

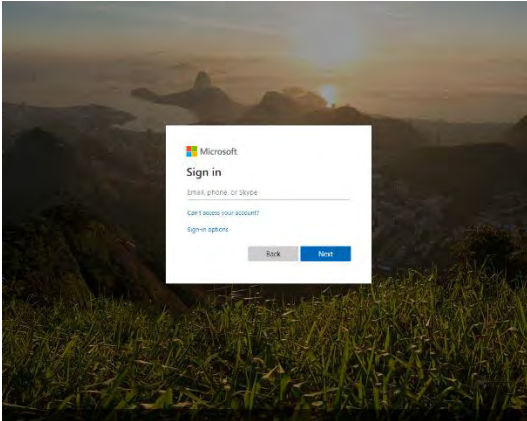
How To: Access Citrix using Microsoft Authentication

Overview

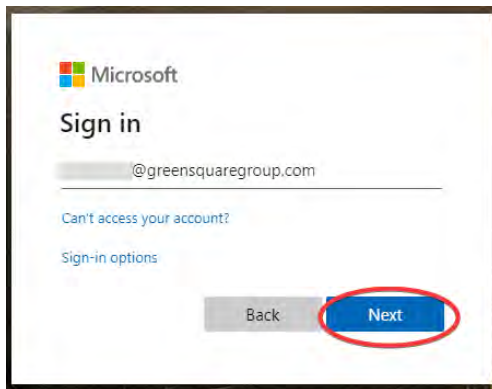
The purpose of this document is to provide a guide to access Citrix remotely using Microsoft Authentication. (From 17 March 2020 this replaces the previously-used SafeNet MobilePASS key fob and app.)

Steps

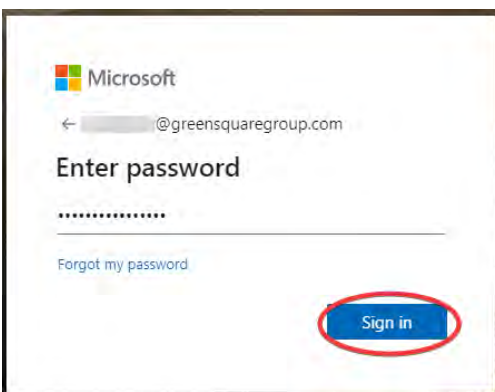
Step 1: Navigate to <https://access.greensquaregroup.com>; if you are not already logged in, you will now see the Microsoft 'Sign in' page.



Step 2: Type in your GreenSquare email address, click **Next**



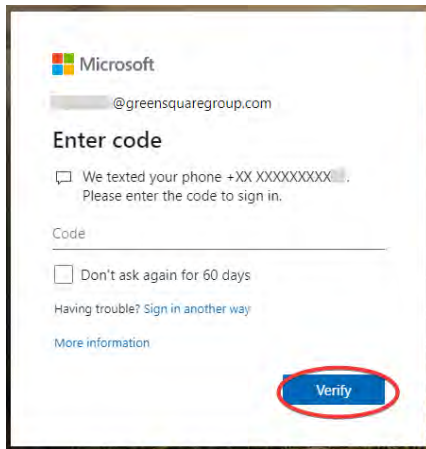
Step 3: Input your GreenSquare password, click **Sign in**



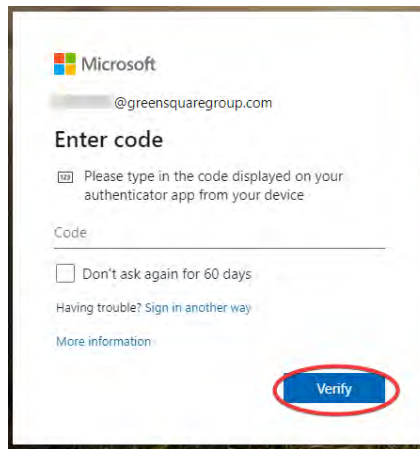
You will then be prompted to authenticate your login. *This will use the same authentication method as you usually use for logging into Office365.*

It will be **one** of the following options:

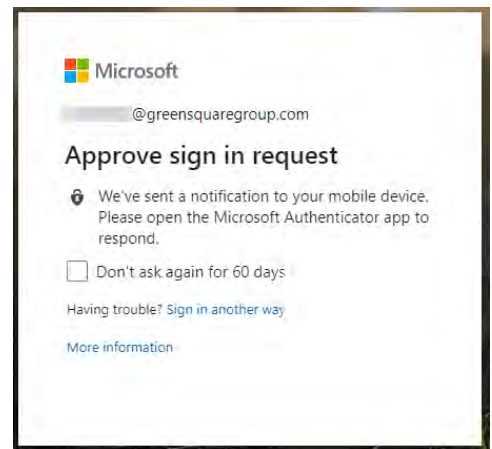
- **Phone call** places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate.
- **Text message** sends a text message containing a verification code. Following the prompt in the text, enter the verification code provided into the sign-in interface.
- **Use verification code.** In this mode, the Microsoft Authenticator app on your smartphone or tablet generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in screen.



SMS Code screenshot

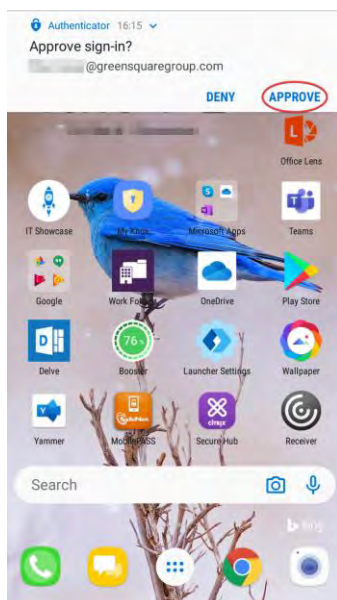


Authenticator App code screenshot



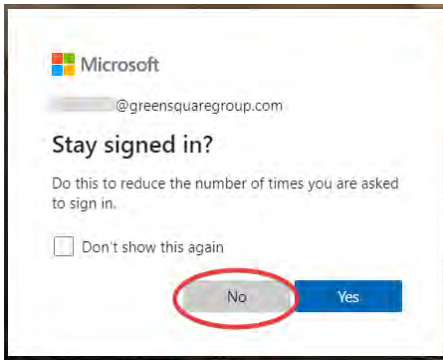
Authenticator App Approve sign in screenshot

- **Receive notifications for verification.** This option pushes a notification to the Microsoft Authenticator app on your smartphone or tablet. View the notification and, if it is legitimate, select Authenticate or 'Approve' in the app.



Mobile device screenshot

Step 4: Once authenticated, click **No**



You will now be logged into Citrix.

