

Citrix Access User Guide



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Introduction

Welcome to the CITRIX ACCESS user guide.

This guide provides instructions to Endeavour Energy (EE) suppliers on how to access the Supplier Access Management Citrix platform using 'Microsoft Authenticator' two-factor authentication.

Endeavour Energy has implemented a standardised Citrix platform to manage remote access for both Endeavour and non-Endeavour staff.

A standardised platform enables:

- A single method of remote access for all third parties requiring access to EE systems.
- A way of identifying and isolating necessary third-party access.
- Better prevention, detection, management and isolation of potential security incidents.
- A reduced risk of successful unauthorised access and cyber-attack on EE Information Assets

Prerequisites

To access Endeavour Energy Citrix systems, you will need to be enrolled in Microsoft Authenticator authentication. This will be part of your Citrix Access request submitted through Endeavour Energy's Tech Central portal.



If you are already enrolled with Microsoft Authenticator and are receiving two-factor authentication for Endeavour Energy systems, you will not need to reenrol and skip to Accessing Citrix section.

You can download the 'Microsoft Authenticator' application from:

1. Apple App Store if you're an iPhone or iPad user.



2. Google Play Store if you're using an Android user.

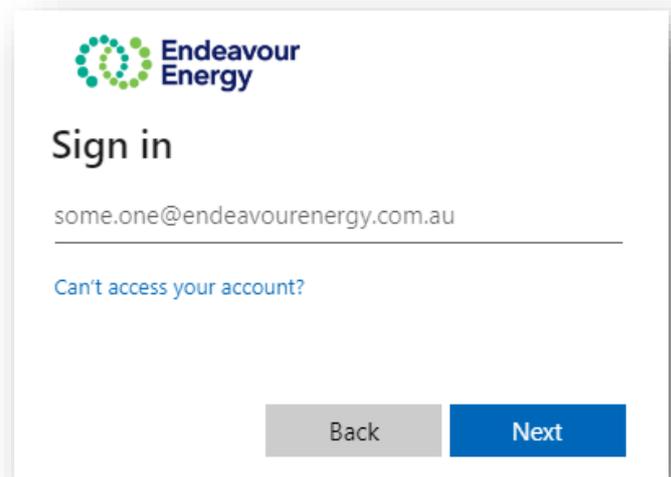


Microsoft Authenticator Enrolment

If you've not setup Microsoft Authenticator earlier, you will be prompted do so during the login process and the below procedure will guide to setup Authenticator.

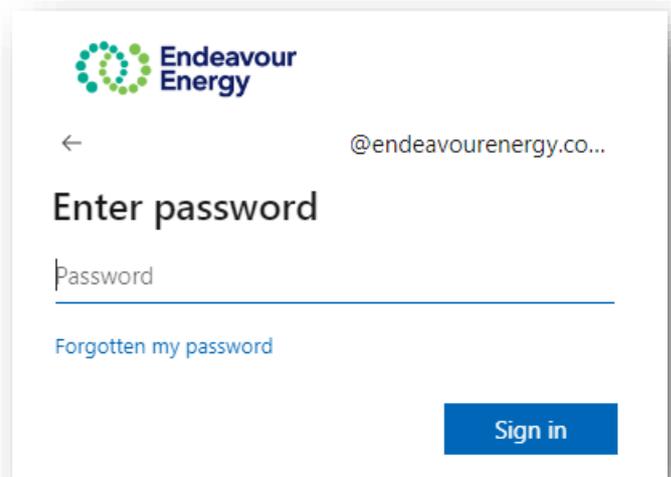
There are several approaches to two-factor verification that can be configured. The simplest option is to install the Microsoft Authenticator app on a secondary device. For example, a mobile phone. This allows you to use your phone to verify logins on your primary device (laptop, iPad etc). While you will install the Microsoft Authenticator app on your mobile phone, you should action the initial prompt and registration process on your primary work device (e.g., A laptop or tablet). You will need your mobile phone to install the Microsoft Authenticator app, login and then scan the QR code from your primary device. This connects your device to the authenticator app.

