

# CITRIX

## First time use of weblogin



For use by: Students, Employees  
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Owner: @Hok /SSC ICT

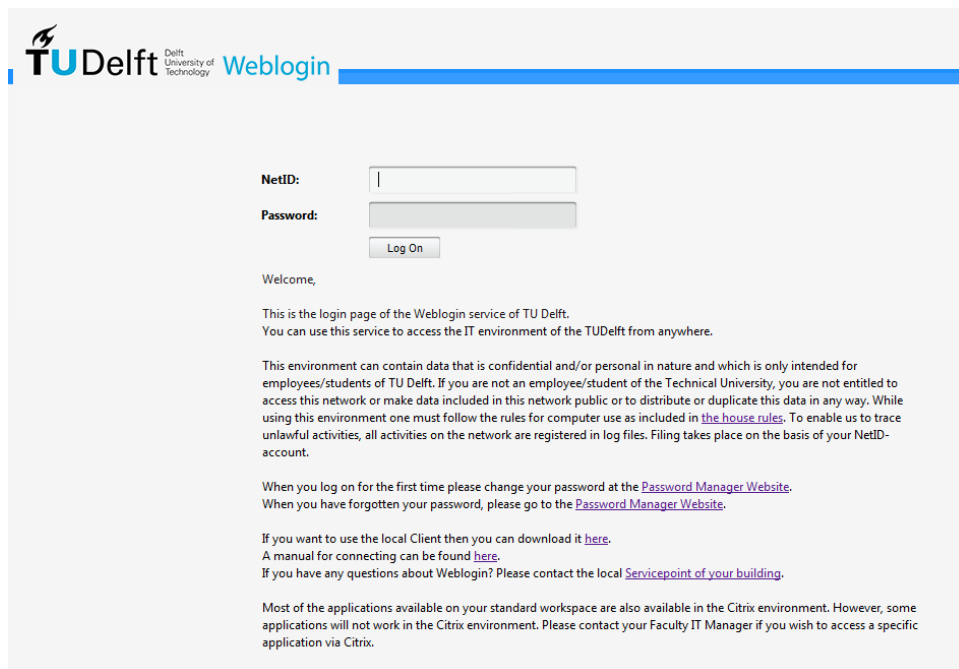
# First time use of Weblogin

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The first time you log in to [weblogin.tudelft.nl](http://weblogin.tudelft.nl), you'll see an empty screen where you can add your favorite applications. Below you can find the procedure how you can do this.

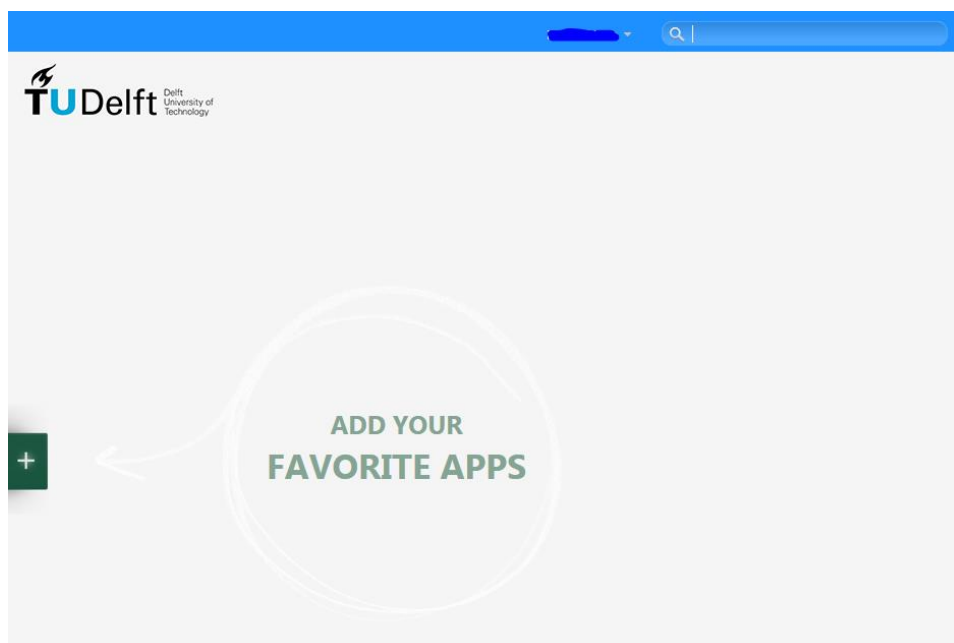
## 1. Starting Weblogin.

