

	<p style="text-align: center;"> <b>The Salvation Army</b>  <b>United Kingdom Territory with the Republic of Ireland</b>  <b>Coronavirus task force response document</b> </p> <p style="text-align: center;"> <b>How to work from home</b> </p>	<p> <b>Issued:</b>   <b>Review by: Assistant Chief Secretary</b> </p>
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In the event you are advised to work from home due to a emergency situation, please follow the instructions below:

**Accessing from a SA supplied Laptop, Chromebook or iPad**

- You will be able to login in your usual way with your username and password
  - Printing to personal home printers from a SA laptop requires configuration by the IT Department. If you must have the ability to print, you would need to log a ticket with the IT Service Desk [servicedesk@salvationarmy.org.uk](mailto:servicedesk@salvationarmy.org.uk) and they will look to configure this on a reasonable endeavours basis, but no guarantees can be made it will work
- Chromebooks and iPads cannot be configured to print to personal home printers

**Accessing from your Personal equipment at home**

There are two options for using your personal equipment at home:

*Option 1* is quicker however, you will **not** be able to print to your personal home printer

*Option 2* requires you to download and install the Citrix Workspace App. Pass-through printing will then work with most equipment, but IT cannot guarantee all will work:

**Option 1 - Using any internet browser**

- Simply navigate to - <https://ctxaccess.salvationarmy.org.uk>
- Enter your usual username and password. Click Log On and OK at the warning message
- Select your ‘Build A’, or if you have a dedicated build select that option

**Option 2 - Install the Citrix Workspace App**

Instructions vary for Windows Machines, Apple Macs and iPads, so please choose the relevant document below

- See link to all three instructions:  
<https://servicedesk.salvationarmy.org.uk/AddSolution.do?solID=84>

- **For IOS**



Installing Citrix  
Workspace - IOS.pdf

- **For MAC OS**



Installing Citrix  
Workspace - Mac OS

- **For MS Windows**



Installing Citrix  
workspace - Windows