



## Methodology Guide

### How to use a Virtual Desktop

#### IO 2

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One of the solutions offered by the digital platform is the virtual desktop. A virtual desktop is a computer that uses software instead of a traditional physical computer to run programs. This mechanism is transparent to the users and here we use the Citrix solution.

<https://www.citrix.com/fr-fr/products/citrix-workspace/>

For the purposes of a Peppy project, the tutor/coordinator and the young people can use a Citrix virtual desktop to connect to common resources and software in order to facilitate teamwork without any difference within the "computer" and without worries about licenses, file sharing, viruses, security ...

The digital platform and the virtual offices are managed by the IUT - Université de Pau et des Pays de l'Adour (UPPA)

This guide explains the steps to request and use a Citrix virtual desktop.

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## Prerequisites for using a Citrix virtual desktop

### 1. Being in a Peppy team

You are in a Peppy team and would like to have common workstations.

### 2. How to open an university account

The tutor or coordinator applies to the following address:  
patrick.nguyen@univ-pau.fr

To request the creation of a UPPA user account, this account will also be the windows and Citrix account.

In addition we need the following information for each person (tutor or young person):

Name

First name

Date of birth

E-mail address

Telephone number

**When you receive the email from the University you have to follow the explanations in the email (email in French) in order to validate your account.**

«

[MonCompte] Demande n°XXXXX - Autorisation d'activation de compte  
Boîte de réception

nepasrepondre@univ-pau.fr

jeu. 18 mars 2022 11:00

À moi

Bonjour,

Vous recevez cet email en tant que personne concernée par une demande de compte.

La demande n°XXXXX a été traitée.

Demande n°XXXXX (création de compte) : IUT de Bayonne - X (X) pour M. NGUYEN PATRICK

Un compte peut maintenant être activé :

- aller sur <https://moncompte.univ-pau.fr>
- "J'ai reçu un code d'authentification numérique à 6 chiffres"
- saisir le code d'authentification 123456

Cordialement, l'UPPA

»

Important note: Please make a note of your password after login.

### 3. Have a device

For the use of a virtual desktop it is better to use a computer, a laptop or a tablet.

One of the advantages of Citrix is that we can use any computer, we will always open our personalized Windows session with our profile.

Note: we can open a Citrix virtual desktop from a smartphone but it is not comfortable to work but can be used for a short time for reading or consultation.

### 4. Have an internet connection

You must have an Internet connection (wifi, network cable, network sharing ...).

## 5. Expression of digital needs, software to realize the Peppy project

List of software: (about 95 software and the list is not exhaustive and the particular requests will be treated case by case )

7zip
Acrobat Pro
Acrobat reader
Adobe AIR
Adobe cc
Adobe Flash
Adobe Photoshop
Adobe Shockwave
Anaconda
Android Studio
Arduino
Atmel Studio
Atom
Audacity
Autodesk
Automation Studio
BlueJ
Caml Light
Codeblocks
Composer PHP
Curl
DIA
EBP
Eclipse
Elecalc
Filezilla
Firefox
Flash player
Fluke InsideIR
Freemind

Gantt project
Geogebra
Gimp
GIT
Java
Jdeveloper
KiCAD
Compozer
LabView2014
Libre Office
Looping
LTspice
Mathgraph32
Matlab
Maxima
Meca 3D
Mindview
Modelio
MS Office 2016
MS Project 2016
My SQL
Nodejs
Notepad++
OBS Studio
Office 365
Odoo
OpenGL
OpenTouch Conversation
Optimaint
Oracle Client
PDF Creator
PHP Cli
Putty
Solidworks
Tight VNC

Visual Studio Code
VLC
Yarn

Note: we have the office suite with Microsoft Teams.

## 6. Optional: install the citrix Workspace client

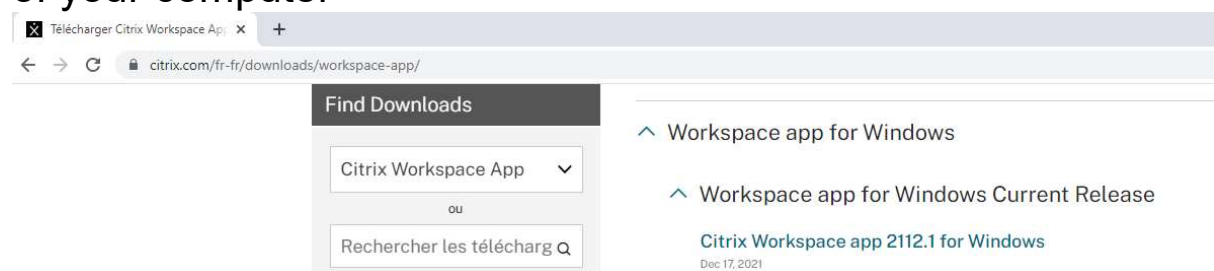
This step is optional, the citrix client is useful if you want a comfort in the use of the virtual desktop and a facility to display a second screen or to make copy and paste.