First log in by using your NetID and password.



The screenshot shows the TU Delft Weblogin interface. At the top left is the TU Delft logo (Delft University of Technology). Below it are input fields for 'NetID:' and 'Password:', followed by a 'Log On' button. The main content area contains a 'Welcome,' message and several paragraphs of text providing instructions and security warnings. The text includes: 'This is the login page of the Weblogin service of TU Delft. You can use this service to access the IT environment of the TUDelft from anywhere.', a warning about confidential data, instructions to change passwords on the first login and to use the Password Manager Website if forgotten, links to download the local Client and find connection manuals, and contact information for service points.

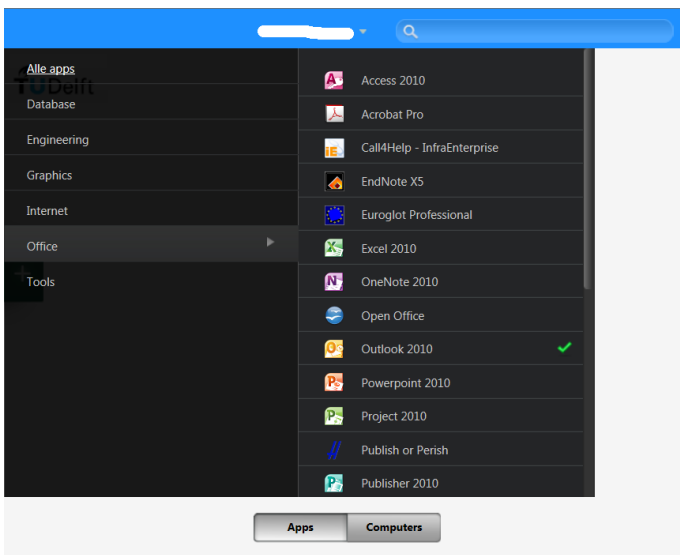
Next you'll see the website where you can choose applications, which can be found under the plus sign on the left. If you click the plus sign, a menu will be shown with applications you can choose.



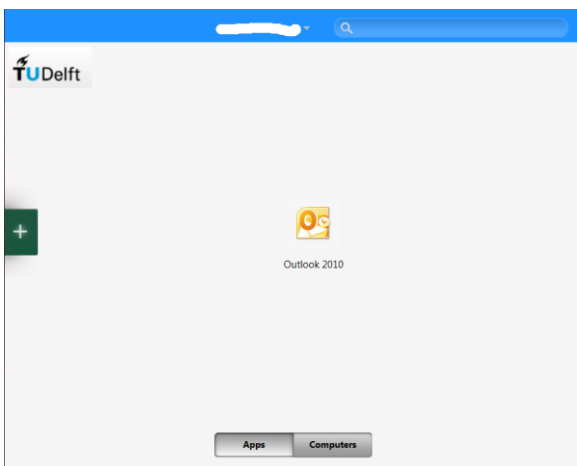
The list of applications is divided into categories, which you may already be used to if you've used the old Weblogin or the startmenu on your TU desktop.



If you click on an application, it will automatically appear on the start page.

