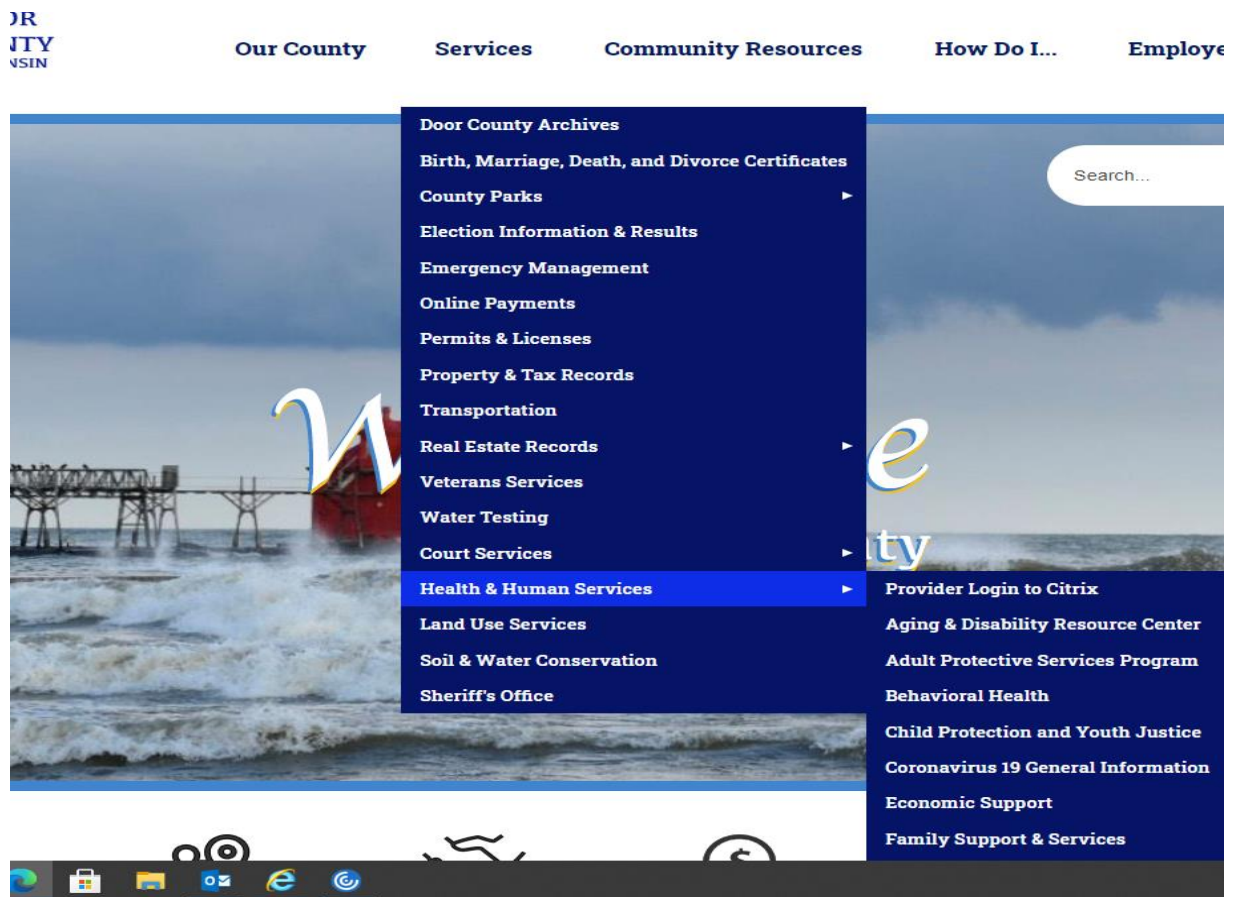
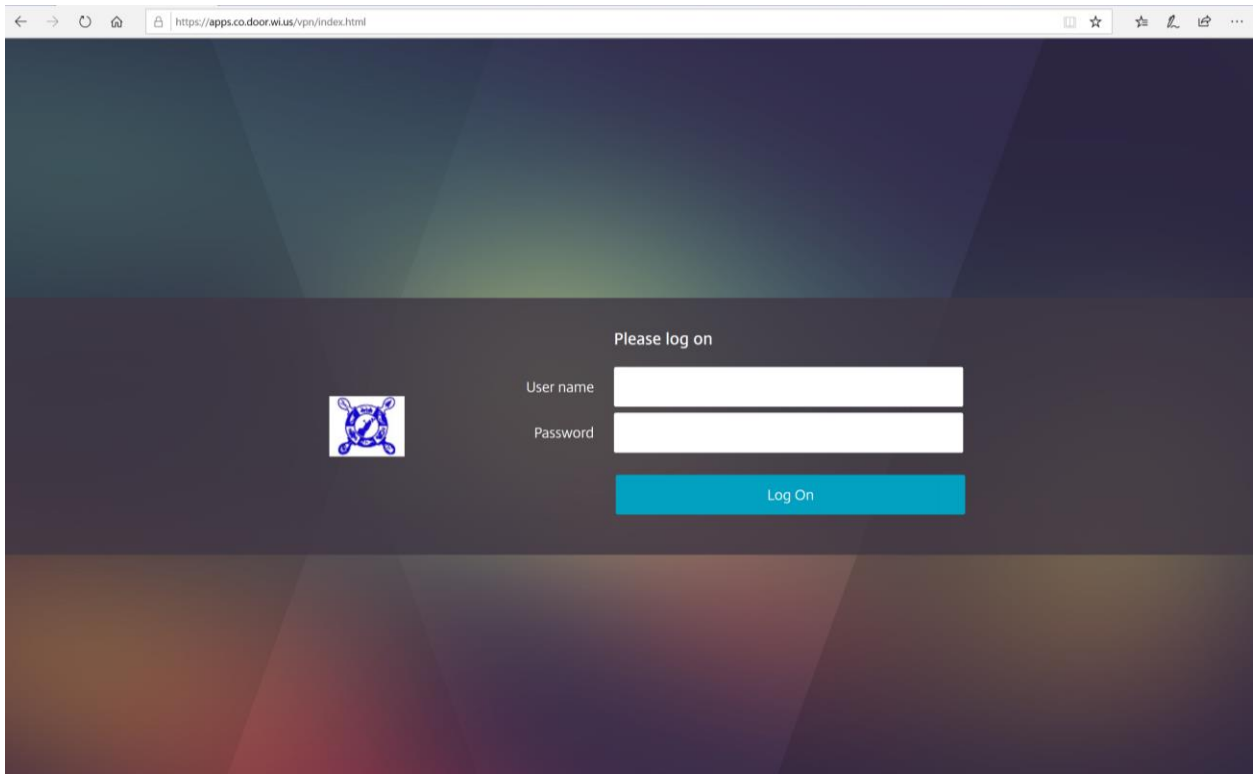