Important note: this installation step is to be done only once and it requires rights or permissions on the computer to install software.

a. Download on the Citrix website :

<https://www.citrix.com/en-gb/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>

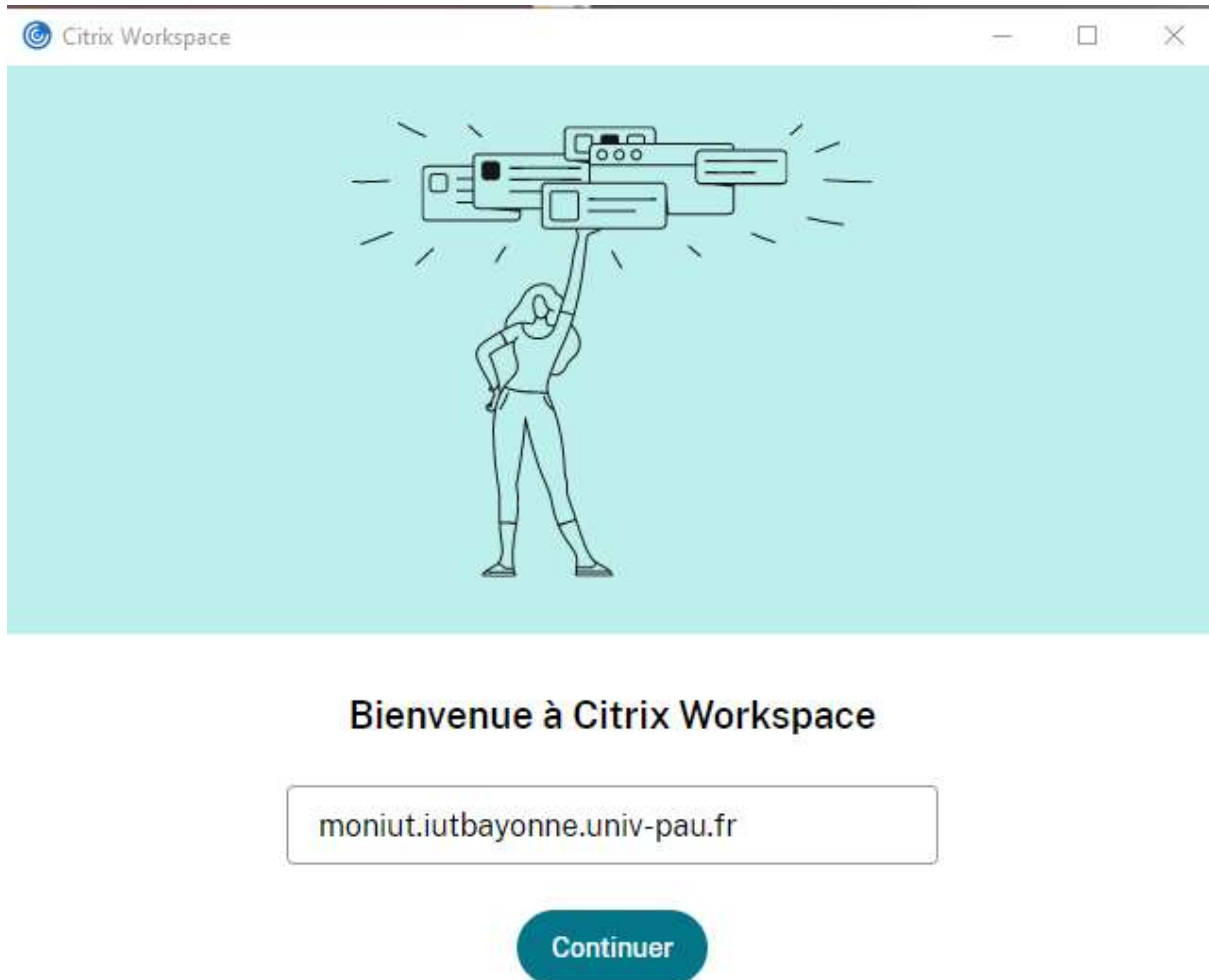
and choose the version that corresponds to the operating system of your computer





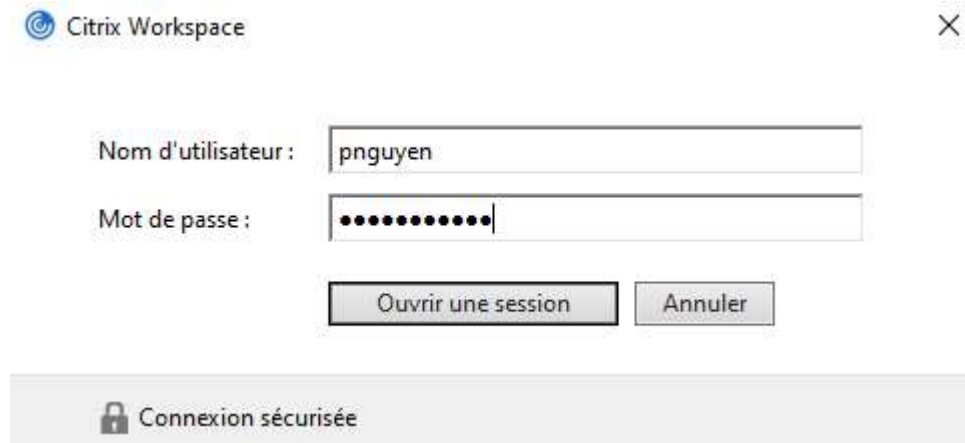
b. Execute the file you just downloaded to install the client

At the end of the installation add an account and give as value:  
moniut.iutbayonne.univ-pau.fr  
and press the Continue button



