



## TUNE UP FOR TELEWORK QUICK REFERENCE GUIDE

### CONNECT TO THE INTERNET

- Select the **Wi-Fi Network Name**.
- Enter password, if prompted.

If you have an **Ethernet cord**, it will automatically be set to **Wired**.

### CONNECT TO Cisco AnyConnect VPN

- Connect to the **Internet**
- Launch **Cisco AnyConnect**.
- Select **Connect** next to the VPN drop down menu
- If prompted for a PIN, enter your LincPass Pin
- Select, **Accept** to connect

- USDA-LincPass
  - Has a CAC card
- USDA-NoLincPass
  - No CAC Card
- USDA-HelpDesk

### DISCONNECT FROM Cisco AnyConnect

- Open **Cisco AnyConnect**
- Select **Disconnect**

### CONNECT TO CITRIX ON USDA WINDOWS LAPTOP

- Connect to the **Internet**
- Open **Internet Explorer only**.
- Go to **<https://workspace.usda.gov>**.
- Select PIV Authentication and enter your LincPass Pin.
- Click on **Desktops** tab and select the **Office Desktop icon**.
- Select **Ok** and **Switch User**.
- Select **Smartcard Credentials** & enter your **LincPass Pin**.

### CONNECT TO CITRIX ON USDA MAC LAPTOP

- Connect to the **Internet**
- Open **Firefox only**.
- Go to **<https://workspace.usda.gov>**.
- Select PIV Authentication and enter your LincPass Pin.
- Click on **Desktops** tab and select the **Office Desktop icon**.
- Select **Ok** and **Switch User**.
- Select **Smartcard Credentials** and enter your **LincPass Pin**.

### LOG OFF CITRIX

- Select the **Start Menu**.
- Expand the **Log Off Menu**.
- Select **Shutdown**.

### NEED SUPPORT?

**1-877-873-0783 \ 202-690-1000**  
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