

## First-Time Setup – Windows and Internet Explorer (IE) Browser

After completing these steps on your computer, continue to the Children's applications and data that are available to you.

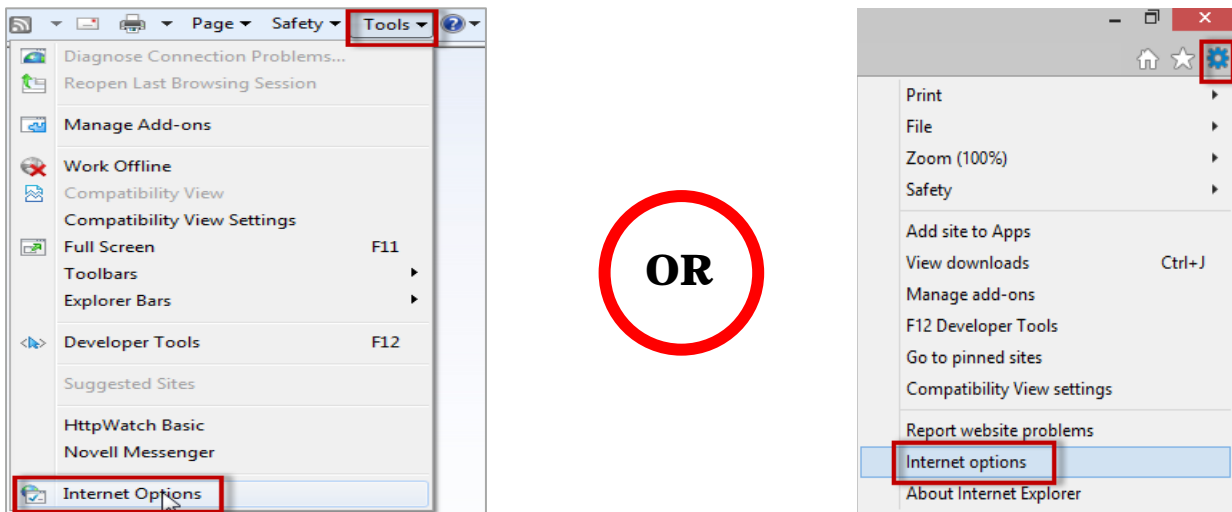
### Download and Install Citrix Receiver

Open a web browser and install the latest version of Citrix Receiver.

<https://www.citrix.com/downloads/workspace-app/>

### Set Up IE Security Settings

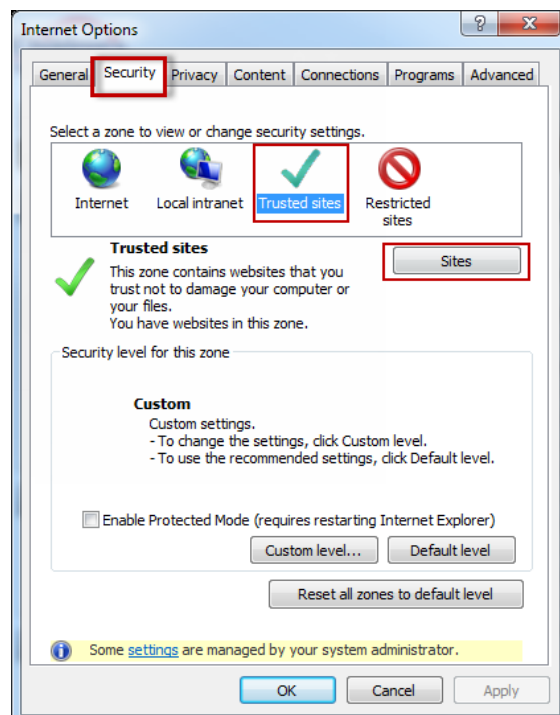
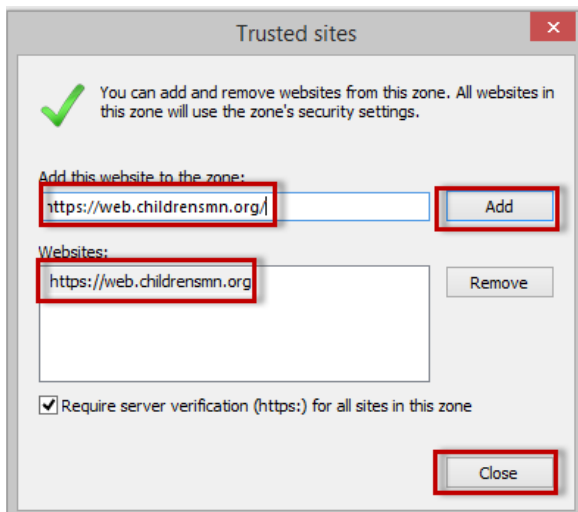
- 1 Open **Internet Explorer**, click **Tools** and select **Internet Options**



