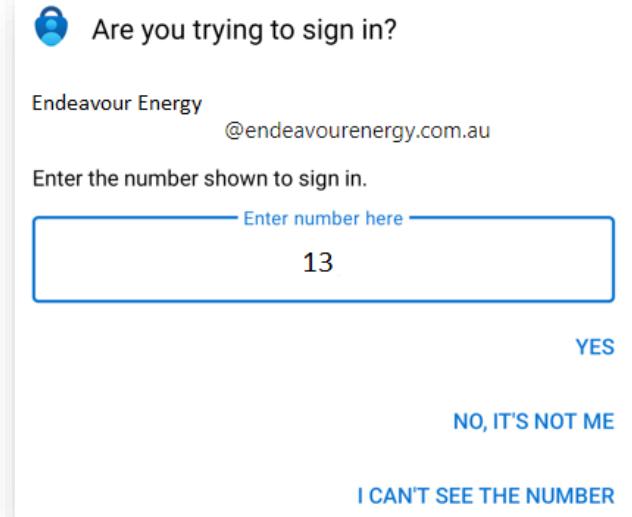
11. If you are already using Microsoft Authenticator on your device with another account, you need to add another connection for your Endeavour Energy account. On Authenticator application screen, select the + icon in the top right corner. Then select Work or school account. Select Scan a QR code and scan the QR code from your primary device(Step 7) to add the account.



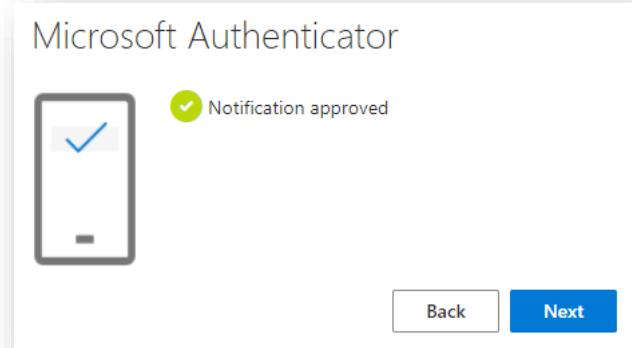
12. Your account is now added to Authenticator. You will then be prompted to approve or deny a login attempt on your phone Authenticator application to verify the access.



13. On your mobile, you'll see a prompt like this. Enter the number as you see on the primary device screen and click on Yes.



14. Once the notification is approved, you will see a confirmation message on primary device.



15. You will then be prompted to add a mobile number as backup. Add the mobile number and click on Next.

Method 2 of 2: Phone

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Australia (+61) Enter phone number

Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

16. You will get an SMS with a 6-digit code on your mobile. Enter the code on the screen and click on Next to complete verification.

Method 2 of 2: Phone

Phone

We just sent a 6 digit code to . Enter the code below.

Enter code

[Resend code](#)

Method 2 of 2: Phone

Phone

✓ Verification complete. Your phone has been registered.

17. Your Microsoft Authenticator configuration is now complete!

Success!

