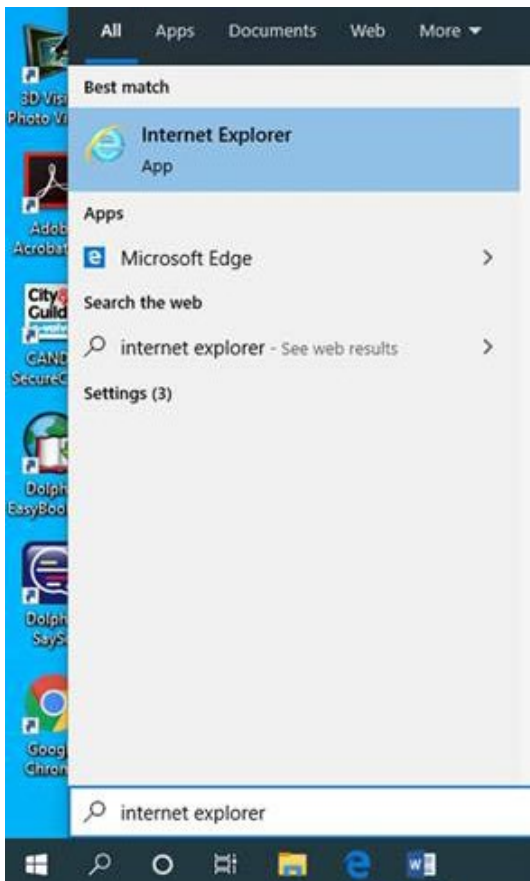


Accessing the NRC Portal on Home Computers (Windows)

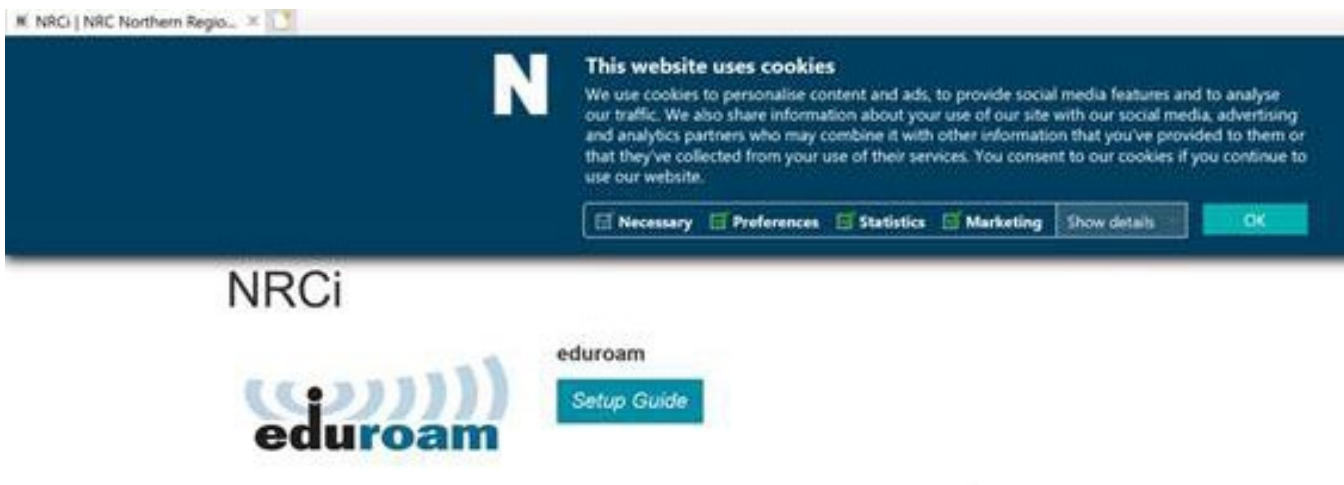
MARCH 2020

NOTE: You **MUST** use Internet Explorer to access the Portal.

Open Internet Explorer from the start menu – by clicking on the start button and typing Internet Explorer, then open the application.



In the address bar navigate to www.nrc.ac.uk/nrc/nrci, click ok to accept cookies if asked and scroll to the bottom of the page. Under NRC Portal, click Login.