1. Open Browser (e.g., Google Chrome, Microsoft Edge, Safari etc.) and access the Citrix URL <https://suppliers.endeavourenergy.com.au/>
2. Enter your Endeavour Energy e-mail id and click on 'Next'.



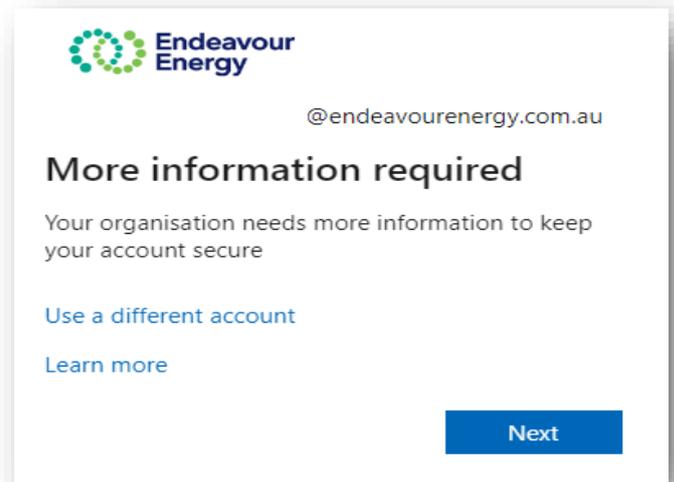
The screenshot shows the Endeavour Energy login interface. At the top left is the Endeavour Energy logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "some.one@endeavourenergy.com.au". Below the input field is a link that says "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your password and click on 'Sign in'.

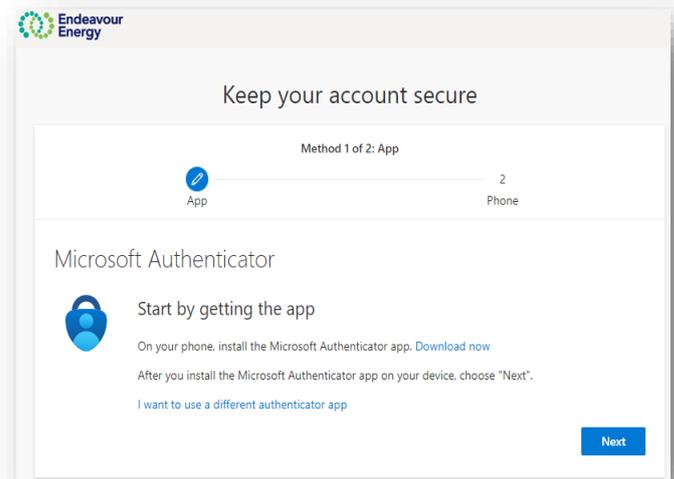


The screenshot shows the Endeavour Energy password entry page. At the top left is the Endeavour Energy logo. Below it, there is a back arrow and the text "@endeavourenergy.co...". The main heading is "Enter password". Below this is a password input field with a blue underline. Below the input field is a link that says "Forgotten my password". At the bottom right, there is a blue "Sign in" button.

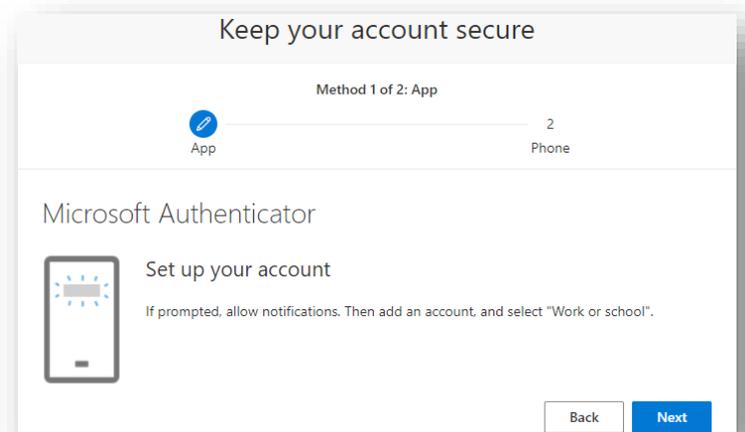
4. If you're preregistered with Microsoft Authenticator, you'll be taken directly to step 18, otherwise the "More information required" screen will be displayed to begin Microsoft Authenticator registration process. Select Next to continue. We recommend you undertake this step on your primary device (Laptop/iPad).



