

# Login to the CDA/Citrix environment

User Manual for the login via an external network with a corporate device



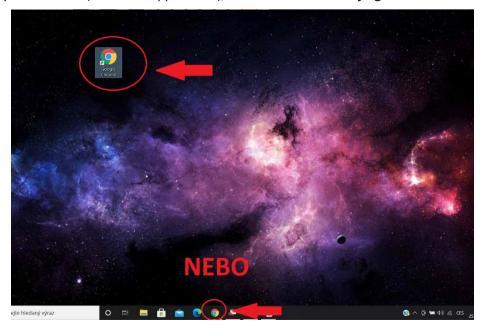
### Additional Information on the New Environment

#### **IMPORTANT NOTICE!**

- DO NOT run the new portal in a CDA environment.
- The login via OTP has undergone a minor change, your CHALLENGE code is not automatically copied to the clipboard, it needs to be overwritten manually. Your generated OTP code is still automatically copied to the clipboard, and you can use the CTRL+V shortcut to enter it into the portal.
- **CAUTION!** Use the **Chrome** browser to access the new portal / Apple users, use the **Safari** browser. Other browsers may be used as well, but they are not fully supported.
- Restrictions are applied for **copying data between the CDA and local device** per established company policies and rules.
- The new CDA portal no longer includes the files and documents to print features. If the old CDA server did not feature its appropriate driver for a private printer, and the Citrix Universal Printer driver was not sufficient either, the users could use the documents to print feature. This functionality is no longer enabled on the new server for security reasons. The HP and RICOH print drivers are currently available on the new portal. This offer for private printers will be further expanded.

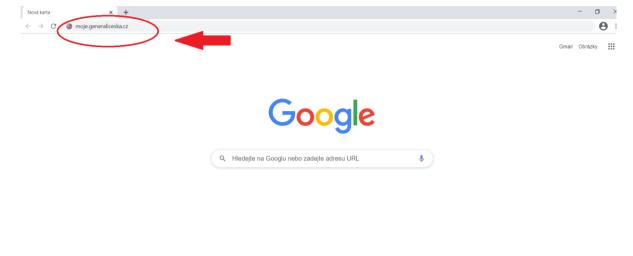
# External network device login procedure

Using your Chrome (Safari for Apple users), enter the address moje.generaliceska.cz



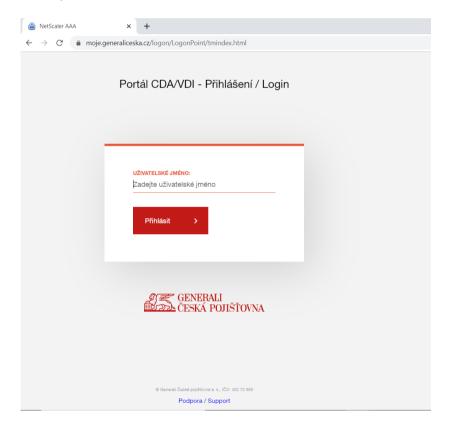


#### Enter the address moje.generaliceska.cz



✓ Personalizovat

#### Enter your user name





#### New users are prompted to change their OneTimePass PIN the first time they log in.

When logging in for the first time, you must enter the PIN in the OneTimePass, which is listed together with the activation code in an email sent from the Helpdesk.

#### Přístup k portálu moje.generaliceska.cz pomocí visionapp OneTimePass



Vaše přístupové údaje k portálu moje.generaliceska.cz pro visionapp OneTimePass klienta, odkaz otevřete na počítači nebo mobilním zařízení, kde máte nainstalovaný OneTimePass klienta. Návod a potřebné aplikace naleznete na adrese <a href="https://www.generaliceska.cz/instalacni-soubory">https://www.generaliceska.cz/instalacni-soubory</a>.

Uživatelské jméno: JiMarek@cpas.cz

PIN: bxasrp Aktivační kód:

"https://czcscisa31.cpas.cz/vSLDmzServices/vOTPAuthGui/vOTPActivation.php?

