

INSTALLING THE S.C. LEGISLATIVE STAFF PORTAL

For Mac Computers

Legislative Printing, Information & Technology Systems

The New Legislative Staff Portal

Legislative Printing, Information & Technology Systems (LPITS) 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 that will be using the new Legislative Staff Portal.

Installation for Mac computer:

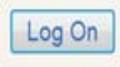
1. Access the S.C. Legislature webpage (www.scstatehouse.gov).
2. Click the **Staff Portal** link.



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 beige background and a blue border. At the top, it says "Welcome to the S.C. Legislative Staff Portal" and "Please log on to continue:". Below this 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 fields is a blue "Log On" button. At the bottom, 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)." and a footer: "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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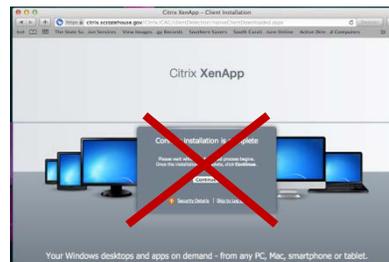
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The **Citrix XenApp** screen will appear.



6. Click the  button.
7. Run the program
 - a. **Do NOT click Continue**



- b. Locate the downloaded file by clicking the ↓ at the top right corner of the Safari Window



- c. Double-click on Citrix online plug-in (web).dmg
 - d.
 - e. Double-click on Install Citrix Receiver.pkg



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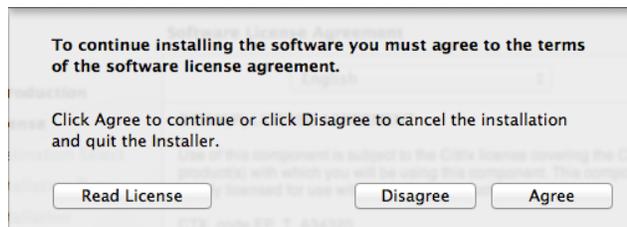
- f. Click Continue to begin installation



- g. Click Continue to accept English as the language of choice



- h. Click Agree to accept the license agreement



- i. If necessary, change the installation location

- j. Click Install to install the software



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8. Enter the appropriate **password** for your Mac, click Install Software



Please wait (approximately 3 to 8 minutes) while the software installation progresses.



9. When installation has completed, click Close



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



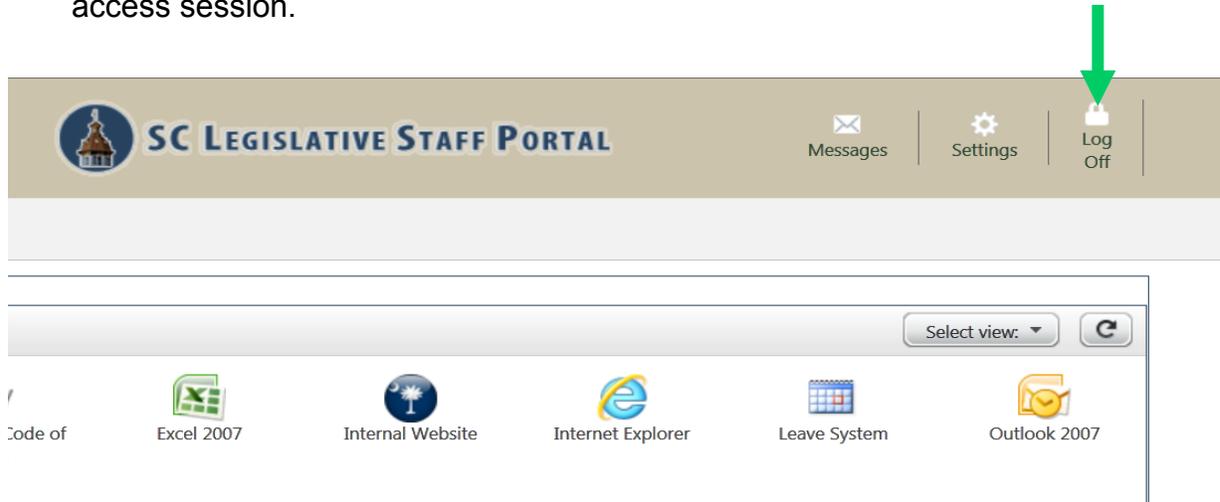
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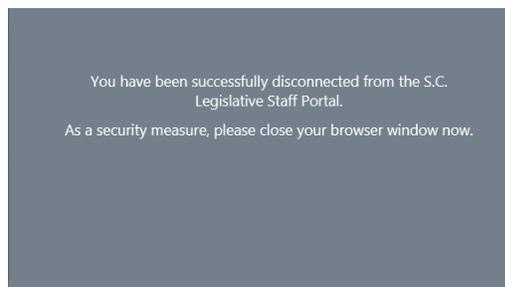
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Disconnecting from the **Legislative Staff Portal (LSP)**

1. Click **Log Off** (*upper left 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 Safari 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).



10. 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 beige background and a blue border. At the top, it says "Welcome to the S.C. Legislative Staff Portal" and "Please log on to continue." Below this 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 fields is a blue "Log On" button. At the bottom, 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 notice, it states "This site is intended for authorized users only. If you experience access problems contact the site administrator."

11. Click the  button.