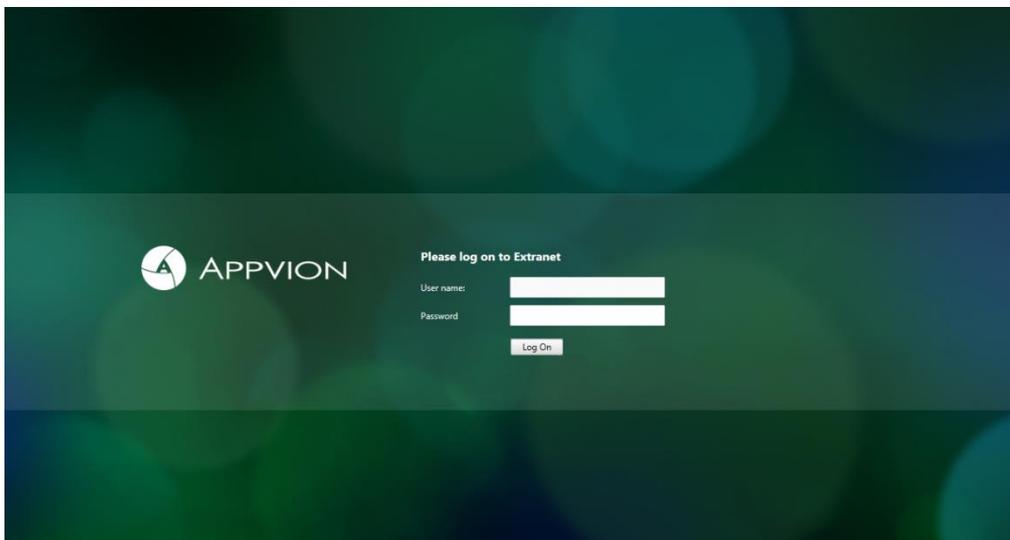


# Appvion Extranet Logon Instructions

Extranet is Appvion's External Citrix site that provides access to Appvion's published application and data. You would use this link when working from home or offsite and not when on the Appvion network. Follow the steps below to gain access.

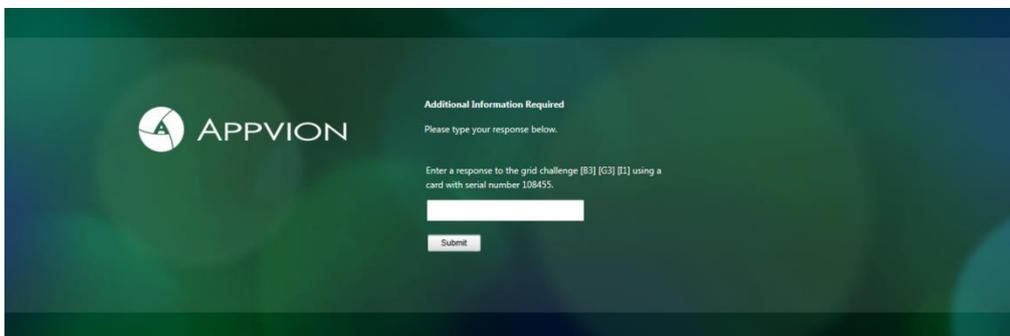
1. First, you must have an Entrust card.
2. Next, to open the login page of the Citrix site, go to the link
3. <https://Extranet.appvion.com>.
  - a. *Supported browser version IE 9, 11 and Google Chrome*
  - b. *Supported Citrix client version – Citrix receiver 4.x*

You will be taken to a page that looks like the one below:



The screenshot shows the Appvion Extranet login page. On the left is the Appvion logo. On the right, the text "Please log on to Extranet" is displayed above a form. The form contains two input fields: "User name:" and "Password:". Below these fields is a "Log On" button.

4. As shown above, enter your Appvion User Id and Password. Click **Log On** or press Enter.
5. On the next screen (shown below), use your Entrust card to supply the correct response.



The screenshot shows the Appvion Extranet "Additional Information Required" page. On the left is the Appvion logo. On the right, the text "Additional Information Required" and "Please type your response below." is displayed above a form. The form contains a text input field and a "Submit" button. Below the input field, there is a small instruction: "Enter a response to the grid challenge [B3] [G3] [I1] using a card with serial number 108455."