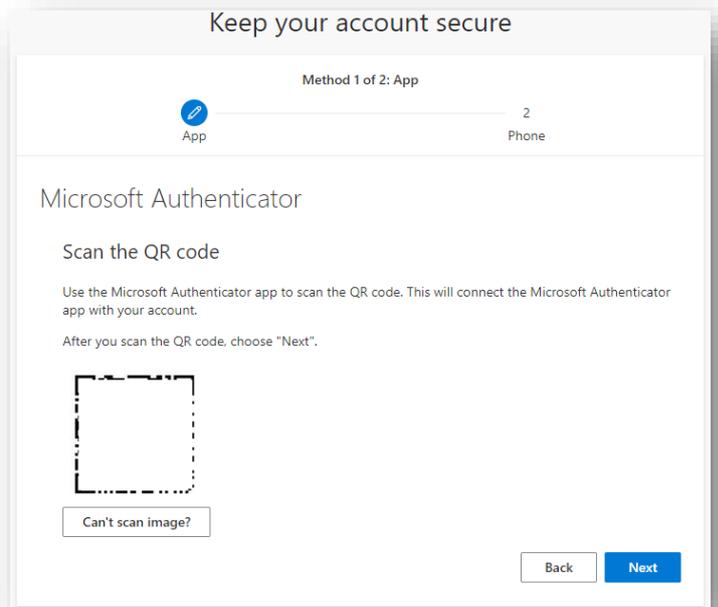
5. If you haven't installed Authenticator app on your mobile, please do so and click Next.



6. Click Next again



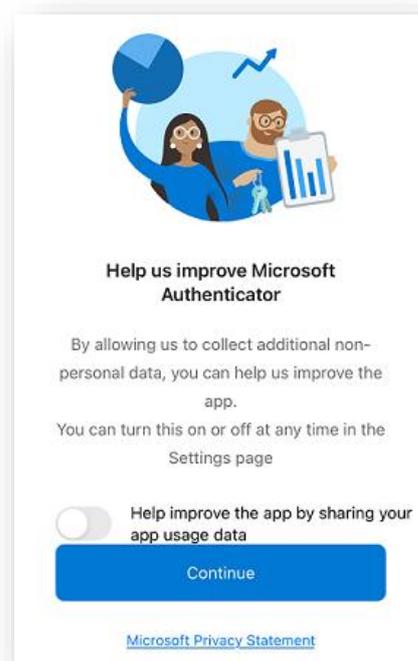
7. A QR code should be displayed on your screen. Leave this on your primary device, and now move to your mobile phone to configure the Microsoft Authenticator app.