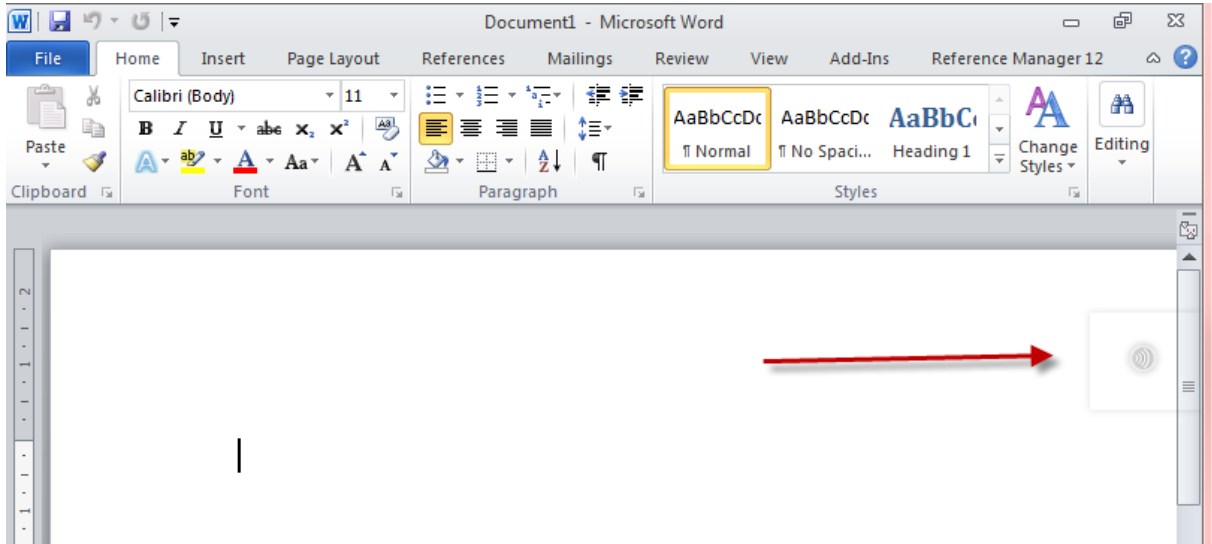


On the start page, you can click the application to start it. It will open in a separate window or tab.

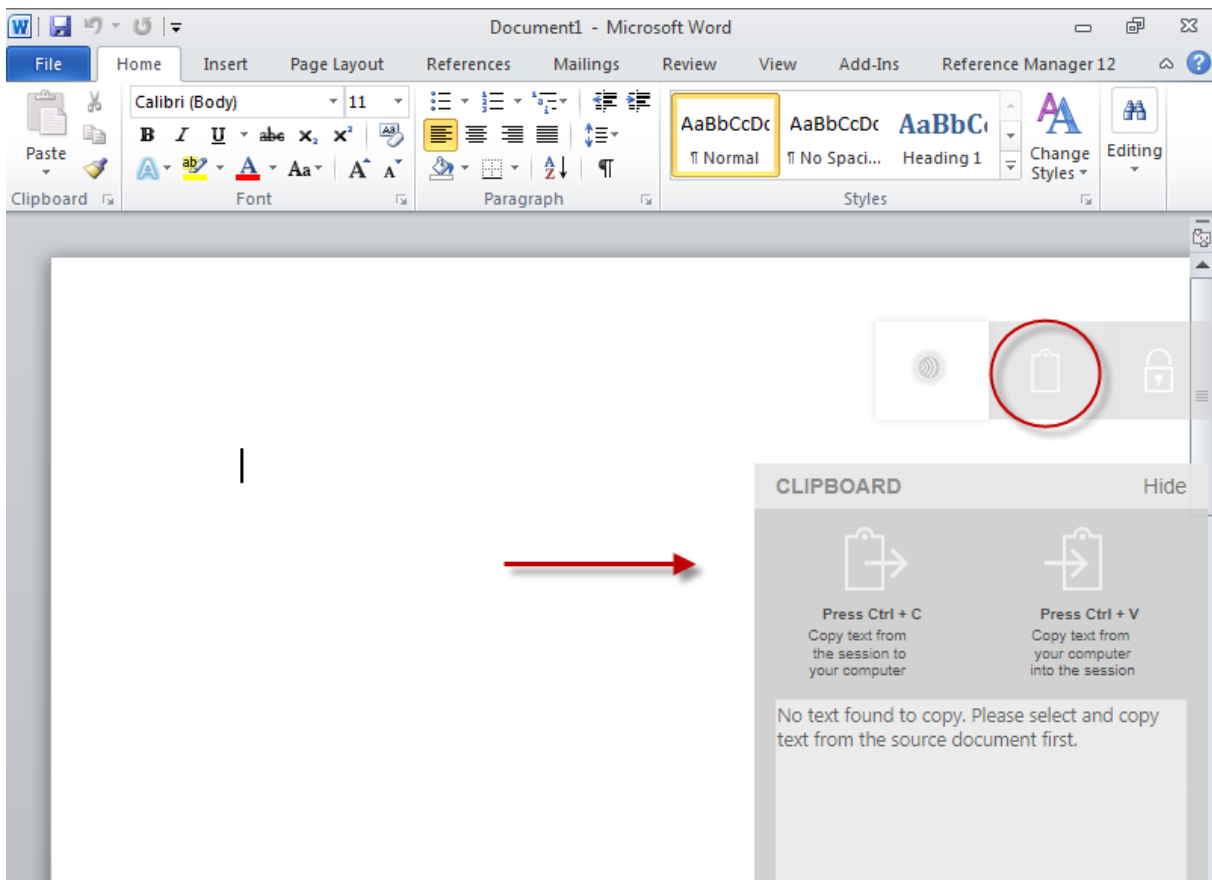


## 2. Copy and paste of text from and to applications in Weblogin.

It isn't possible to copy and paste directly from your local client to a Weblogin application in a browser window using the normal method because of privacy and security reasons. There is a workaround, a sort of a sluice. This 'sluice' can be found on the right side of the screen.

