

INSTALLING THE S.C. LEGISLATIVE STAFF PORTAL

For Personal Computers utilizing Internet Explorer, Mozilla Firefox or Google Chrome

Legislative Services Agency

The New Legislative Staff Portal

Legislative Services Agency (LSA) has improved the Legislative Staff Portal to provide enhanced capability while working away from the legislative complex. The new Legislative Staff Portal provides secure access to applications and files needed to work from any internet-enabled location utilizing a computer or mobile device.

New software must be installed on the computer or mobile device to use the new Legislative Staff Portal.

Installation utilizing a personal computer:

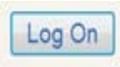
1. Access the S.C. Legislature webpage (www.scstatehouse.gov).
2. Click the **Staff Portal** link.



3. Enter your **Legislative Network username** and **password** on the "Welcome to the S.C. Legislative Staff Portal" log-in box.

Remember, your password is case-sensitive.

A screenshot of the "Welcome to the S.C. Legislative Staff Portal" log-in box. The page has a light blue header with the text "Welcome to the S.C. Legislative Staff Portal" and "Please log on to continue:". Below the header is a small image of the South Carolina State House. There are two input fields: "User name:" and "Password:". A "Log On" button is located below the password field. At the bottom of the page, there is a security notice: "For security purposes, when you finish working with this site do one of the following: Click the Logoff button to log off from the site. Close all browser windows (including applications in other windows). This site is intended for authorized users only. If you experience access problems contact the site administrator."

4. Click the  button.

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The **Citrix XenApp** screen will appear.



5. Click the **checkbox** (beneath **INSTALL**) to agree to the software license agreement.



6. Click the **INSTALL** button.
7. Run the program

a. **Internet Explorer:**

A display prompt will appear (near the bottom of your screen).
Click **Run** - at the prompt.

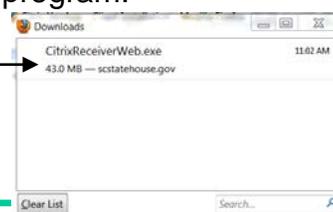


b. **Mozilla Firefox:**

A display prompt will appear.
Click **Save File**.



Double-click the file to run the program.



To request assistance, call LSA Help Desk at 803-212-4420. 8:30 am - 5:00 pm, M-F

<http://compass/support/network/documentation/training documents/citrix staff portal/installing the new staff portal.docx>

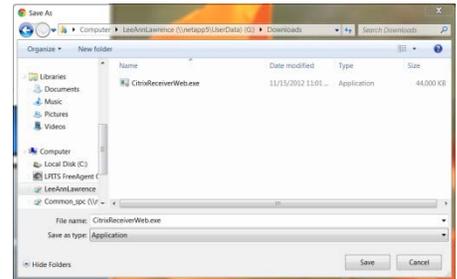
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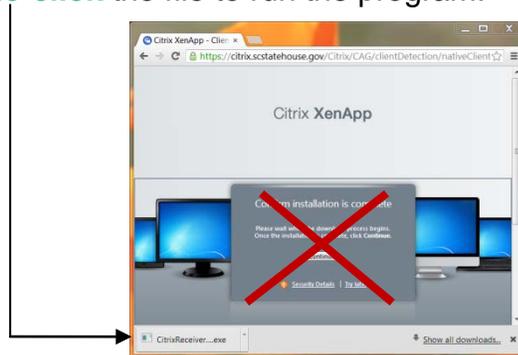
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c. **Google Chrome:**

The Save As window will appear. Ensure the file is saving to the desired area. Click **Save**.

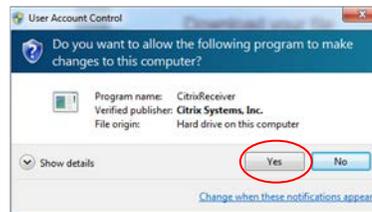


Double-click the file to run the program.



Do NOT click Continue

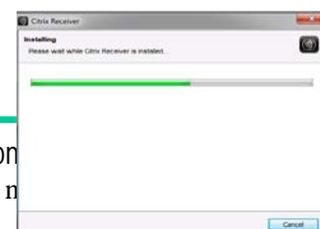
8. For Windows Vista and 7 computers, click **Yes** on the *User Account Control* dialogue allow CitrixReceiver to make changes to your computer.



The **“Welcome to Citrix Receiver Setup”** pop-up box will appear.

9. Click the  button.

Please wait (approximately 3 to 5 minutes) while the software installation progresses.

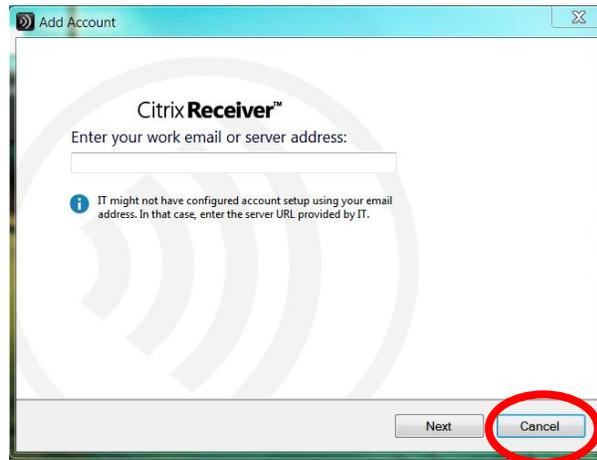


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If the following appears, click **Cancel**. At the prompt "Are you sure you want to Exit Citrix Receiver Setup", click **Yes**.