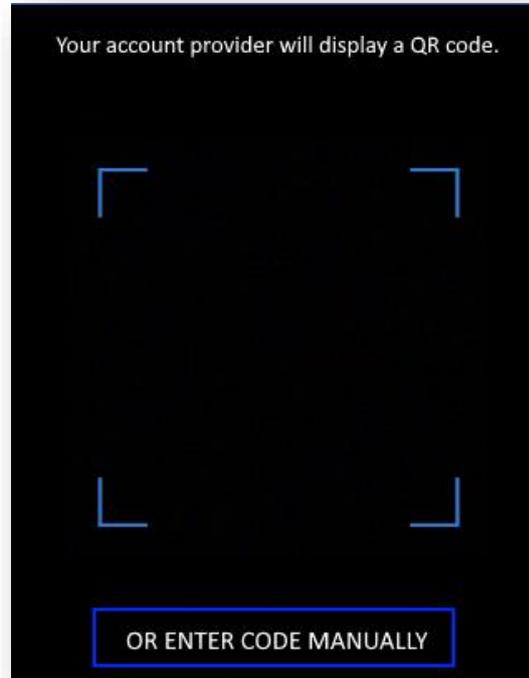
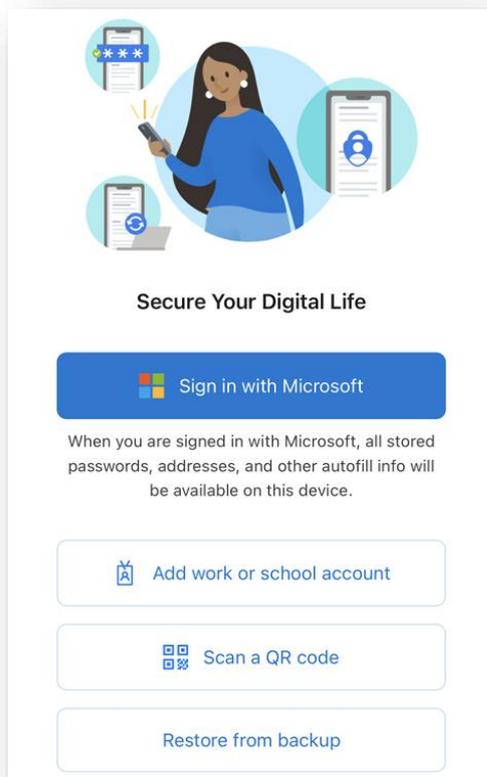
8. On your mobile phone - You will require the Microsoft Authenticator application. The icon looks like this. Before you proceed, check to see if this application is already installed.



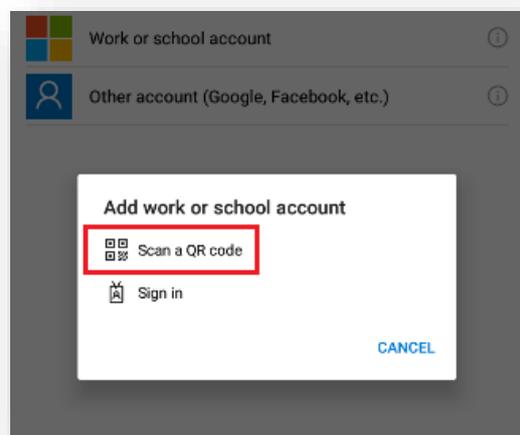
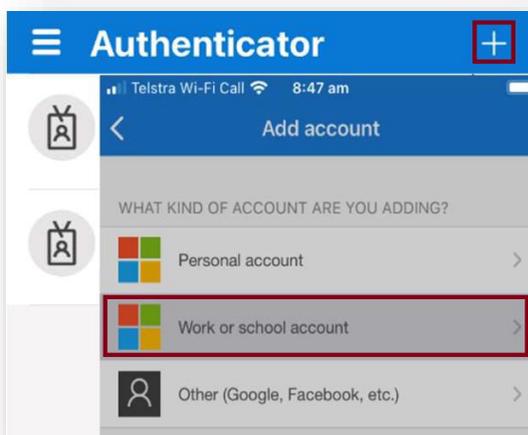
9. Open the Authenticator application. If you are already using Microsoft Authenticator on your device with another account, you can add Endeavour Energy account as an additional account, skip to Step 11 to do so. Click 'Accept' on the "Microsoft respects your privacy" screen and click 'Continue' on next screen.



