<u>Steps to Access the BIAC Safety Quiz via Citrix</u>
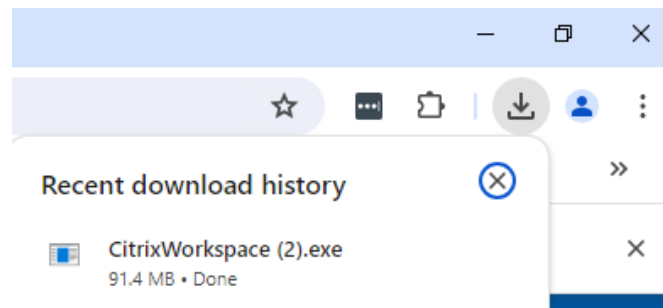
<u>To Download Citrix:</u>

1) Go to https://citrix.duke.edu/Citrix/DukeWeb/ and login using your Duke username (NetID) and password

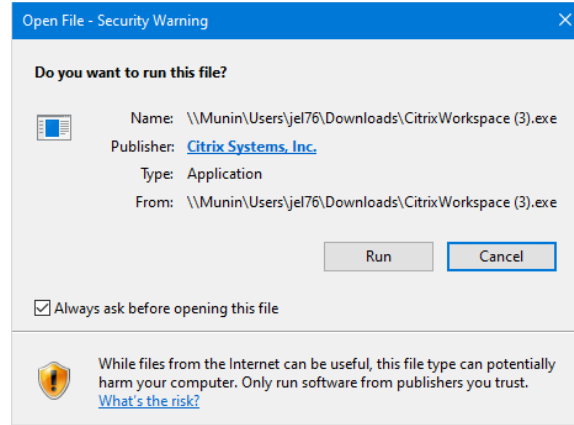2) In the upper righthand banner, beside "Download Citrix Web Client" click either Microsoft Windows or Apple Mac OS
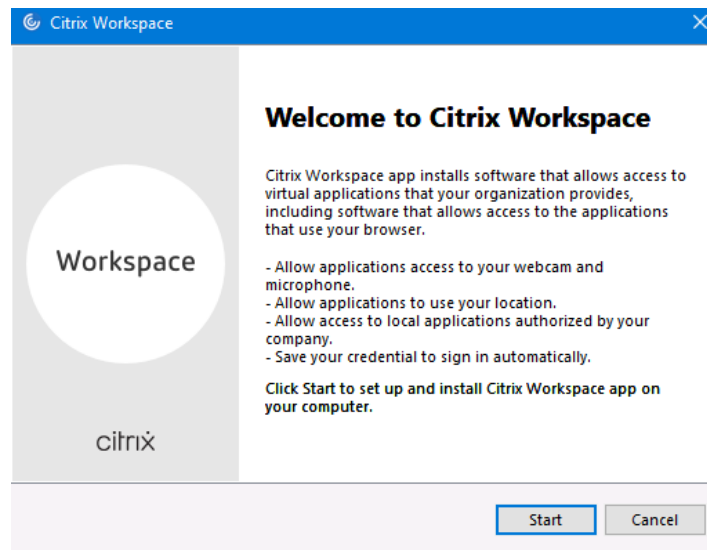

<u>For Windows:</u>

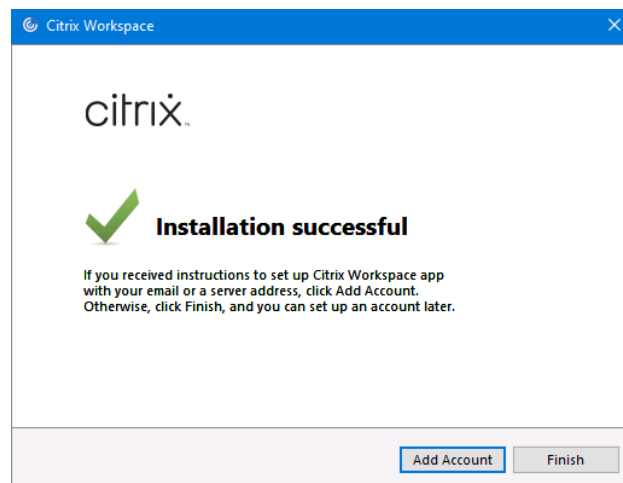1) When you click the download option for Microsoft Windows, the file will automatically download

   a. *If you do not see the downloaded file, go to - https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html

2) Click on the downloaded file. A security warning window will pop up, click "Run"
   a. *If you do not have security warnings turned on, then proceed to the next step

3) In the Citrix Workspace window, click "Start"

    a. Once you read and agree to the license agreement, Click "Install"

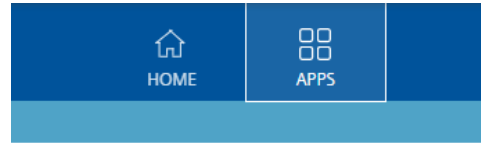   b. If Citrix installs successfully, you can click "Finish"

For Apple Mac OS:

1) When you click the download option for Apple Mac OS, a new tab will open in your web browser - https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html
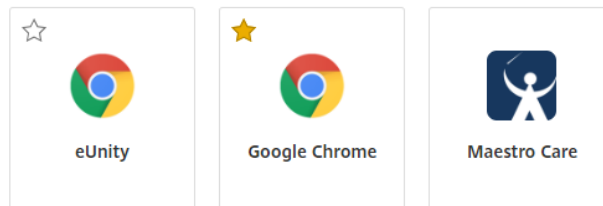

   a. **This page is for newer version of Macs. If you have an earlier version (one not listed on the page), please go to https://www.citrix.com/downloads/workspace-app/ and find an earlier Citrix version that supports your Mac.

