Citrix Access to PCM via Internet Explorer

**STEP 1**

- Go to [https://citrix.slac.stanford.edu/vpn/index.html](https://citrix.slac.stanford.edu/vpn/index.html)
- Login using your SLAC windows credentials

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**NOTE:** If you have Citrix Receiver client installed scroll down to Step 2 of this document, If you do not have Citrix Receiver client installed you will see the following screen

To install

- Click the blue INSTALL button and check the box I agree with the Citrix license agreement
- Click Run> Click Run again, it will install the Citrix client
- Citrix Receiver Installation successful click finish
You will see the following screen after you click logon

- Click on Desktop

Click on P6 Cobra Desktop, this will launch the Citrix desktop.

Allow a few minutes for the icons to appear while your profile is setting up
STEP 3

Launch PCM

- Click on the Start button – click on Internet Explorer icon

You are now able to access the PCM within the Citrix session (not on your desktop)

- Launch IE [http://contractmanager/exponline/logon.jsp](http://contractmanager/exponline/logon.jsp)
You may get the notification to update Java

- Check the “Do not ask again...” box
- Select Later

- Check the box “Do not show this again for apps from the publisher and location above”
- Click Run
YOU MUST END YOUR SESSION

You will need to sign out of Citrix when you are complete with your session to avoid interruptions in future sessions. See below

- Click the 4 squares button at the bottom left of the Citrix session and select Sign out

END