

## NOTE: You MUST use Internet Explorer to access the Portal.

Open Internet Explorer from the start menu – by clicking on the start button and typing Internet Explorer, then open the application.



In the address bar navigate to <u>www.nrc.ac.uk/nrc/nrci</u>, click ok to accept cookies if asked and scroll to the bottom of the page. Under NRC Portal, click Login.







Click Login under NRC Portal.



Type your NRC username (not your full email address) and password. Click Log on.

Please log o	on to continue.
User name	theo.dunlop
Password	•••••
	Log On
	Please log o

You will be asked to install the Citrix Receiver. Tick the "I Agree" box and then click Install.

Install Citrix Receiver to access your applications	
Z Lagree with the Click Louise agreement	

The option to Run, Save or Cancel should pop up at the bottom of the screen. Click Run.

		Confirm Installation is complete Please wat while the download process begins. After Citrix Receiver is installed, click <b>Continue</b> Continue	
- 0 0	Do you want to run or save <b>CitrixReceiverWeb.exe</b> (41.4 M8	8) from downloadplugins.citrix.com?	n Save - Cancel



## Accessing the NRC Portal on Home Computers (Windows) MARCH 2020



Click Start.



Tick "I Accept the License Agreement" and click Next. On the next screen do not tick Single Sign On.

License Agreement	
You must accept the license agreement below to proceed.	
CITRIX RECEIVER LICENSE AGREEMENT	^
This is a legal agreement ("AGREEMENT") between you, the Licensed User, and Citrix Systems, Inc., Citrix Systems International GmbH, or Citrix Systems Asia Pacific Pty Ltd. Your location of receipt of this component (hereinafter "RECEIVER") determines the licensing entity hereunder (the applicable entity is hereinafter referred to as "CITRIX").	~
☐ I accept the license agreement	

DO NOT, tick Single Sign On. Click Install.







The Citrix Receiver will install, please be patient. Click Finish and the Citrix Receiver should automatically run.



You will now have access to the portal where you will see the applications that you have access to. Most users will only see E-Registers & HR Portal.



To access E-Registers, click on the icon. Citrix Receiver will start loading the application, please be patient and wait for it to load.

E-Registers	2		×
Starting			
More information		Car	vel





You will then see the normal E-Registers application which you can login to by entering your NRC username (not your full email address) and password.

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NR.	RC QLSv4 Live (1)
The Resou	urce that you have attempted to access requires a Username and Password.
Please entr	ter your details below.
The second	
User Name	e theo.duniop
User Name Password	e theo.duniop

To access HR Portal, click on the icon.

<b>H</b> E						
	SHOWSE PAGE					14
-	NORTHERN Regional College	Home	My Team			Search this s
			Welcome to th	ne HR Portal		
				20		2
			ANNUAL LEAVE	FLEXILEAVE	PAYSLIPS	PERSONAL INFO

To access PTL pay claim, click on the icon. Citrix Receiver will start loading the application, please be patient and wait for it to load.







You will then see the normal PTL pay claim application.



If you have any issues with above please log a call with <u>servicedesk@nrc.ac.uk</u>.