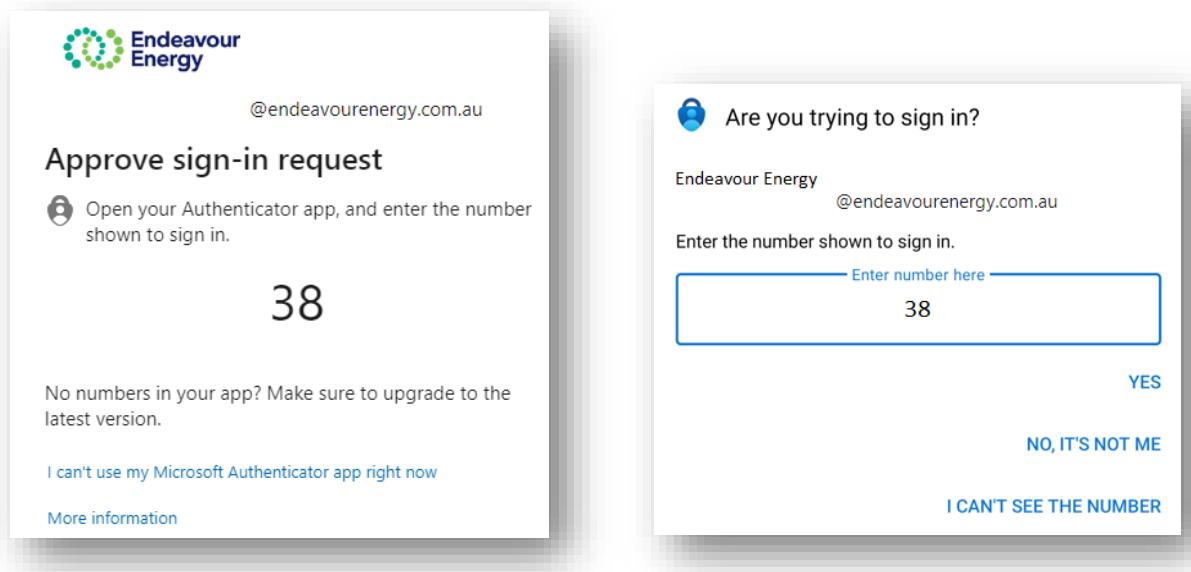
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone

Microsoft Authenticator

18. From next Citrix login onwards, you'll be prompted to approve the sign-in request on your phone.



Signing In – Poor Reception or No Network

If your mobile is out of internet range, you are still able to authorise a login using an alternate approach.

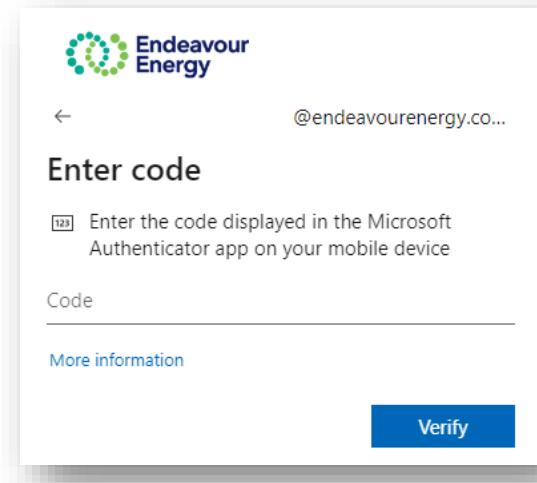
1. On the “Approve sign in request” screen, select I can't use my Microsoft Authenticator app right now.



2. Select your preferred option. For example, Use a verification code.



3. Your computer will request a 6-digit access code.



4. On your mobile, in the Microsoft Authenticator application, select the Endeavour Energy email address. You should see a one-time password code. Enter this code onto your device screen to complete your login.



Accessing Citrix

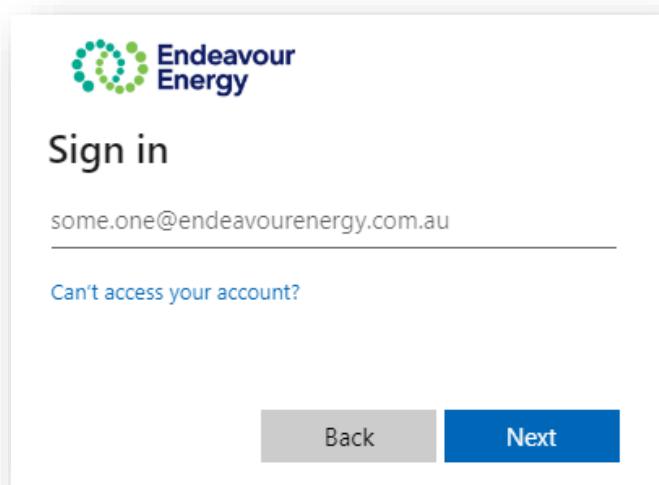
Follow these steps to access the Endeavour Energy Citrix environment.