10. When the software installation is complete, the new **S.C. Legislative Staff Portal** will be presented displaying your assigned apps.



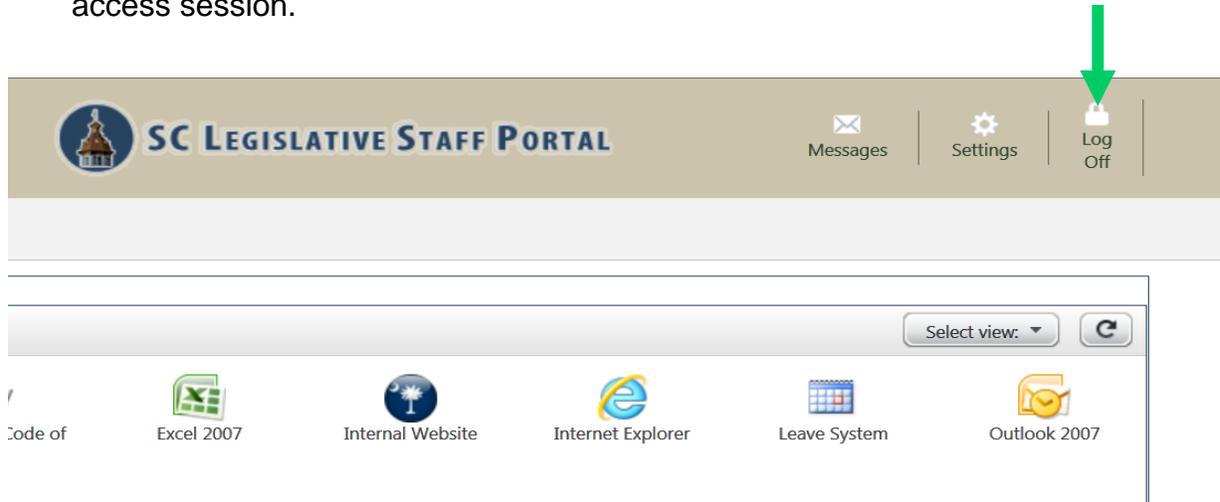
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Disconnecting from the **Legislative Staff Portal (LSP)**

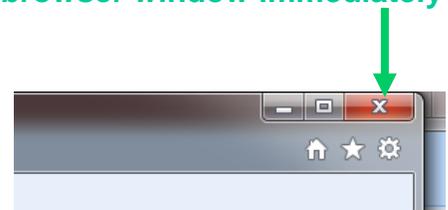
1. Click **Log Off** (*upper right corner of the LSP*) when you've completed your remote access session.



A confirmation window will be displayed confirming that your session has been disconnected.



2. LPITS strongly advises that you **Close your Internet browser window immediately** to complete the log-off process.



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Reconnecting to the Legislative Staff Portal

1. Click the **Staff Portal** link on the SC Legislature webpage (www.scstatehouse.gov).



2. Type your **Legislative Network username** and **password** on the "Welcome to the S.C. Legislative Staff Portal" log-in box.
Remember - your password is case-sensitive.

A screenshot of the login page for the S.C. Legislative Staff Portal. The page has a light blue header with the text "Welcome to the S.C. Legislative Staff Portal" and "Please log on to continue." Below the header is a small image of the South Carolina State House dome. To the right of the image are two input fields: "User name:" and "Password:". Below the input fields is a "Log On" button. At the bottom of the page, there is a security notice: "For security purposes, when you finish working with this site do one of the following: • Click the Logoff button to log off from the site. • Close all browser windows (including applications in other windows)." Below the security notice is a footer: "This site is intended for authorized users only. If you experience access problems contact the site administrator."

3. Click the  button.

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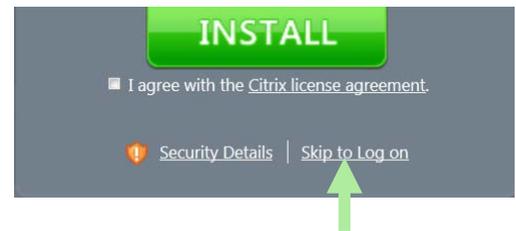
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Bypass the Install screen for future log-ins (if needed)

Although Citrix has been installed some browsers, such as Mozilla Firefox, may display the Install prompt at future log ins. If the Install prompt appears, perform the steps below.

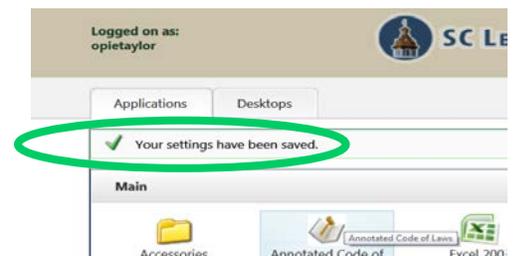
1. Log into the Legislative Staff Portal.
2. At the Install prompt, click **Skip to Log-on**
3. Click the **Messages** icon.



4. Click the [Click here to confirm you have a client](#) link



5. The Staff Portal will confirm that your settings are saved.



At the next log on attempt, the Citrix Installation prompt will be bypassed.