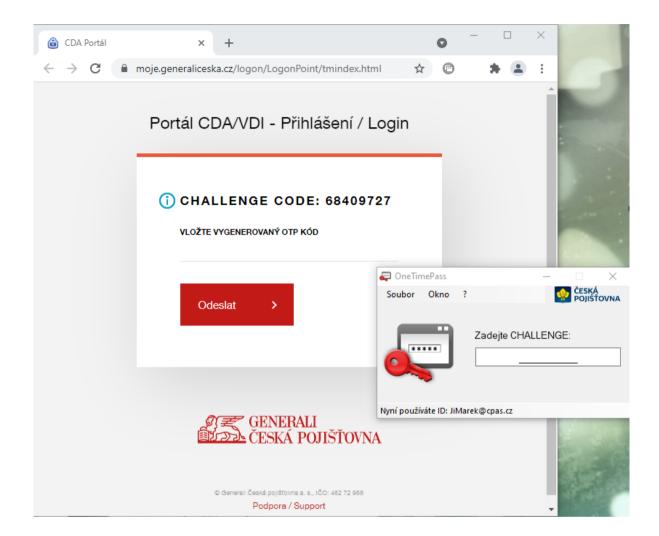
ID=MFRWRIMyNjd8SmlNYXJla0BjcGFzLmN6fFdpbnxKQzFva3g0cXlVMzhJb0haL1RkWVg5cUN0bjc0R2FjM3JDVnY1cyt3
YjRXOWtnOEJIQIVpeitlVUxhWGpKSWR6fCs0MjA0NjY2Nzc5Nzd8aHR0cHM6Ly9jemNzY2lzYTMxLmNwYXMuY3ovdlNMR
G16U2VydmljZXMvU21hcnRDbGllbnRBdXRoL1NtYXJ0Q2xpZW50QXV0aC5waHB8ZFMzeXJoL2thOXo3V2NYMHllcEFvc
G85YUdGUUYzcE9ESFVqK2E3NkxGbz0%3d"

Náš profesionální tým podpory je Vám k dispozici na telefonu a mailu. Kontaktujte nás na telefonním císle: +420 466677977 nebo na e-mailové adrese: <u>helpdesk@generaliceska.cz</u>.



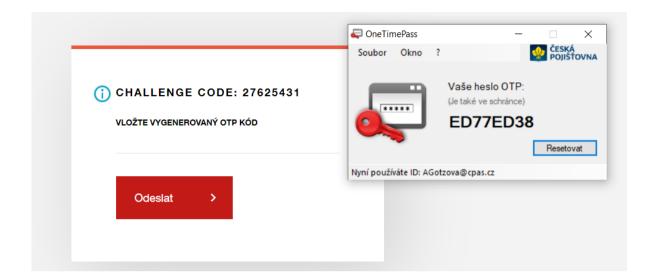


Enter **CHALLENGE code**. CAUTION, the code must be overwritten manually.

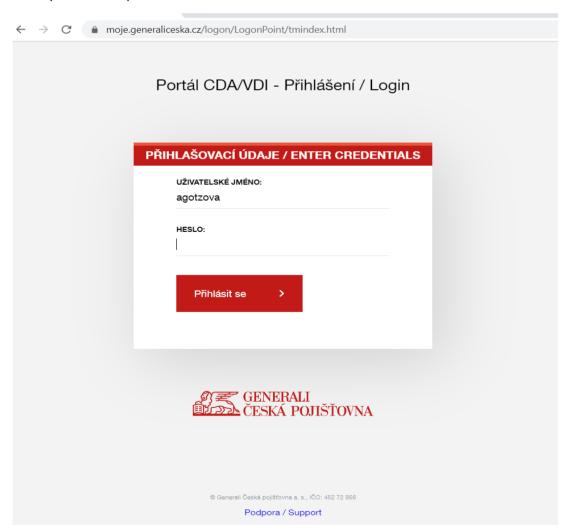




Enter your **OTP code**, you can use the **CTRL+V** buttons.