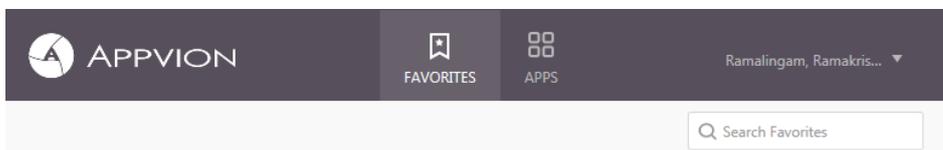
Note: Your Entrust card is used to determine the characters you should enter. There are always 3

Characters required. For example, look for the character in the cross-section between column B and row

3 (8), column G and row 3 (M) and column I and row 1 (4). Type 8M4 in the field without spaces and Click Submit.



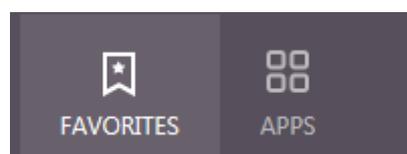
6. After successful authentication you will be taken to the below mentioned screen



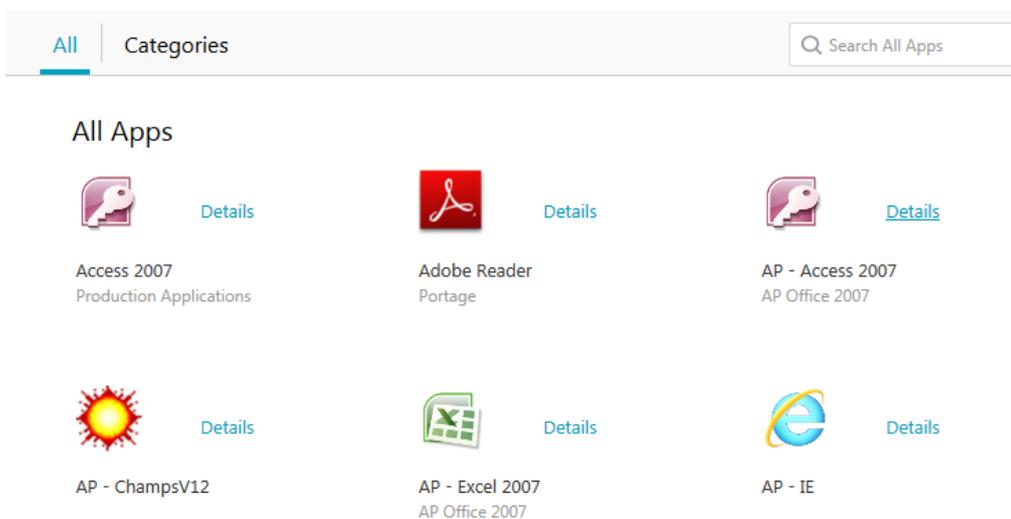
Add Favorites

Go to Apps, click on Details next to your choice and then select Add to Favorites.

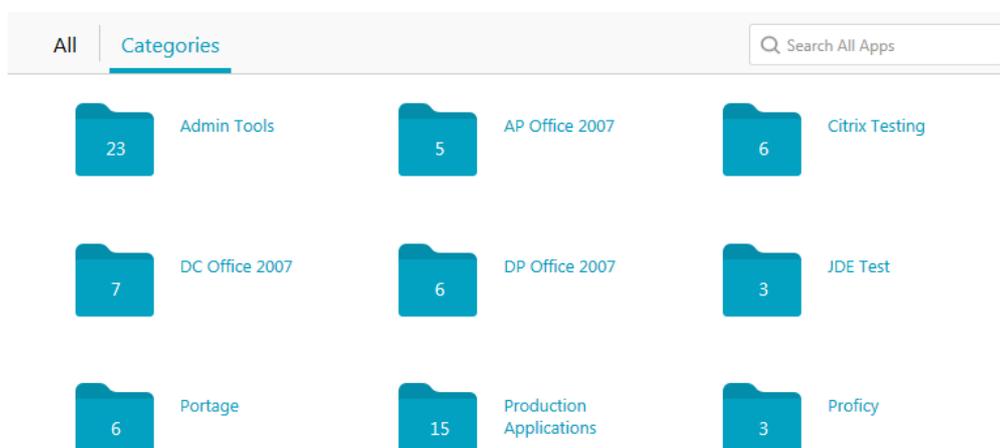
7. Click on the **Apps** icon on the ribbon to go to the screen that has all the icons published for you.