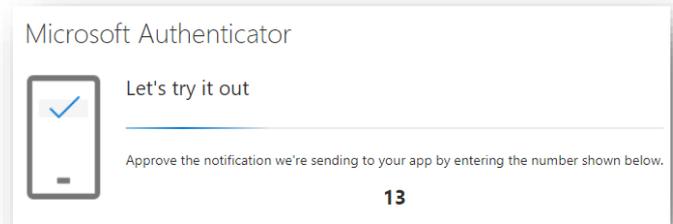
10. Click on 'Scan a QR code' and scan the QR code from your primary device(Step 7) to add the account.



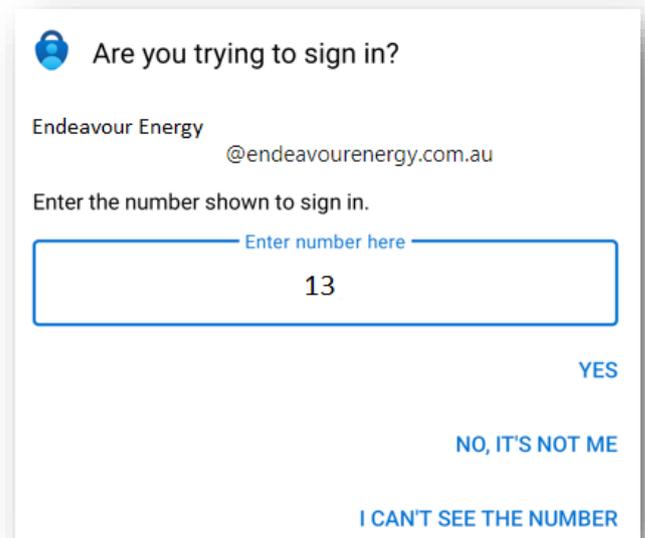
11. If you are already using Microsoft Authenticator on your device with another account, you need to add another connection for your Endeavour Energy account. On Authenticator application screen, select the + icon in the top right corner. Then select Work or school account. Select Scan a QR code and scan the QR code from your primary device(Step 7) to add the account.



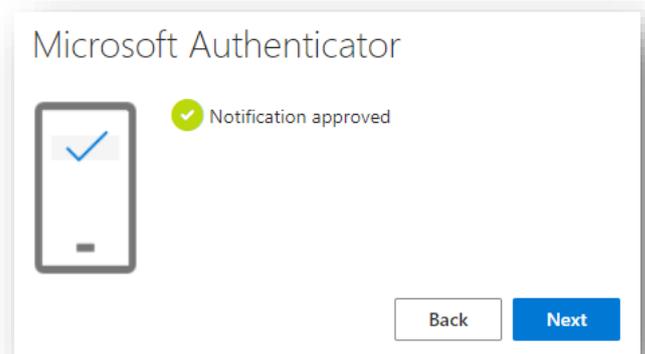
12. Your account is now added to Authenticator. You will then be prompted to approve or deny a login attempt on your phone Authenticator application to verify the access.



13. On your mobile, you'll see a prompt like this. Enter the number as you see on the primary device screen and click on Yes.



14. Once the notification is approved, you will see a confirmation message on primary device.



15. You will then be prompted to add a mobile number as backup. Add the mobile number and click on Next.

Method 2 of 2: Phone

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Australia (+61)

Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

16. You will get an SMS with a 6-digit code on your mobile. Enter the code on the screen and click on Next to complete verification.

Method 2 of 2: Phone

Phone

We just sent a 6 digit code to . Enter the code below.

Enter code

[Resend code](#)

Back Next

Phone

Verification complete. Your phone has been registered.

Next

17. Your Microsoft Authenticator configuration is now complete!

Success!