1. Open Browser (e.g., Google Chrome, Microsoft Edge, Safari etc.) and access the Citrix URL
<https://suppliers.endeavourenergy.com.au/>

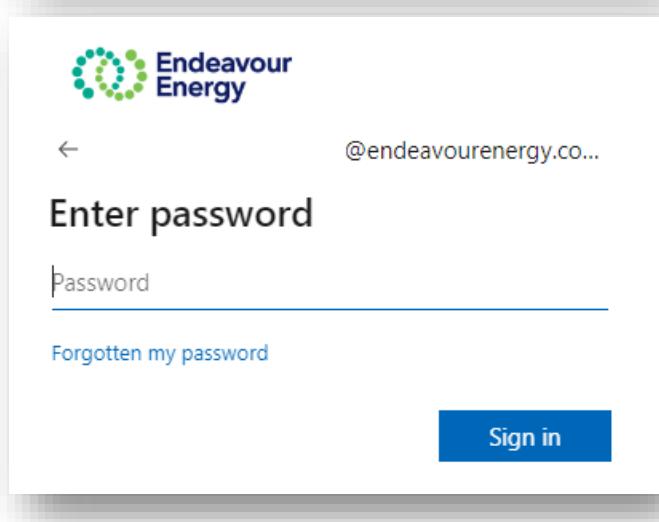
2. Enter your username, click Next. This information is in an email sent to you from Endeavour Energy HelpDesk. If you don't have this email call HelpDesk on 02 9853 6888.

Note: If you've not activated Microsoft Authenticator, follow the prerequisite section.

3. Enter your password and click on 'Sign in'.



The screenshot shows the 'Sign in' page for Endeavour Energy. At the top is the Endeavour Energy logo. Below it is a text input field containing 'some.one@endeavourenergy.com.au'. Underneath the input field is a link 'Can't access your account?'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.



The screenshot shows the 'Enter password' page. At the top is the Endeavour Energy logo. To the left is a back arrow icon and to the right is a link '@endeavourenergy.co...'. Below the logo is a text input field labeled 'Password'. Underneath the input field is a link 'Forgotten my password'. At the bottom is a blue 'Sign in' button.

4. Approve the MFA request on Authenticator.



The screenshot shows a 'Approve sign-in request' screen from the Microsoft Authenticator app. It displays the Endeavour Energy logo and the email '@endeavourenergy.com.au'. Below this is the text 'Approve sign-in request'. A note says 'Open your Authenticator app, and enter the number shown to sign in.' A large number '38' is displayed in the center. At the bottom, it says 'No numbers in your app? Make sure to upgrade to the latest version.' and 'I can't use my Microsoft Authenticator app right now' with a 'More information' link.

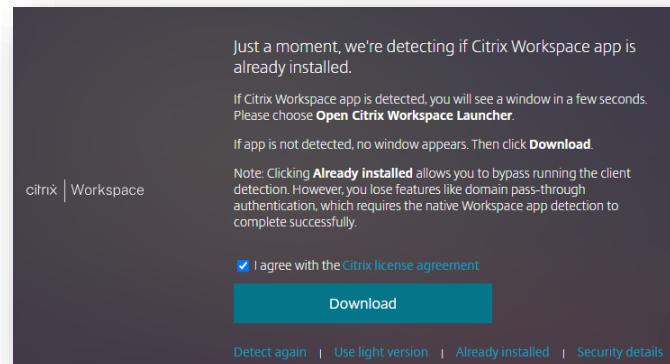


The screenshot shows a 'Approve sign-in request' screen from the Microsoft Authenticator app. It displays the Endeavour Energy logo and the email '@endeavourenergy.com.au'. Below this is the text 'Are you trying to sign in?'. A note says 'Enter the number shown to sign in.' A text input field contains the number '38'. At the bottom are three buttons: 'YES', 'NO, IT'S NOT ME', and 'I CAN'T SEE THE NUMBER'.