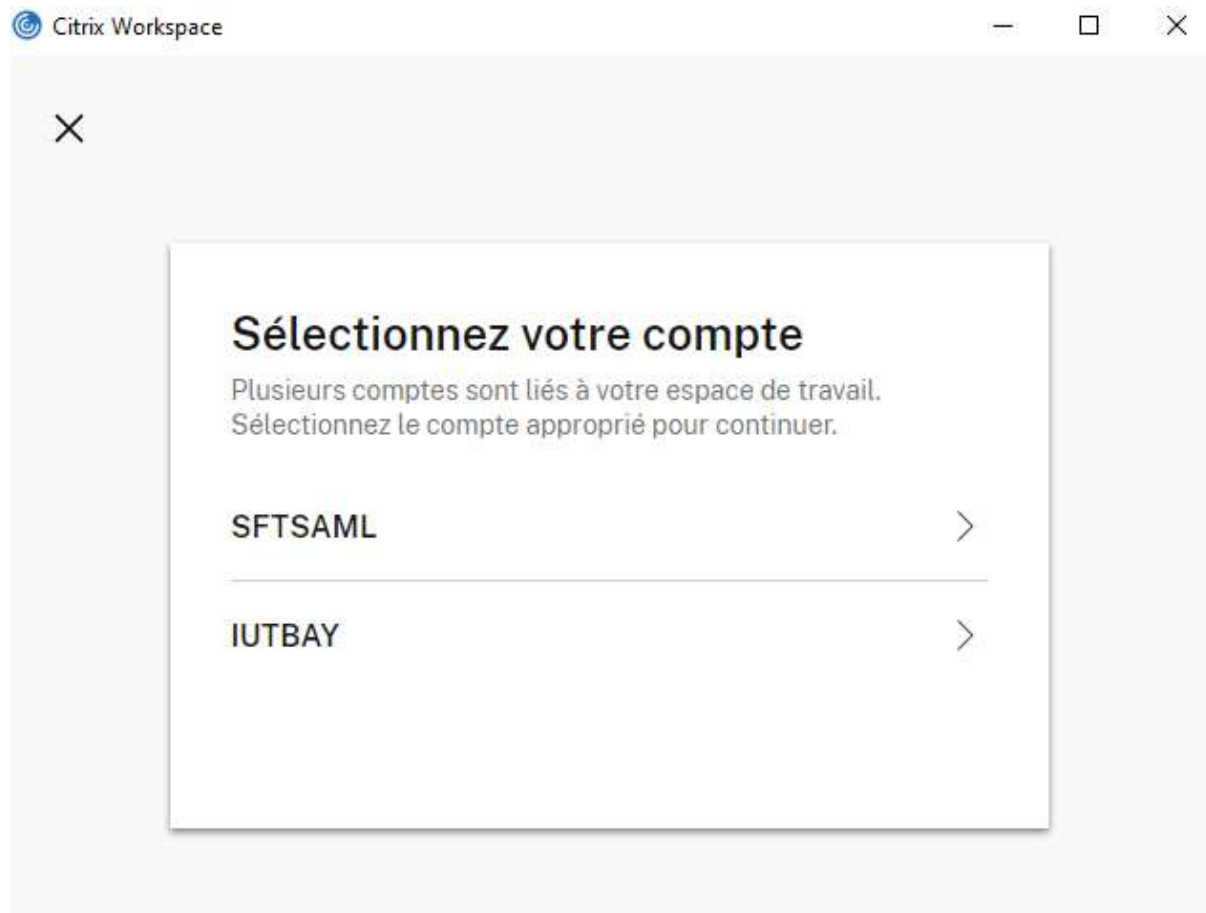
- c. Start Citrix Workspace and enter the username and password of your UPPA user account and press the button “Ouvrir une session”

Note here that the university account must already be validated by the applicant.



The image shows a Citrix Workspace login window. At the top left is the Citrix Workspace logo and a close button (X). Below the title bar, there are two input fields: "Nom d'utilisateur :" with the text "pnguyen" and "Mot de passe :" with masked characters (dots). Below these fields are two buttons: "Ouvrir une session" and "Annuler". At the bottom of the window, there is a status bar with a lock icon and the text "Connexion sécurisée".

Choose IUTBAY



The image shows a Citrix Workspace account selection window. At the top left is the Citrix Workspace logo and window controls (minimize, maximize, close). Below the title bar, there is a close button (X). In the center, there is a white box with the title "Sélectionnez votre compte" and the text "Plusieurs comptes sont liés à votre espace de travail. Sélectionnez le compte approprié pour continuer." Below this text, there are two options: "SFTSAML" and "IUTBAY", each with a right-pointing arrow. The "IUTBAY" option is highlighted with a yellow background.

Here we have finished the installation of our Citrix software and we will see in the next step how to open and use a virtual desktop "Peppy project".

## How to use a Citrix virtual desktop

Note : a Virtual Desktop is a workspace under the classic operating system: Windows 10 and we have already installed software and applied security.

The virtual desktop can be opened in two ways: with a web browser or with the Citrix Workspace client installed in the previous step.