## Installing Citrix WorkSpace – First Time You Use Citrix Accessing TCM for CCS Providers

1. The Citrix Workspace client needs to be installed on your PC first. This is a one time install. Click on this link to go to Citrix’s website and install the client on your PC  
<https://www.citrix.com/downloads/workspace-app/>
2. You will need to select Windows or Mac depending on what you are running. Once installed it may prompt you for email or server address – you can click Cancel on that window.
3. Once the client is installed, you can open Internet Explorer or another browser and go to [www.co.door.wi.gov](http://www.co.door.wi.gov) – in the Upper right click the “Services” link and select “Provider Login in to Citrix” under the Health & Human Services heading

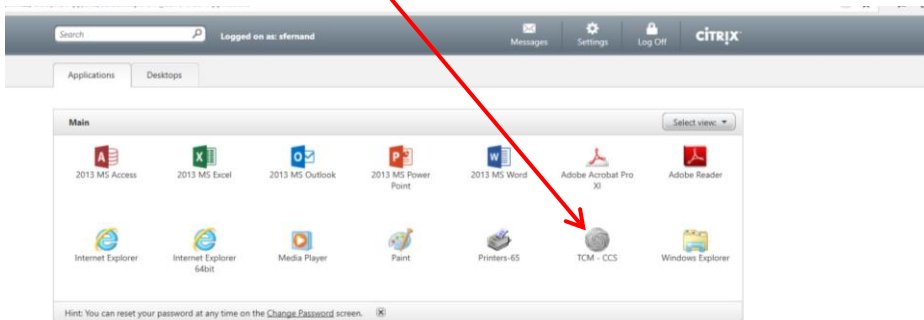


4. Type your **username and password** and click the Log On button.



5. When you first connect, you will be brought to the **Applications** window where you see icons like below.

You will want to click the **TCM- CCS** icon



h:\human services\ccs\20210412 installing citrix workspace and accessing tcm.docx

6. When prompted, click **Allow** and then **Open** button (along bottom of screen).
7. When you are done with TCM, click the X in the upper right corner of the TCM window to close it.
8. When you are back at Citrix window where you can see the various applications, click the **Log Off** button in the upper right corner of the window.