Accessing the NRC Portal on Home Computers (Windows)

MARCH 2020

Click Login under NRC Portal.



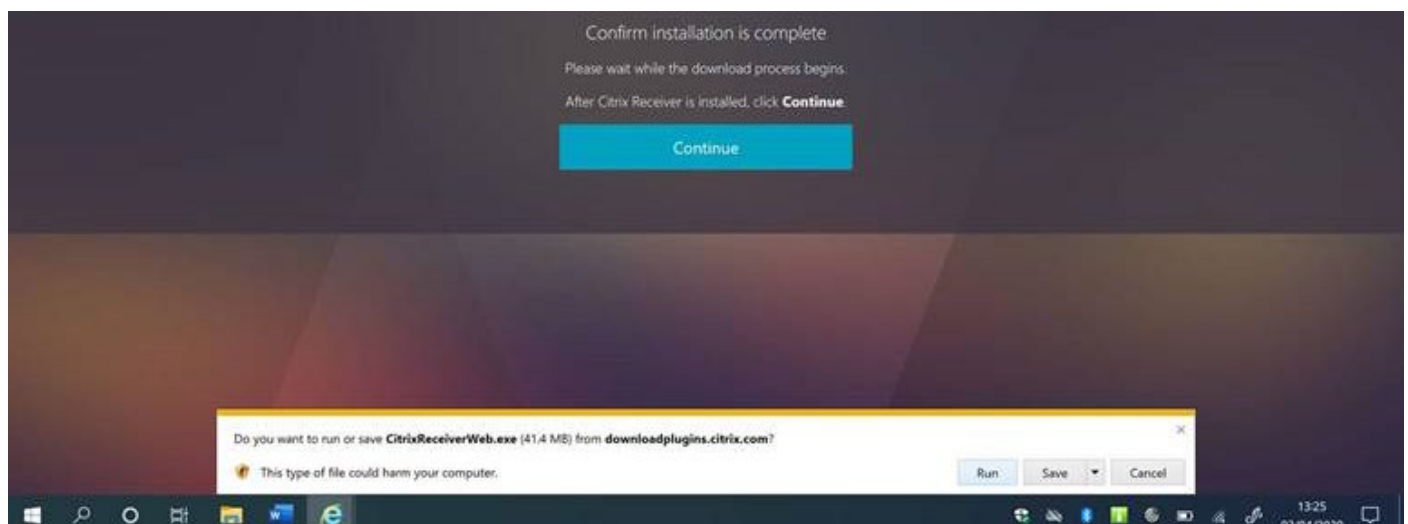
Type your NRC username (not your full email address) and password. Click Log on.



You will be asked to install the Citrix Receiver. Tick the "I Agree" box and then click Install.



The option to Run, Save or Cancel should pop up at the bottom of the screen. Click Run.



Accessing the NRC Portal on Home Computers (Windows)

MARCH 2020

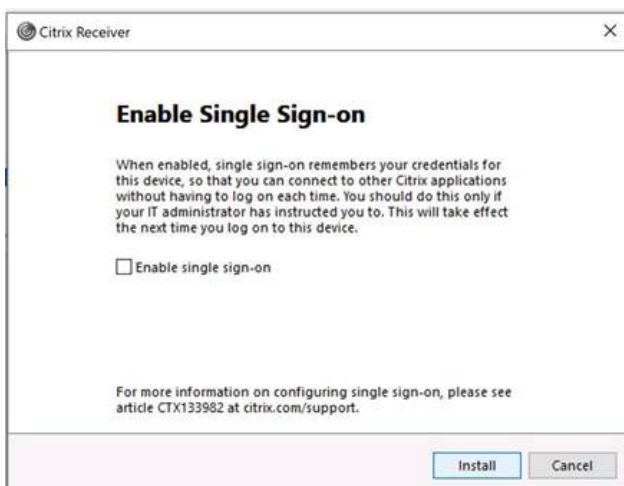
Click Start.



Tick "I Accept the License Agreement" and click Next. On the next screen do not tick Single Sign On.