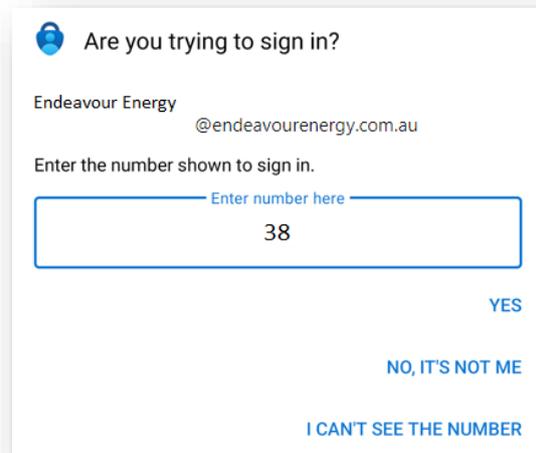
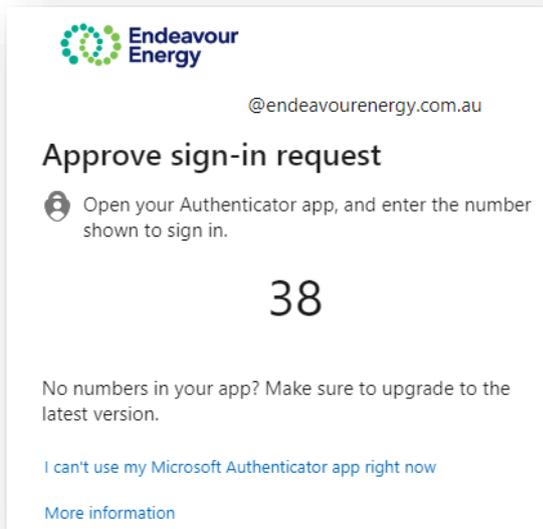
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

- Phone
- Microsoft Authenticator

Done

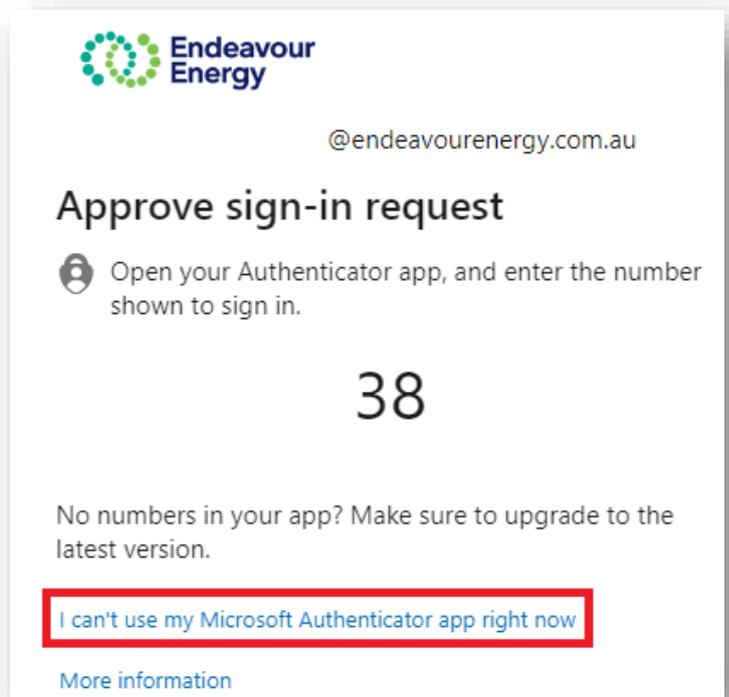
18. From next Citrix login onwards, you'll be prompted to approve the sign-in request on your phone.



Signing In – Poor Reception or No Network

If your mobile is out of internet range, you are still able to authorise a login using an alternate approach.

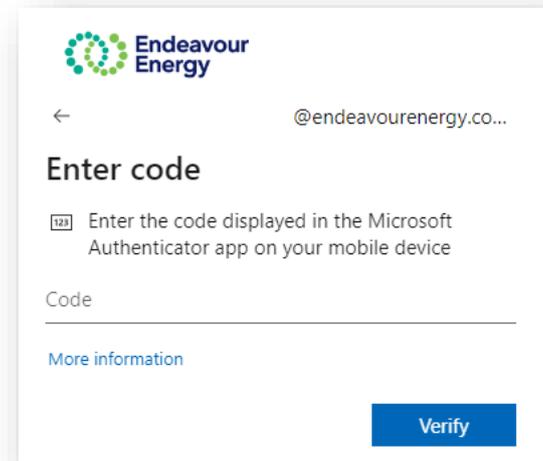
1. On the “Approve sign in request” screen, select I can't use my Microsoft Authenticator app right now.



