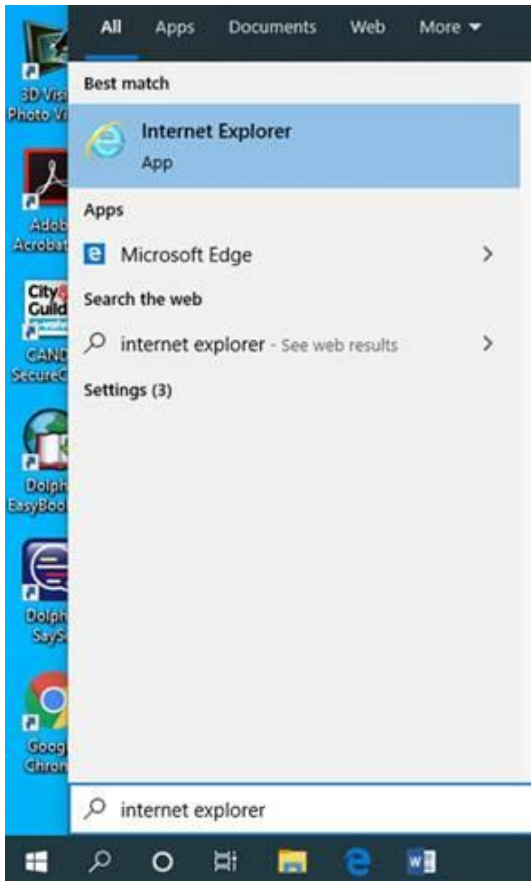


Accessing the NRC Portal on NRC Laptops

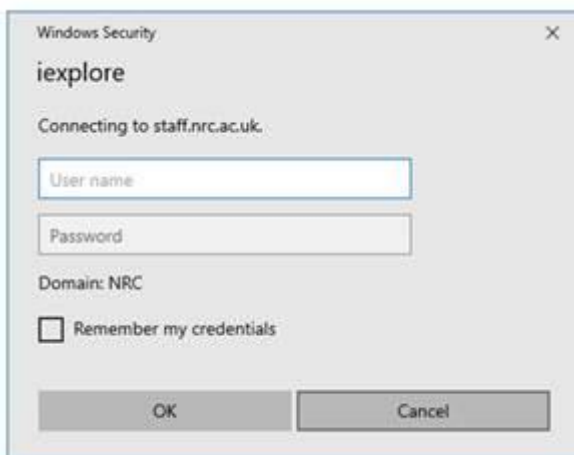
MARCH 2020

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.



Your device will be configured to automatically go to the College Staff Intranet, please just click cancel.



Accessing the NRC Portal on NRC Laptops

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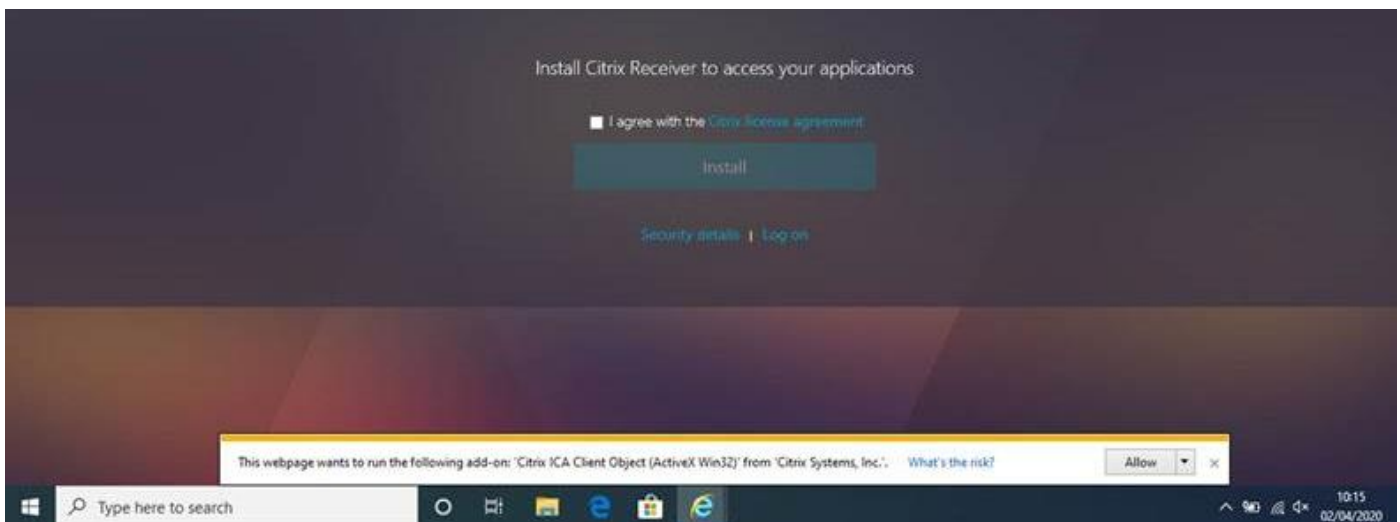
In the address bar navigate to www.nrc.ac.uk/nrc/nrcj, click ok to accept cookies if asked and scroll to the bottom of the page. Under NRC Portal, click Login.