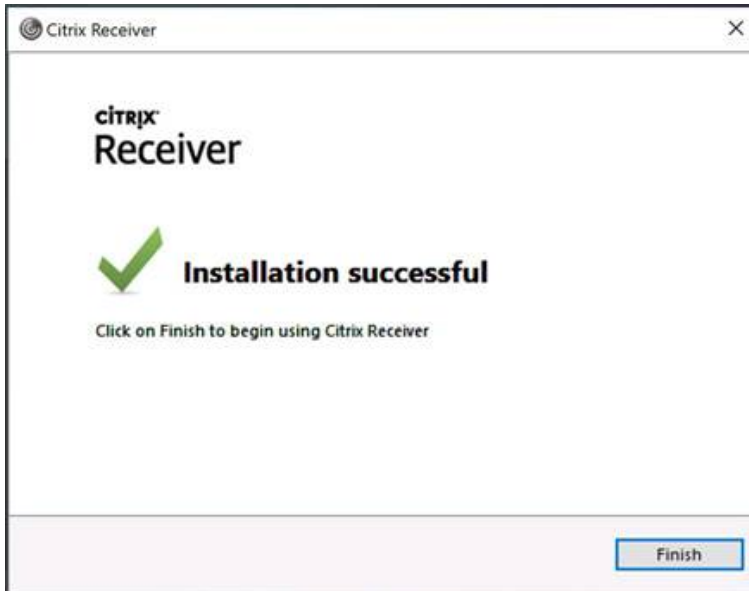
DO NOT, tick Single Sign On. Click Install.



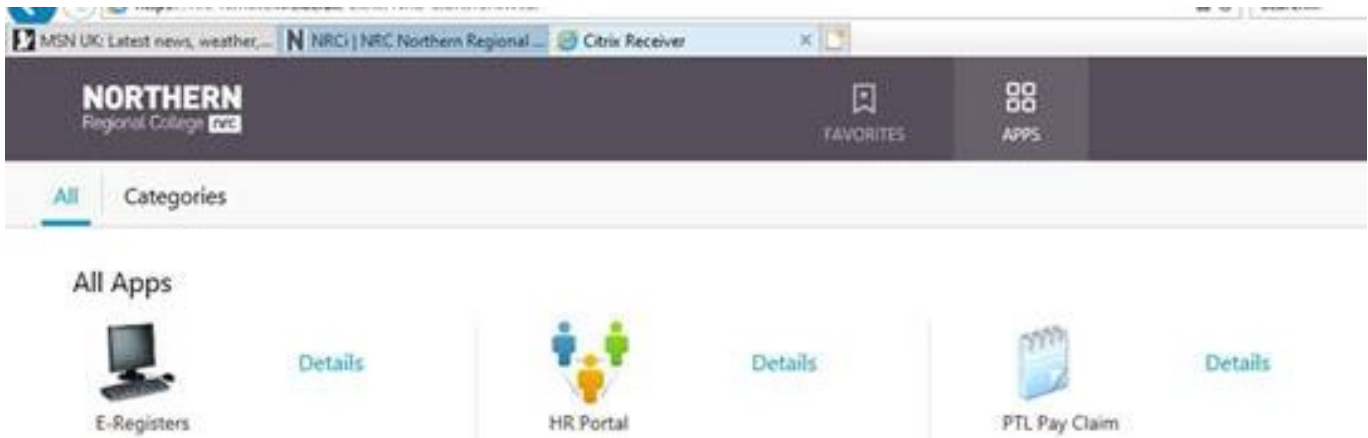
Accessing the NRC Portal on Home Computers (Windows)

MARCH 2020

The Citrix Receiver will install, please be patient. Click Finish and the Citrix Receiver should automatically run.



You will now have access to the portal where you will see the applications that you have access to. Most users will only see E-Registers & HR Portal.



To access E-Registers, click on the icon. Citrix Receiver will start loading the application, please be patient and wait for it to load.



Accessing the NRC Portal on Home Computers (Windows)

MARCH 2020

You will then see the normal E-Registers application which you can login to by entering your NRC username (not your full email address) and password.



To access HR Portal, click on the icon.