8. After you clicked Apps icons, you should see two tabs: **All** and **Categories** on the top of the menu.



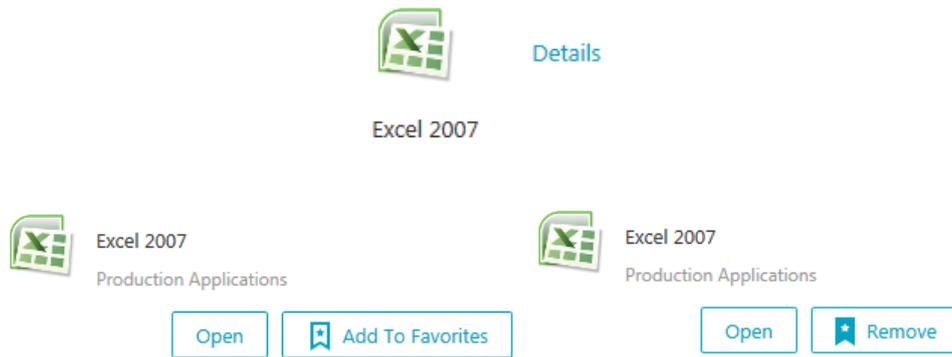
9. Click **Categories** to see the icons in folder view as shown below,



Adding applications to **Favorites** helps you get to your application quickly, without having to navigate through folders, or search for them among tens of application icons. We strongly recommend using **Favorites** to add the applications that you use most frequently.

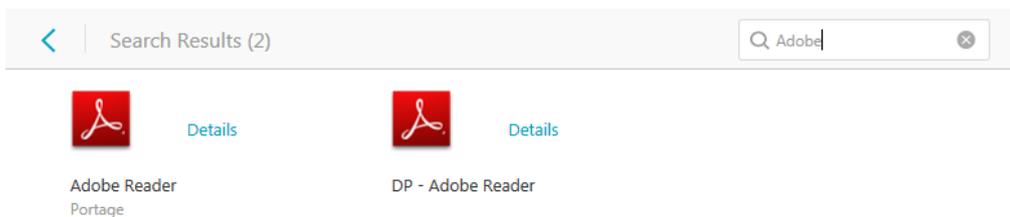
You should see a link called **Details** next to each icon. Clicking on **Details** takes you over to the screen that has just the application along with its category. You can either

open the application from here, or add/remove the application to/from favorites.

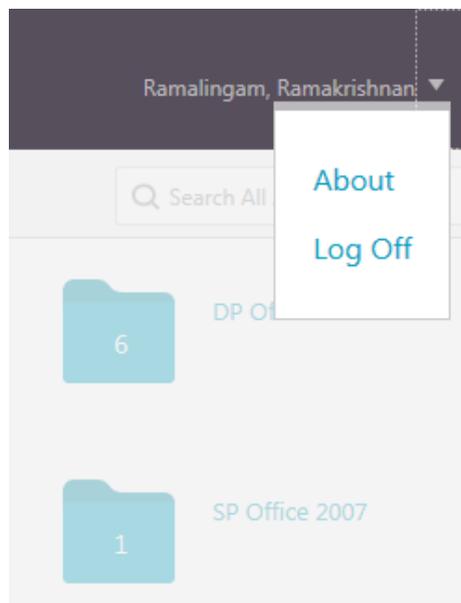


To launch the application without having to go into the **Details**, click on the application icon.

In case you need an application and are unable to find it, use the Search feature to find the application. Search is real-time and responsive, and returns results as you type.



When you want to log out of Citrix site, on the Right top screen click on your name and select Logout.



In case you have any queries, call the Appvion IT-Helpdesk at (920) 991-8875.