2. Select your preferred option. For example, Use a verification code.



3. Your computer will request a 6-digit access code.



4. On your mobile, in the Microsoft Authenticator application, select the Endeavour Energy email address. You should see a one-time password code. Enter this code onto your device screen to complete your login.



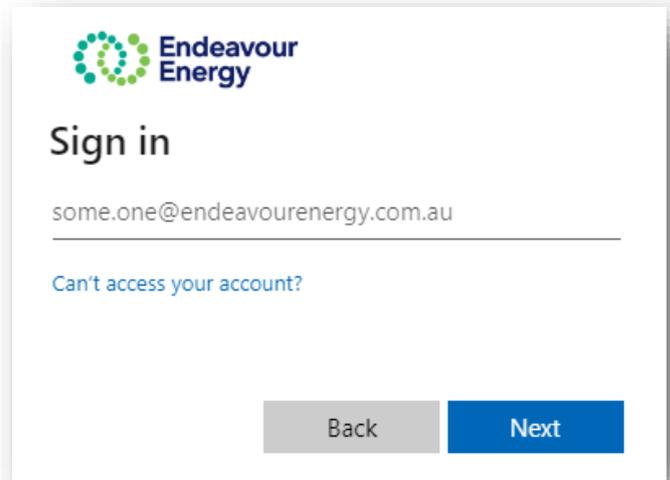
Accessing Citrix

Follow these steps to access the Endeavour Energy Citrix environment.

1. Open Browser (e.g., Google Chrome, Microsoft Edge, Safari etc.) and access the Citrix URL <https://suppliers.endeavourenergy.com.au/>

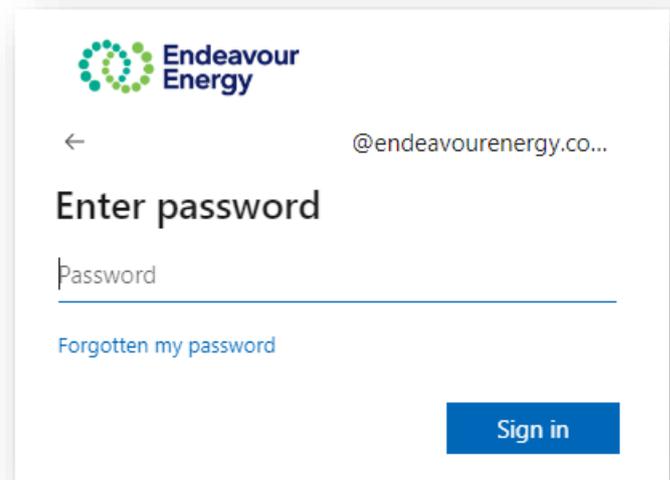
2. Enter your username, click Next.

Note: If you've not activated Microsoft Authenticator, follow the prerequisite section.



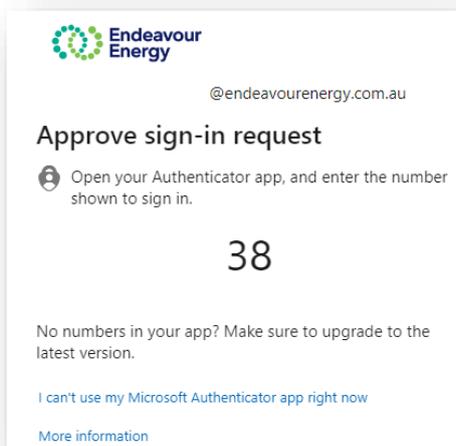
The screenshot shows the Endeavour Energy sign-in page. At the top left is the Endeavour Energy logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "some.one@endeavourenergy.com.au". Below the input field is a blue link that says "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your password and click on 'Sign in'.