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



Citrix Receiver has already been installed on your Corporate Laptop by the IT Team, click Allow on the pop up at the bottom of the screen to allow the client to run.



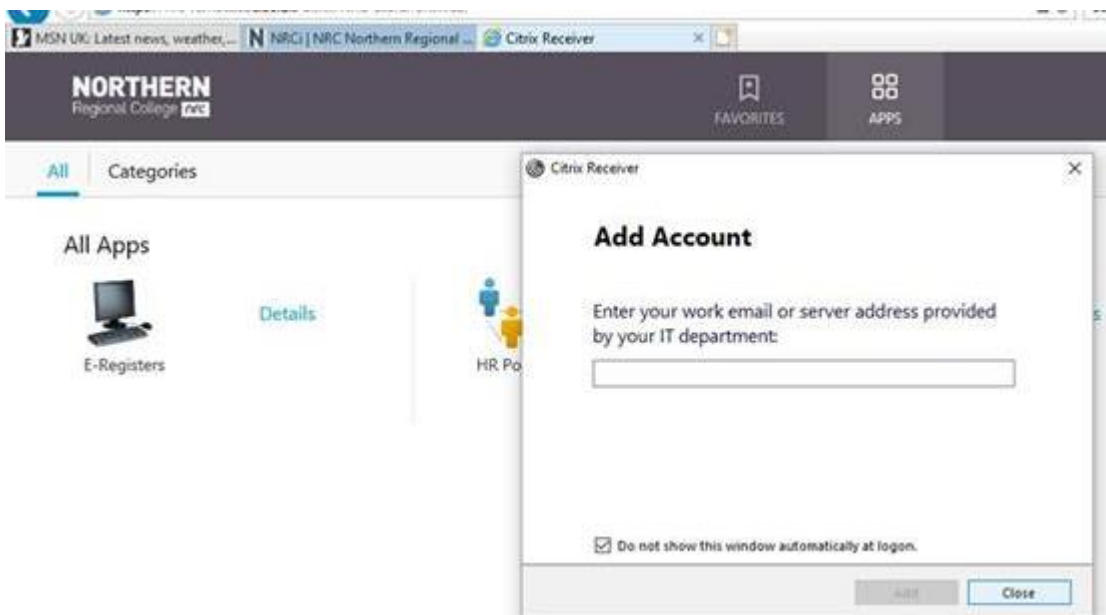
Accessing the NRC Portal on NRC Laptops

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Tick “Do not show me the warning for this program again” and then click Allow.