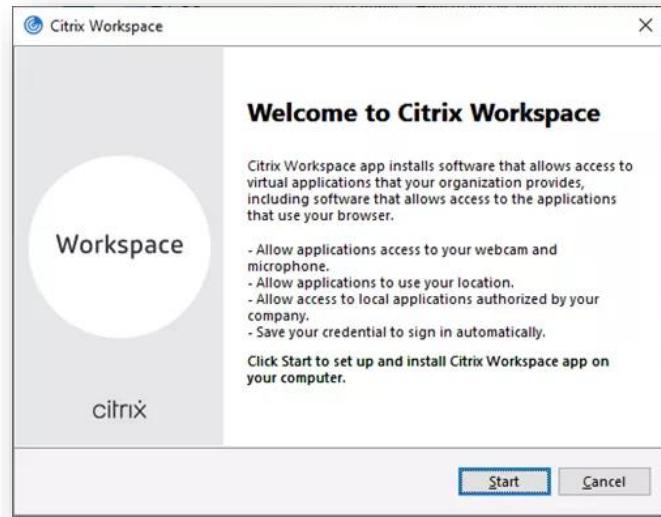
5. You'll be taken to this page if you're a new user or accessing from a new device/browser. Click on Detect Citrix Workspace app.



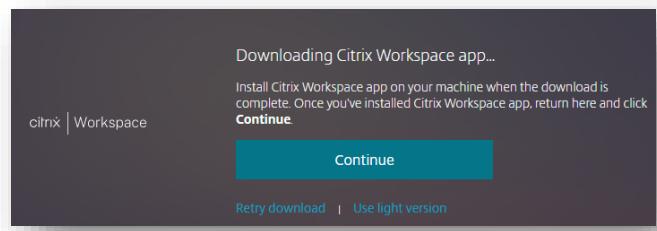
6. If you already have Citrix Workspace app installed, you may skip this step by clicking on 'Already installed'. If you don't have Citrix Workspace app installed, agree to the Citrix Licence Agreement and click on "Download".



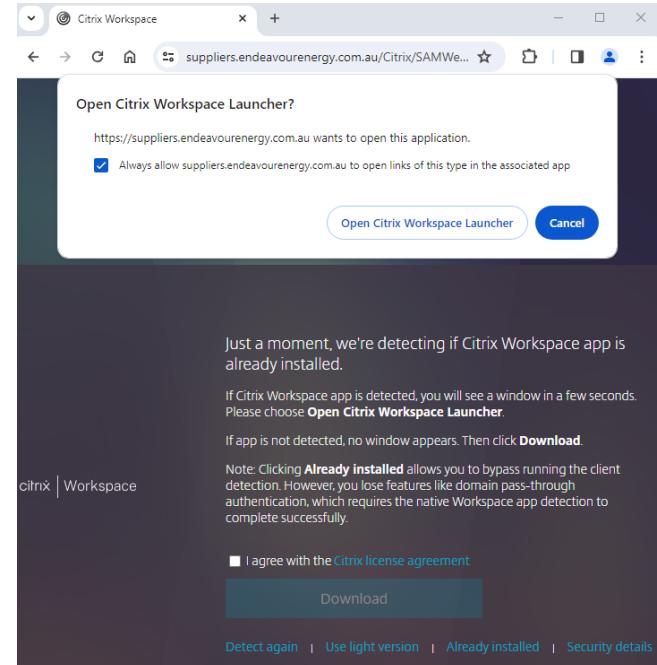
7. Click on the CitrixWorkspaceApp.exe to install. Follow the install instructions including accepting the Licence Agreement. Click on Finish once complete.