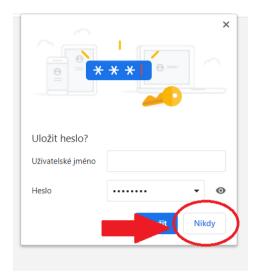


## Enter your domain password.



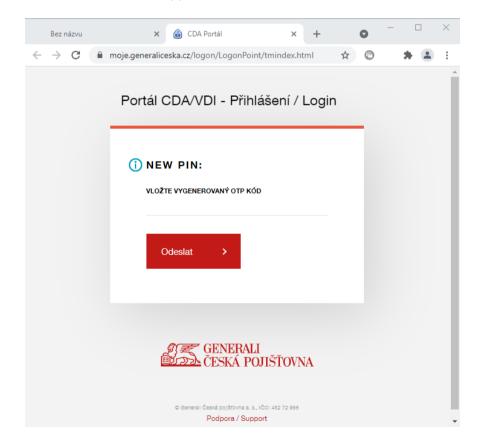


Never save your passwords.



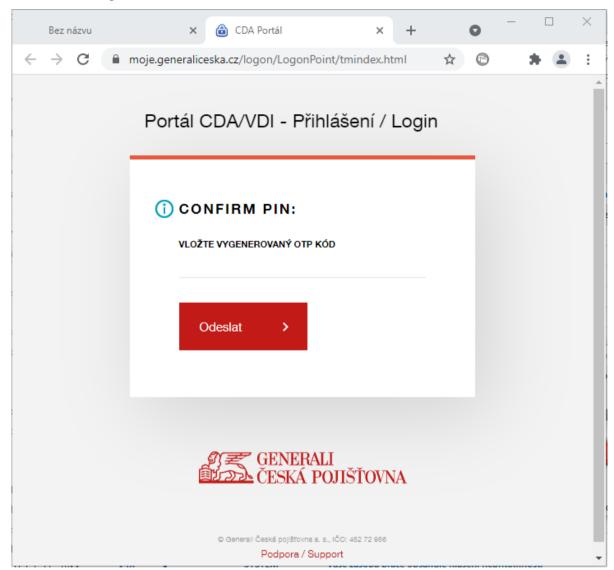
After entering the domain password the prompt "NEW PIN:" is displayed. The system is required to enter a new PIN, which must be exactly 6 characters. If you enter a longer PIN, the access will be revoked.

The PIN can contain lowercase, uppercase letters, numbers, or a combination of both.

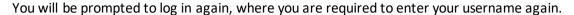


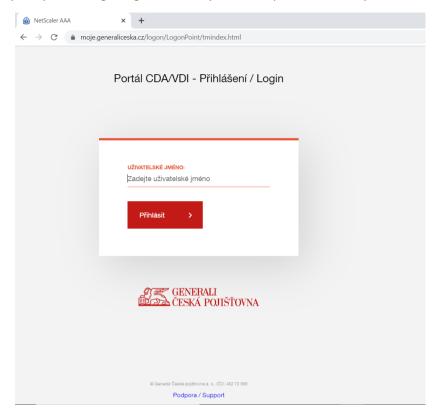


#### Enter new PIN again.









After entering it, you also need to log in again with a new PIN to OneTimePass, and this is done by closing the existing OneTimePass window with a cross in the upper right and restarting it, or by clicking the Reset button, see the picture.

