Accessing the *Athena Project* on Student Laptops

The Athena project is a virtual machine that mimics the software and capabilities of the machines found in the Campus Open Lab. Please note that connect factors (i.e. wireless connection) may impact the response rate of the service.

**Accessing the Athena Web Site**

1. To connect to the Athena Project, open a web browser and type [https://athena.ringling.edu](https://athena.ringling.edu) in the address bar.
2. Upon first visiting the site, you may receive a pop up like the one shown in Figure 1 below. If this is the case, click the *Trust* button to allow your web browser to open the needed Citrix Receiver application on your system.

![Figure 1 - Initial visit to Athena web site](image)

**Installing Citrix Receiver**

1. If you are using a student issued laptop with an image from the past two years, you should already have the Citrix Receiver installed. If not, please follow the steps below:
2. If you do not have Citrix Receiver installed, you will receive a message as shown in Figure 2 below.

![Figure 2- Message if Citrix Receiver is not installed](image)
3. This will automatically start downloading the latest version of Citrix Receiver.
4. Once downloaded, you will find a copy of CitrixReceiver.dmg in your download folder (See Figure 3)

![CitrixReceiver.dmg](image)

*Figure 3 – Citrix Receiver downloaded file*

5. To install the application, click on the download file. You should receive an install screen as shown in Figure 4.

![Citrix Receiver install screen](image)

*Figure 4 – Citrix Receiver install screen*

6. Click on the *Install Citrix Receiver* icon to start the install process
7. On the first page of the process, click *Continue*

![Install process page 1](image)

*Figure 5 - Install process page 1*
8. The second page of the install process will ask you to accept the Software License Agreement. (Figure 6)

![Figure 6 - Software License Agreement](image)

9. Clicking continue will cause a Pop-Up asking you to confirm your agreement. Click Agree.

![Figure 7 - Agree to Software License](image)

10. The next page will allow you to change the install location. You should be able to accept the default. Click Install.

![Figure 8 - Install Screen](image)
11. The software will load on the computer. When complete, you should receive an Installation Complete screen as shown in Figure 9.

![Figure 9 - Installation complete screen](image)

12. Once the installation is complete, you can go back to your web browser and navigate to https://athena.ringling.edu

Accessing Athena

1. Once you have the Citrix Receiver installed, when you access https://athena.ringling.edu you should receive a log-on screen as shown in Figure 10.

![Figure 10 - Athena log-on screen](image)

2. Log in using your Campus User ID and password (same credentials used to access the Ringling Portal).
3. Once logged-in, the system should automatically open Citrix Receiver and a virtual desktop will open.
4. If a new window does not automatically start, you can click on the Athena VDI Project Icon in the middle of the screen. (Figure 11)

![Figure 11 - Athena Icon](image)
5. When the virtual machine starts to load, you should see a splash page similar to that shown in Figure 12.

![Figure 12 - Athena loading splash screen](image1)

6. Once loaded, you will receive a Windows 7 desktop similar to that in the Open lab (Figure 13)

![Figure 13 - Athena Windows 7 Desktop](image2)
Running Athena in Full-Screen
7. Athena can be run in Full screen mode so that it will use your full screen instead of just in a window on your desktop.
8. Once logged into Athena, click on view on the top menu bar. Click on Full Screen to view your window in Full Screen Mode. (See Figure 14)

![Citrix Viewer](http://example.com/citrix-viewer.png)

Figure 14 - View menu options

9. To turn off Full Screen, or to navigate back to your Mac OS, move your cursor to the top of the Windows 7 Desktop. This will open the Citrix Receiver Menu as shown in Figure 15.

![Citrix Receiver Menu](http://example.com/citrix-receiver-menu.png)

Figure 15 - Citrix Receiver Menu

10. In order to return from Full Screen, click on the Windowed button. This will collapse the desktop back into a window on your machine.
11. While in Full Screen, you can also click on Home in order to minimize the full screen so that you can work on your local desktop. This is helpful if you are running a process that you do not have to monitor, but want to wait until it is complete.

Logging off the Athena Project
1. If you are only going to be away from your project for a short time, (less than 4 hours), then you can disconnect from your desktop. If you disconnect, but are away for more than 4 hours, then your session will be reset and you will automatically be logged off.
2. To disconnect, you can click the red X in the upper left corner of the window, or in in Full-Screen mode, move your mouse to the top of the screen until the Citrix Receiver Panel Appears (Figure 14) and click disconnect.

![Citrix Receiver Panel](http://example.com/citrix-receiver-panel.png)

Figure 16 - Citrix Receiver Panel

3. To fully log-off of your virtual machine, mouse down to the lower left portion of the screen and click on the Windows Icon. When the menu pops-up click on Log-off at the bottom right
4. When you log-off, your window will close ending your session.