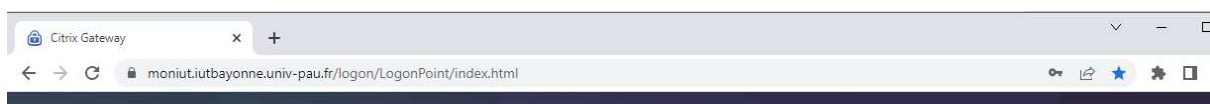
### 1. With the web browser

From your computer connected to the Internet :

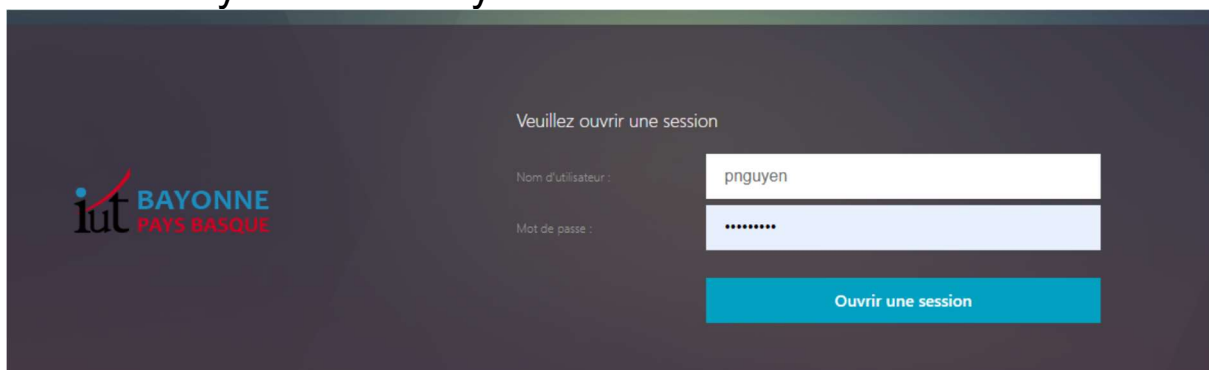
- a. Open your web browser and go to the following link :

<https://moniut.iutbayonne.univ-pau.fr/>

Note : the citrix portail is only in French

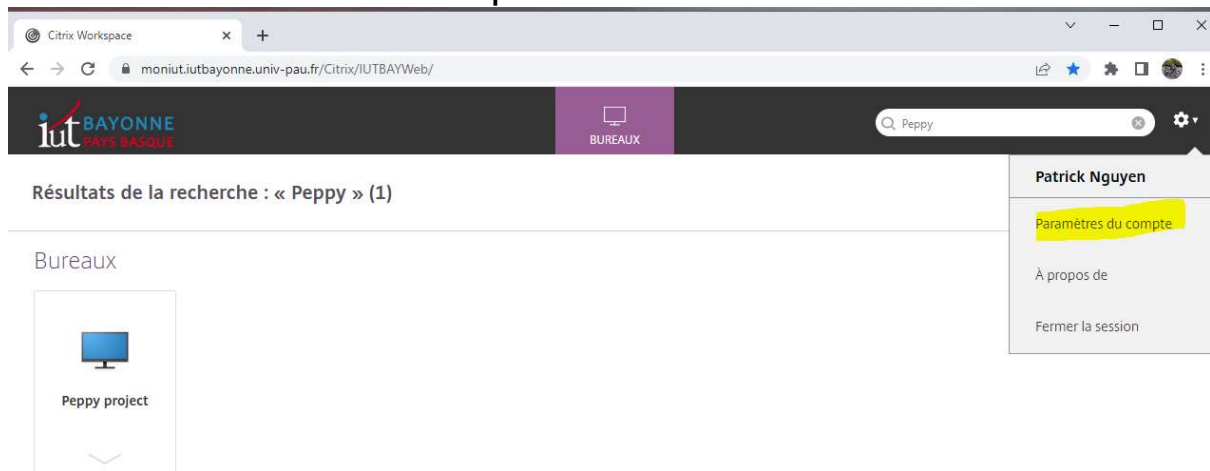


- b. Enter your university credentials

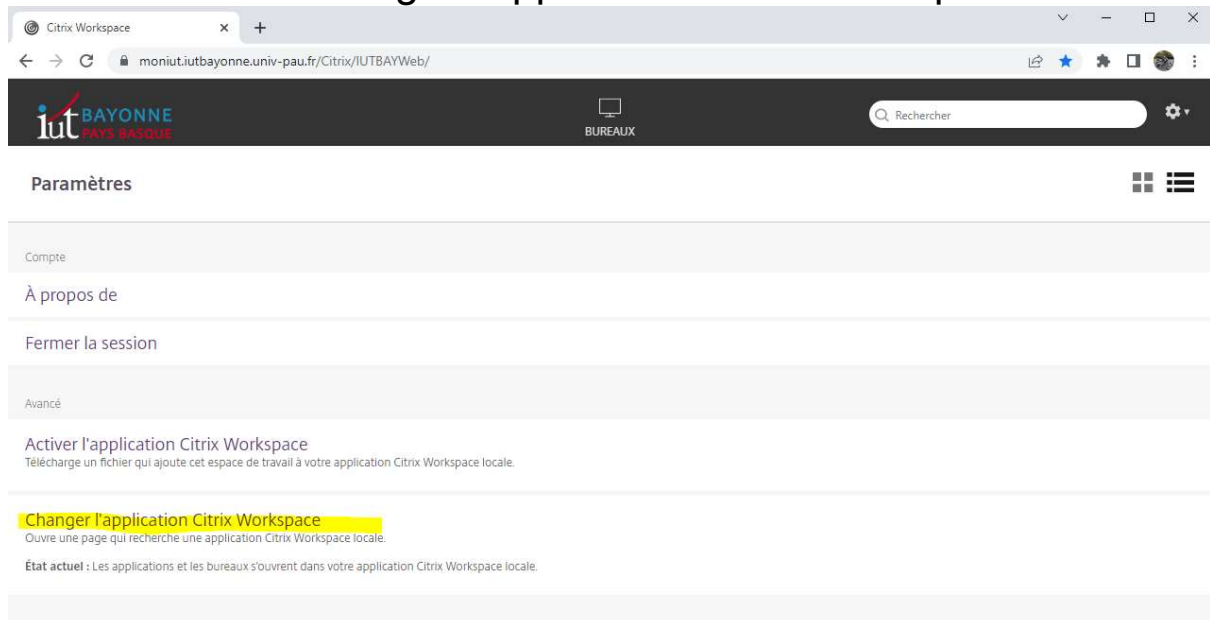


c. Check the option :