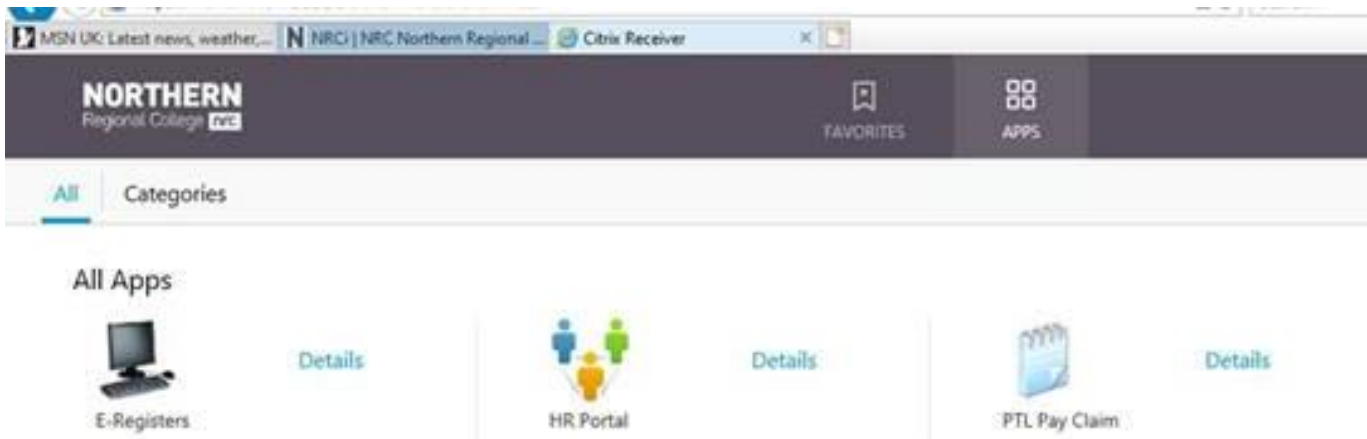
In the background the Citrix applications will be loading, if you get a pop up asking you to Add an Account, Tick “Do not show this window automatically at login” and then click Close.



Accessing the NRC Portal on NRC Laptops

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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.



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.



Accessing the NRC Portal on NRC Laptops

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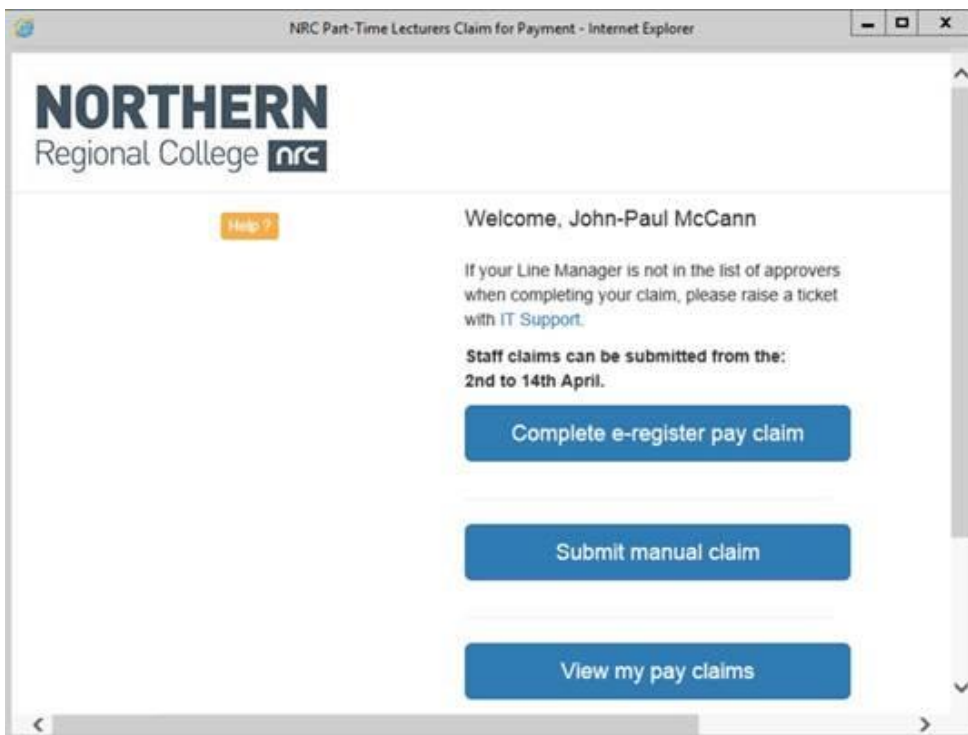
To access HR Portal, click on the icon.



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.



You will then see the normal PTL pay claim application.



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