2) Click "download" file, a window will pop up asking with End-User License Agreement. If you accept, click "Yes, I accept" and the file will begin download

To access the MRI safety quiz after installation:
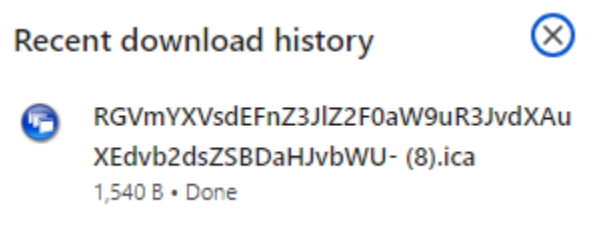
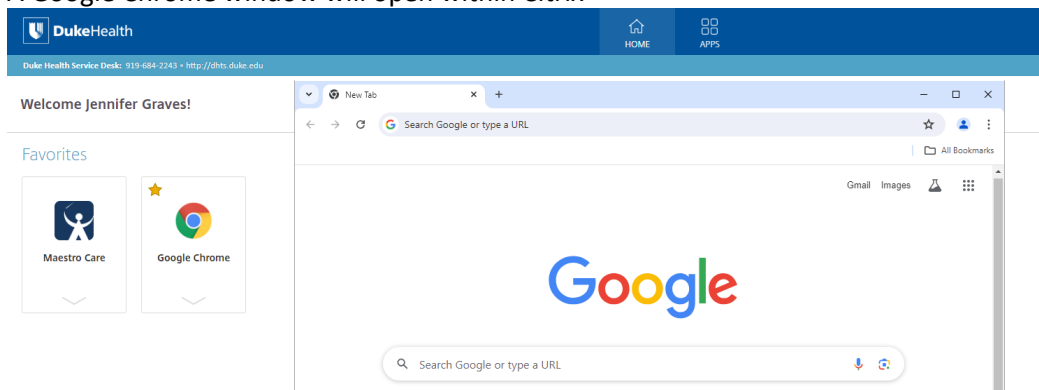1) Once you have downloaded Citrix, select the "Apps" Icon at the top of the page

2) Click on the Google Chrome App.

   a. *If you plan on using Citrix again to access the BIAC safety quiz or Scanner Schedule, then it is recommended that you click the star icon in the top left corner of the Google Chrome App. This will bookmark the App so it displays on your Home page in Citrix

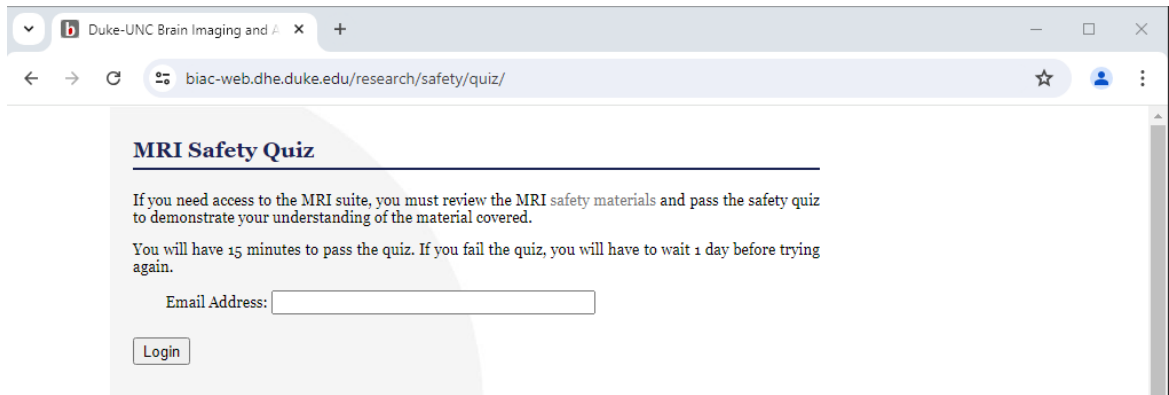3) When you click on the Google Chrome icon a file will download. Click on this file to open it.

4) A Google Chrome window will open within Citrix

5) In this window, search https://www.biac.duke.edu/research/safety and click on the MRI Safety Quiz Link

6) Enter your email address and begin the quiz when you are ready

**Citrix can also be used to access the BIAC Scanner Schedule

1) Search https://www.biac.duke.edu/services and click on the Scanner Calendar icon.

2) Log into the calendar with your Duke username and password