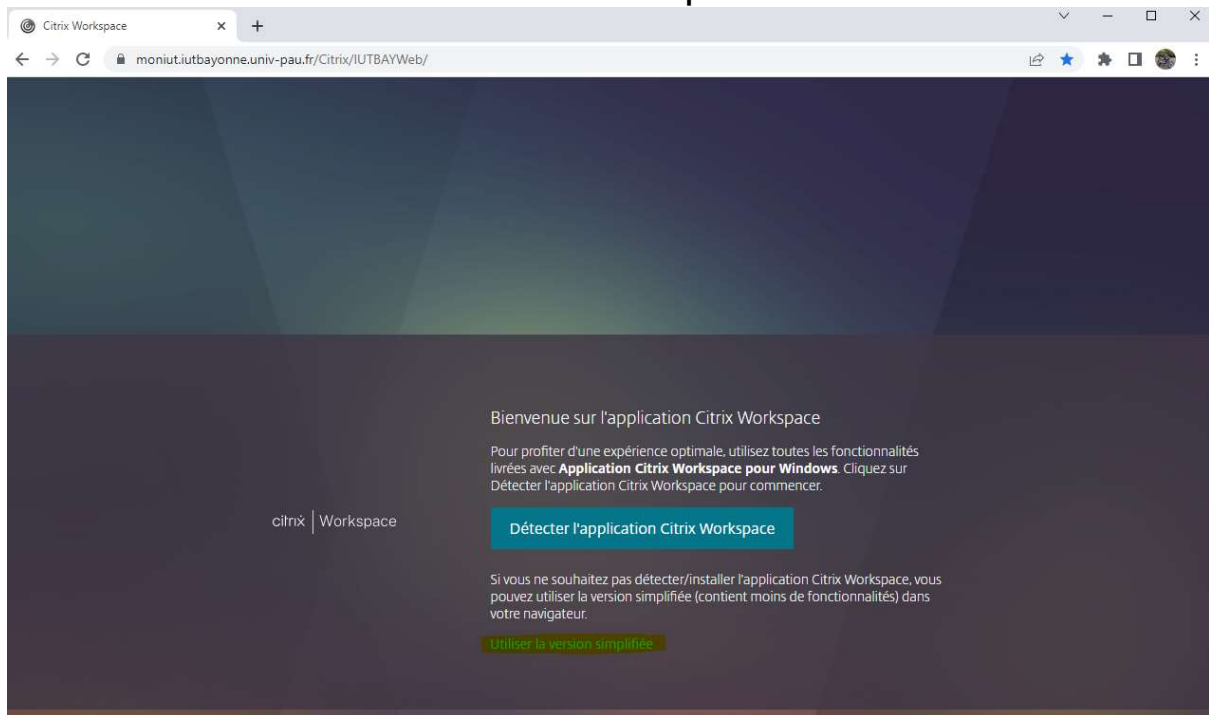
- Press the cogwheel at the top right
- “Paramètres du compte”



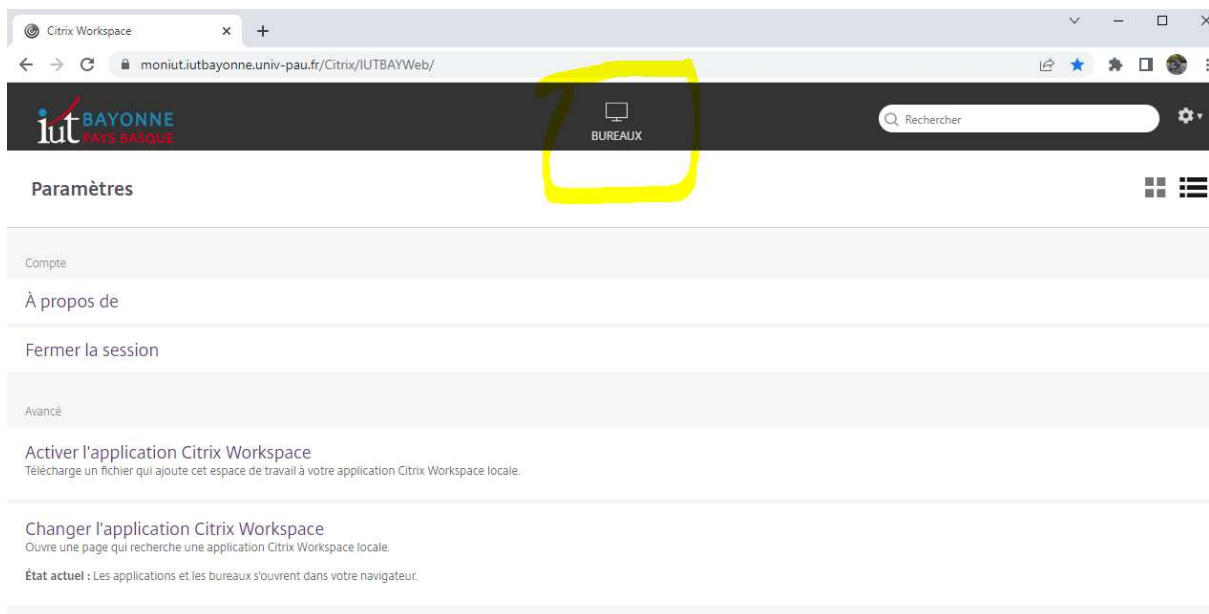
- Click on “Changer l’application Citrix Workspace”