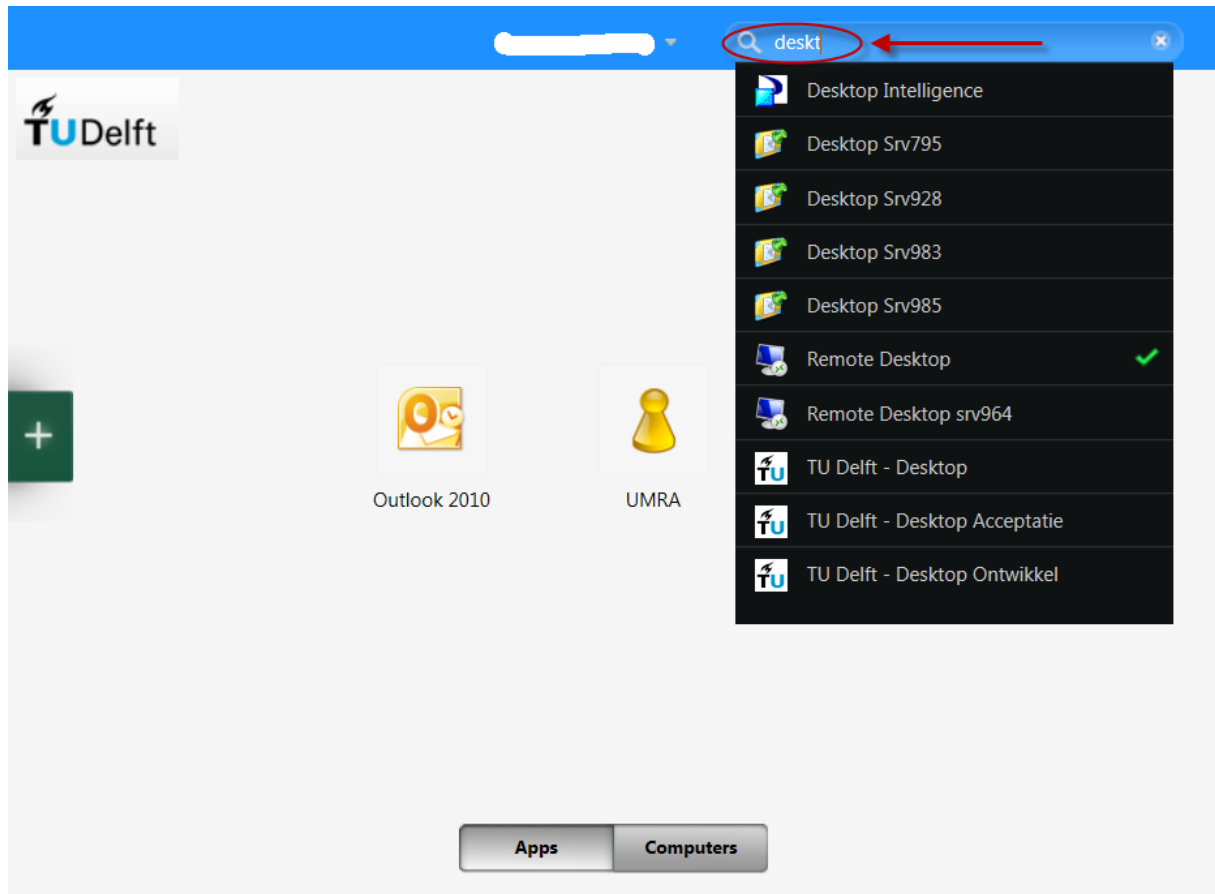


If you click the icon next to the red arrow a menu opens with options for copy/paste and the “ctrl-alt-del” screen. You can paste your text here, click the application and then paste it a second time into the application.



### 3. Searching applications.

If you can't find applications in the list, it's also possible to search for applications. You'll find the search bar in the upper right corner. If you enter a part of the name there, all possible matching applications will be shown. You'll be able to add an application to the start screen by clicking the application from the search results.



#### 4. Removing applications from the start screen.

To remove an application from the start screen you have to hover with your mouse above and left of the icon of the application you wish to remove. A small cross will then appear. Click the cross and the application is removed from your start screen.