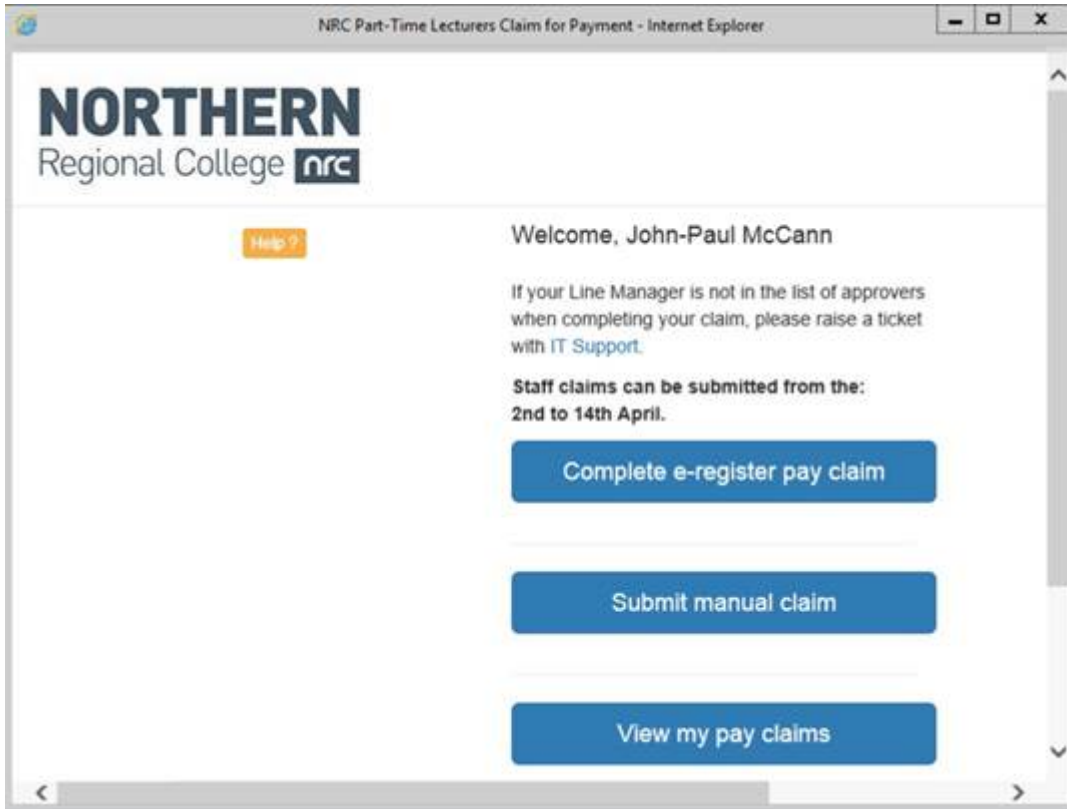
To access PTL pay claim, click on the icon. Citrix Receiver will start loading the application, please be patient and wait for it to load.



Accessing the NRC Portal on Home Computers (Windows)

MARCH 2020

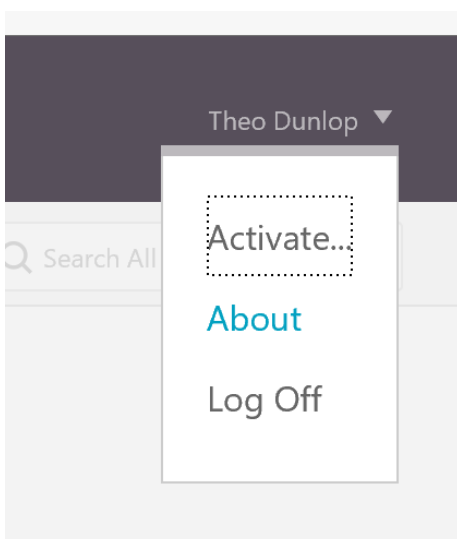
You will then see the normal PTL pay claim application.



REMEMBER

Please log out of the citrix portal when you are finished to free up a licence for other staff, if you just close the browser your connection will still have a licence applied.

To logout, click on your name at the top right and select logout.



If you have any issues with above please log a call with servicedesk@nrc.ac.uk.