- Click on “Utiliser la version simplifiée”



- The web page takes you back to the previous page and then click on the top button « BUREAUX »

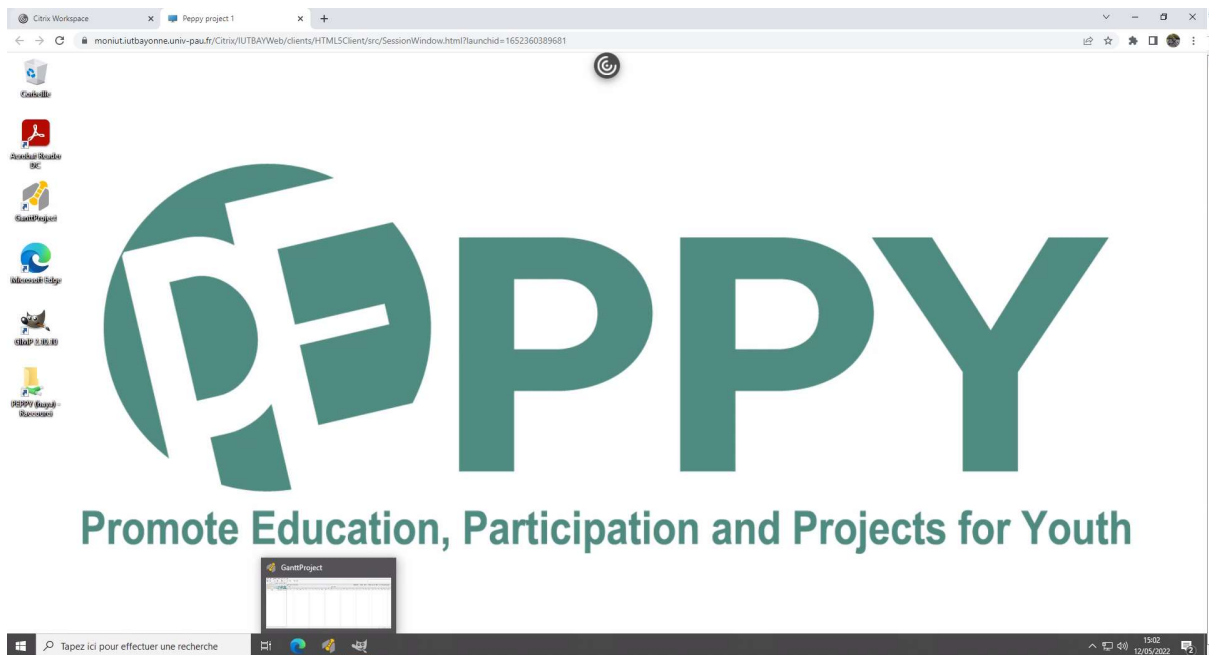


d. Click on the desktop “Peppy project”

Note : The IUT can create the virtual desktop in three languages : French, English and Italian