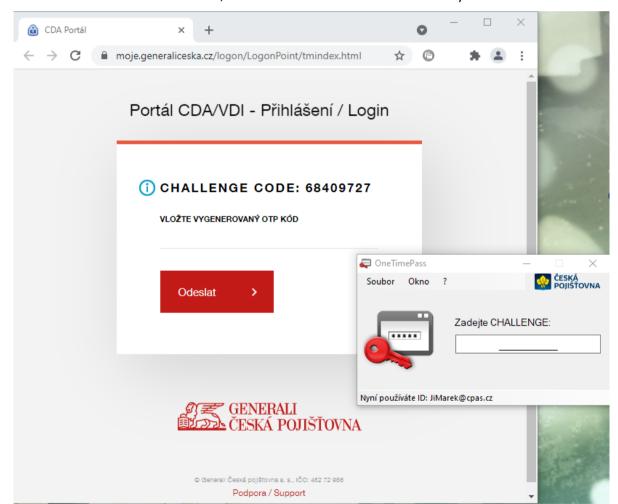




#### Enter new PIN.

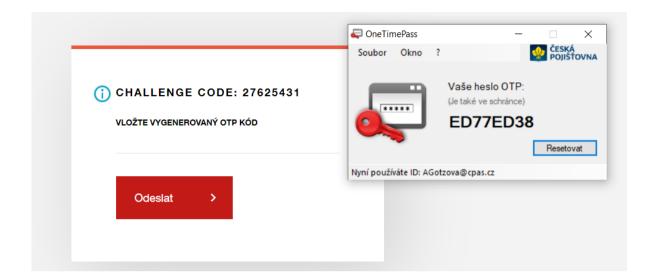


#### Enter **CHALLENGE code**. CAUTION, the code must be overwritten manually.

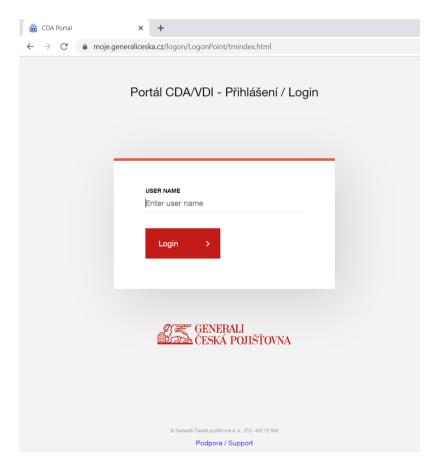




Enter your **OTP code**, you can use the **CTRL+V** buttons.



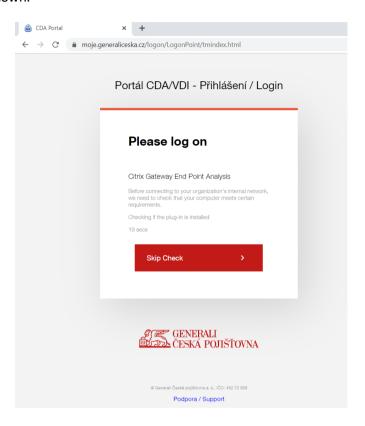
Enter your domain password.



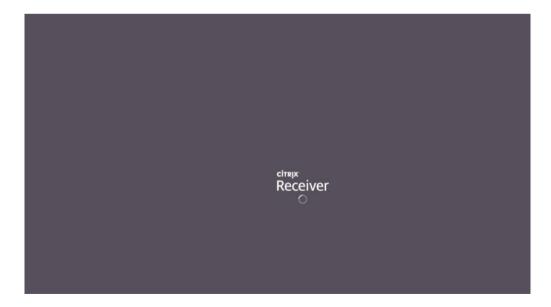
Enter your user name



At the next step, the EPM plug-in performs a regular control. You will have to wait till the end of the automatic countdown.

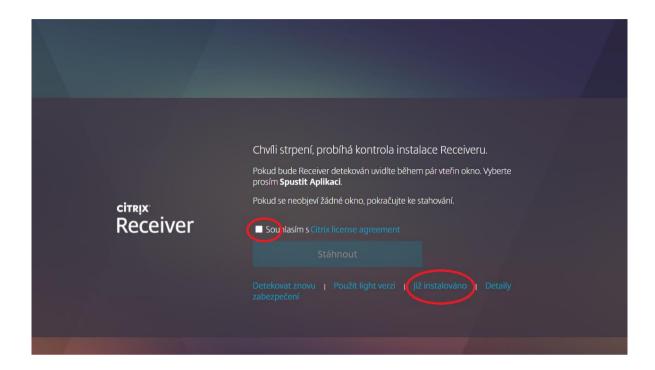


Wait while loading.





To run the CDA portal in its full version (so-called "thick client") uncheck I agree with the Citrix license agreement (Souhlasím s Citrix license agreement), agreement with the license terms, and the Already installed (Již instalováno) option.



To launch the CDA desktop, click on the selected desktop - Open - open the downloaded .ica file.