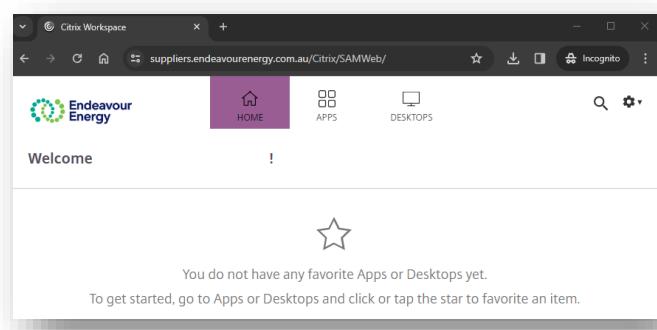
8. Once the install has completed; return to the Citrix browser Click “Continue”.



9. Select ‘Always allow’ on the Citrix Launcher, click on ‘Open Citrix Workspace Launcher’ and click on “Already Installed”.



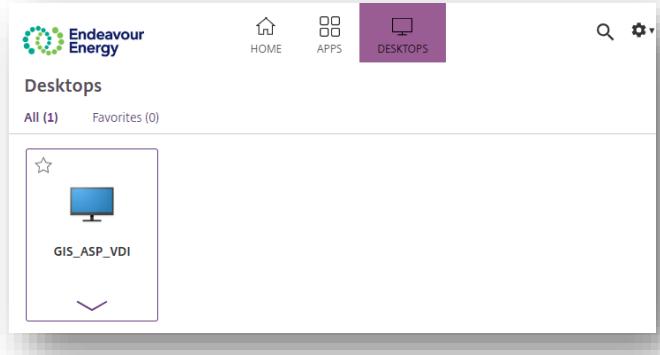
10. When you have successfully logged on, the Endeavour Energy Citrix environment will be displayed.



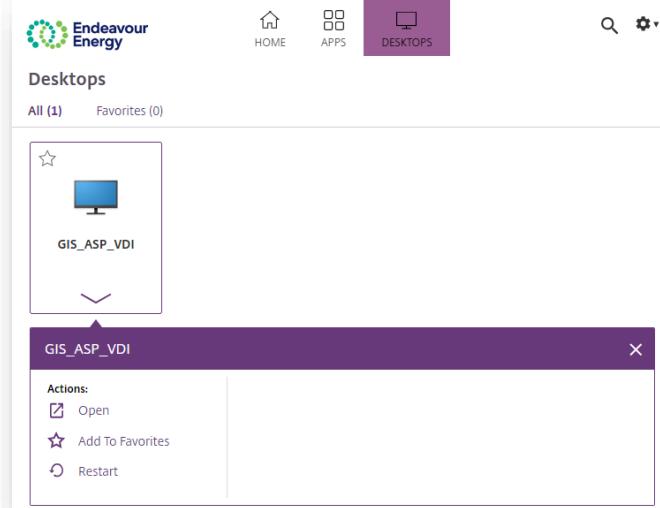
Accessing Endeavour Energy Applications, Systems and Documents

Once logged in, you will be presented with the home screen on the Endeavour Energy Citrix environment. Click on “**Desktops**” to access the Endeavour Energy applications, systems and documents using Citrix.

- Click on **GIS_ASP_VDI** and click on **Details**.



- Click on ‘Open’ to access the VDI.
Note: You can click on ‘Add to favourites’ if you want to add this VDI to your favourites.



- You will be presented with a desktop from where you will be able to access all your required EE applications, systems and documents.



Notes

- You cannot copy and paste from the Endeavour Energy Citrix environment to your PC. However, mapping to your own PC network drive and saving documents to your own PC network drive has been enabled
- You cannot print from the Endeavour Energy Citrix environment.



Citrix Support

For any issues and assistance with accessing the Citrix environment contact the **Endeavour Energy Help Desk** on **(02) 9853 6888**.

endeavourenergy.com.au



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