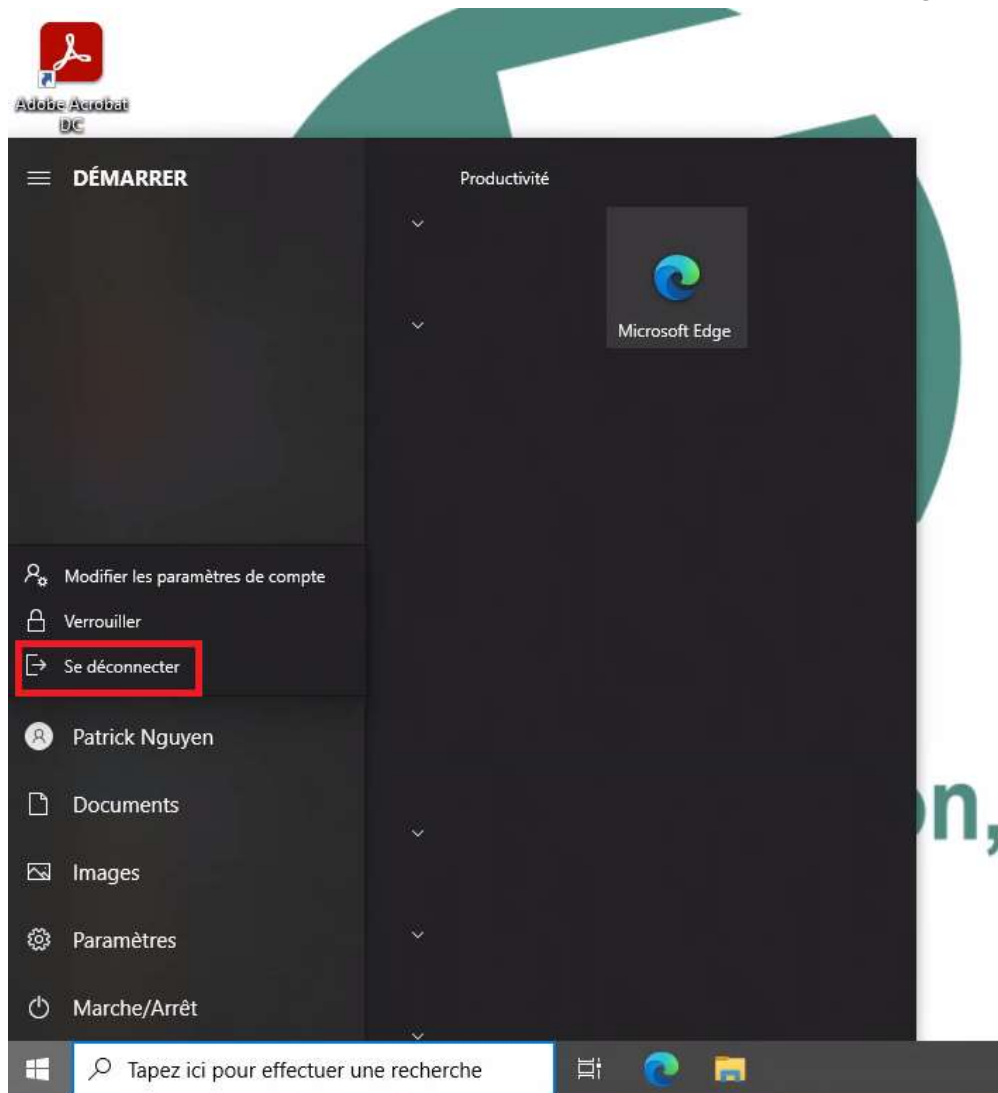


And you will get a virtual desktop login on a second tab of your web browser.



So here we have used the simplified version to open a virtual desktop without having used or installed a citrix client.

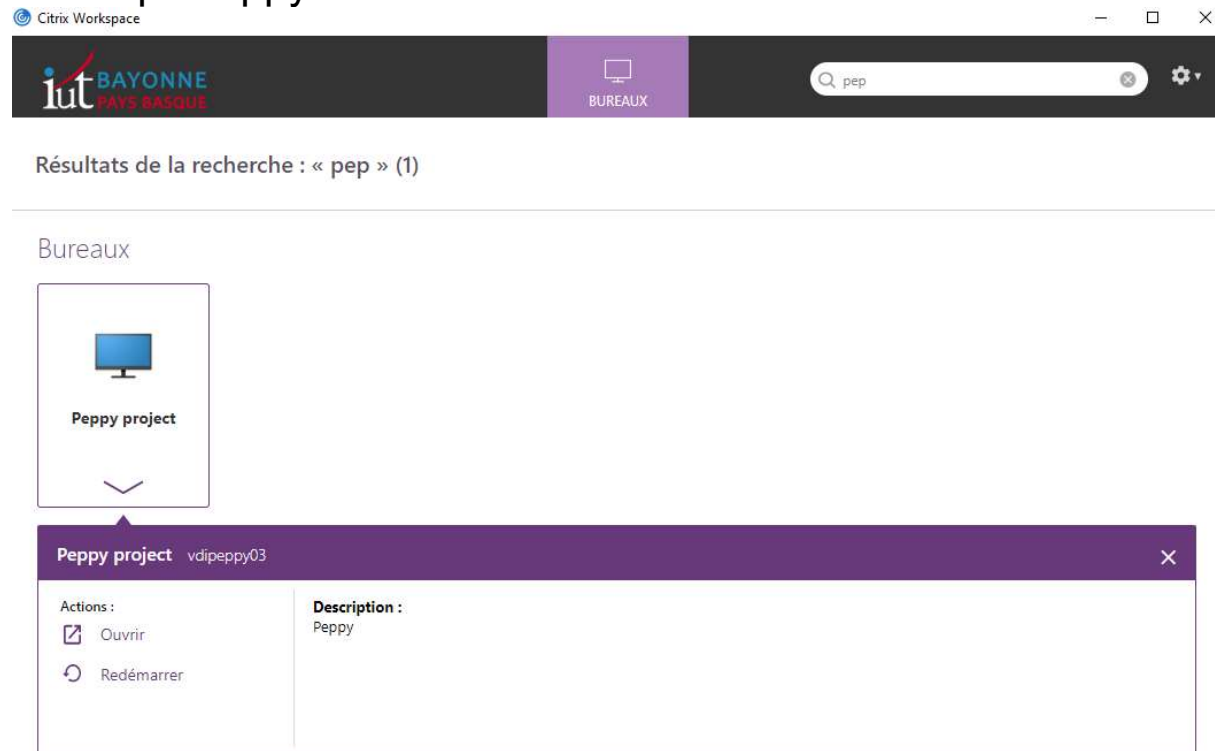
At the end of the work we have to close the session, by pressing the Windows button / the user icon / then on "Log out".