OR

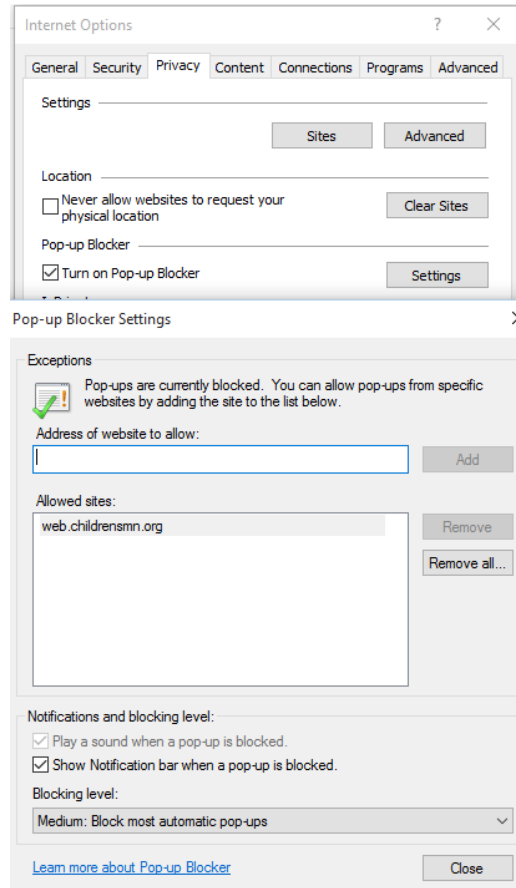
- 2 Click the **Security tab > Trusted Sites > Sites**.

A window opens for your entries. **Add** <https://web.childrensmn.org/> and **Close** the window.



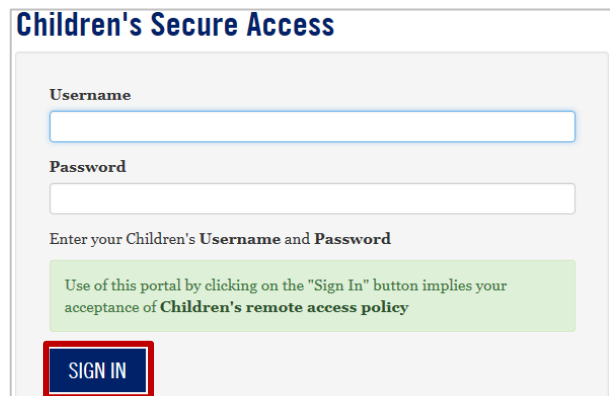
First-Time Setup – MS Windows/Citrix Applications

- 3 Click on the Privacy tab and, if **Pop-up Blocker** is enabled, add [web.childrensmn.org](http://web.childrensmn.org) to the allowed exceptions list
- 4 Close all Option windows and all IE windows and tabs.

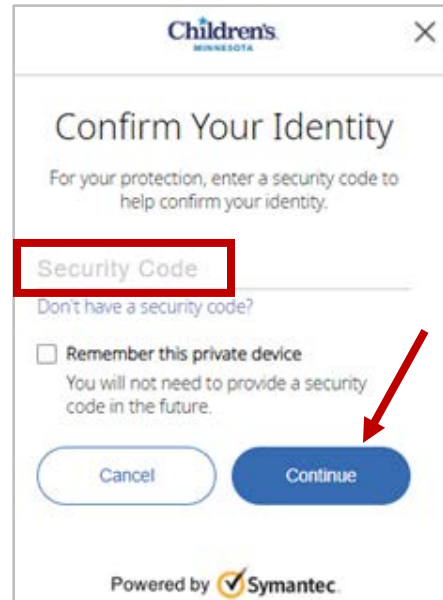


Accessing the Children's Secure Access Portal for the First Time

- 1 Open IE and navigate to <https://www.childrensmn.org/signin>
- 2 Sign in by entering your **Children's Username and Password** and click **Sign In**.



- 3 Enter the **Security Code** from your VIP Access app in the **Security Code** field and click **Continue**.



- 4 Install any required programs and or components by **Installing ActiveX** or clicking **Always**.