## 2. With the Citrix Workspace client

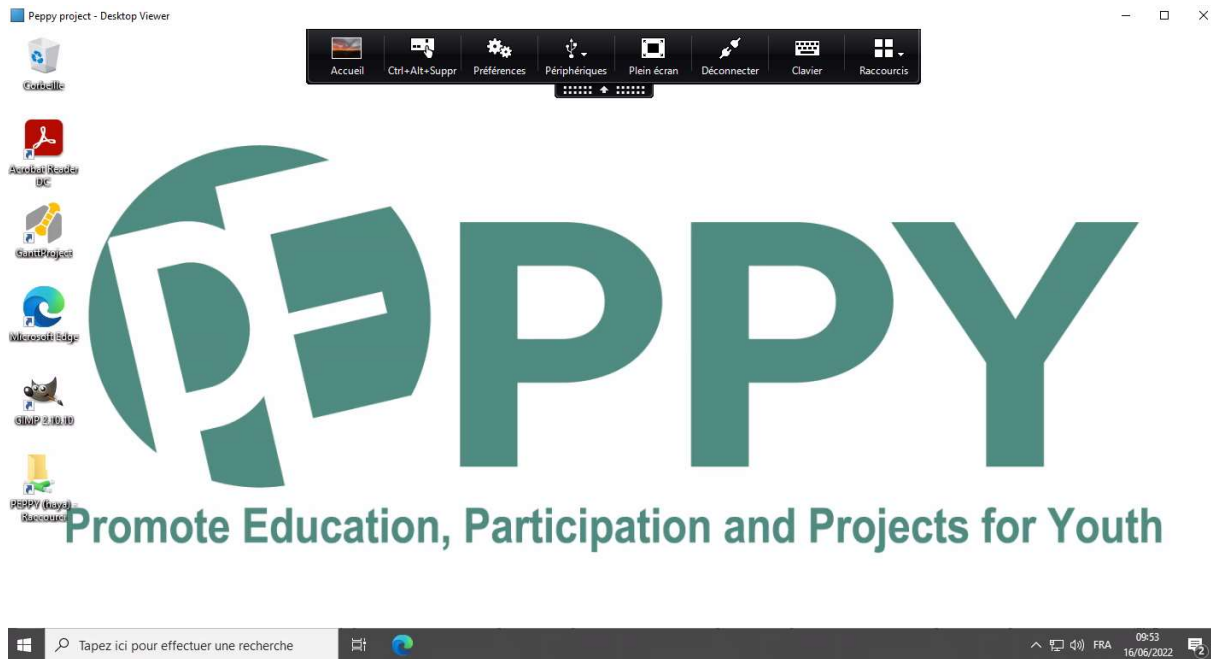
Here you have already installed the Workspace client in step 6 of the guide.

Then you have to open the Workspace client and open a virtual desktop "Peppy".

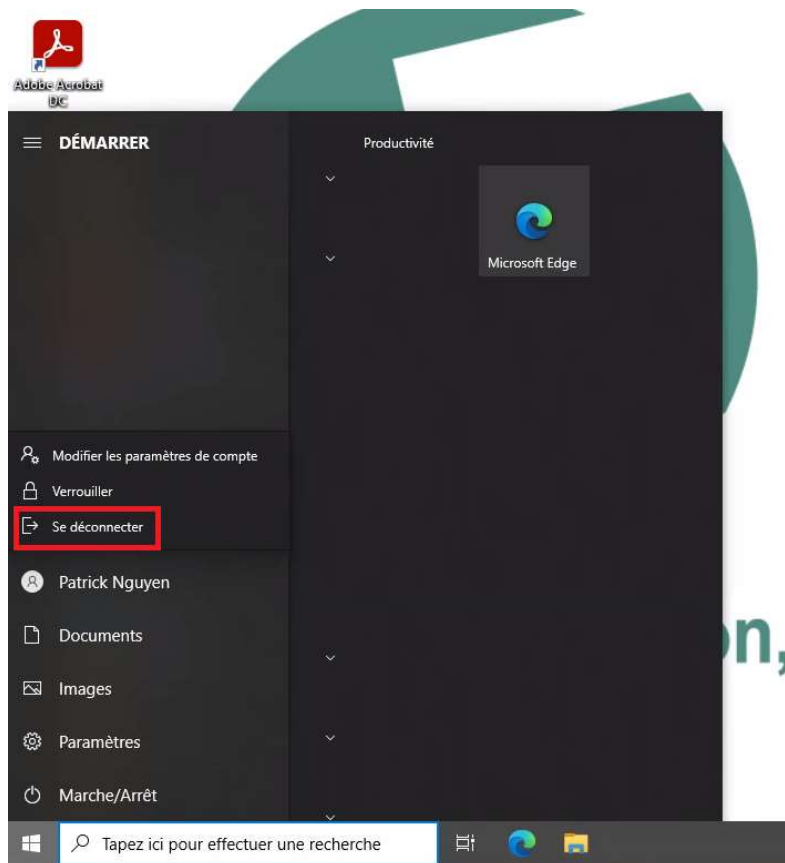




You have this environment :



At the end of the work we have to close the session, by pressing the Windows button / the user icon / then on "Log out"



## Notes:

- For all new requests to create virtual desktops for a Peppy group, it will take us about a week to create the requirements.
- For a modification of a virtual office or addition of software, it will take us about 3 days.
- For any questions or problems please send an email to Patrick Nguyen: [patrick.nguyen@univ-pau.fr](mailto:patrick.nguyen@univ-pau.fr)
- The virtual desktops are secured (antivirus, security updates ...) and are available at the following times (Paris time - France GMT+2)
- Monday to Saturday from 6am to 11:55pm
- Sunday from 6am to 1pm and from 6pm to 11.55pm
- In addition, we have a maintenance service from Monday to Friday from 8am to 5pm.
- The university will be closed and on holiday from Saturday 30 July to Sunday 21 July. The virtual offices will be accessible but they cannot be modified or supervised.
- Moreover, if the Peppy youth group wishes to add a software or other, the coordinator or the tutor must send an email to [patrick.nguyen@univ-pau.fr](mailto:patrick.nguyen@univ-pau.fr)
- Finally, for all questions and requests, please centralize them by mail and send them to:  
[patrick.nguyen@univ-pau.fr](mailto:patrick.nguyen@univ-pau.fr)

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