The screenshot shows the Endeavour Energy password entry screen. At the top left is the Endeavour Energy logo. Below it, there is a back arrow and the text "@endeavourenergy.co...". The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". Below the input field is a blue link that says "Forgotten my password". At the bottom right, there is a blue "Sign in" button.

4. Approve the MFA request on Authenticator.

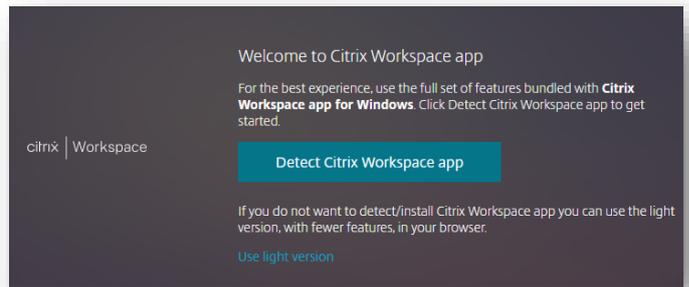


The screenshot shows the Endeavour Energy MFA approval screen. At the top left is the Endeavour Energy logo. Below it, the text "@endeavourenergy.com.au" is displayed. The main heading is "Approve sign-in request". Below this is an icon of a person and the text "Open your Authenticator app, and enter the number shown to sign in." In the center, the number "38" is displayed in a large font. Below the number, there is a note: "No numbers in your app? Make sure to upgrade to the latest version." At the bottom, there is a blue link that says "I can't use my Microsoft Authenticator app right now" and another blue link that says "More information".

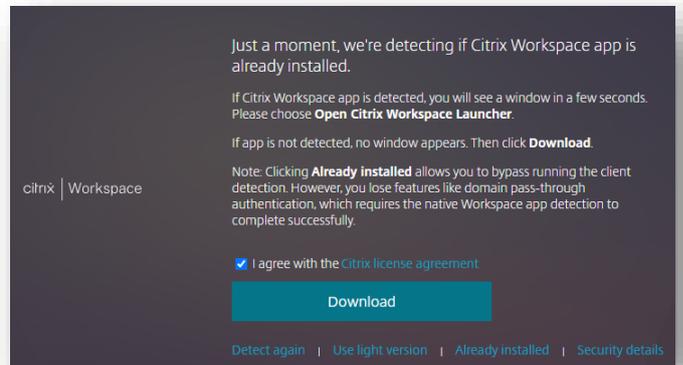


The screenshot shows the Endeavour Energy MFA verification screen. At the top left is the Endeavour Energy logo. Below it, the text "Are you trying to sign in?" is displayed. Below this is the text "Endeavour Energy @endeavourenergy.com.au". Below that is the text "Enter the number shown to sign in." Below this is a text input field with the placeholder text "Enter number here" and the number "38" entered. Below the input field, there are three options: "YES", "NO, IT'S NOT ME", and "I CAN'T SEE THE NUMBER".

5. You'll be taken to this page if you're a new user or accessing from a new device/browser. Click on Detect Citrix Workspace app.



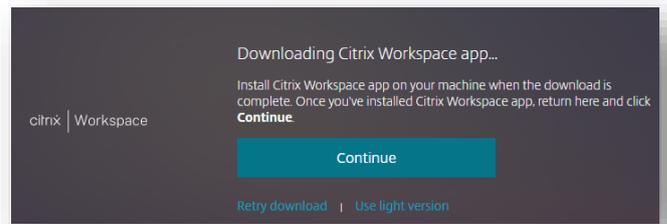
6. If you already have Citrix Workspace app installed, you may skip this step by clicking on 'Already installed'. If you don't have Citrix Workspace app installed, agree to the Citrix Licence Agreement and click on "Download".



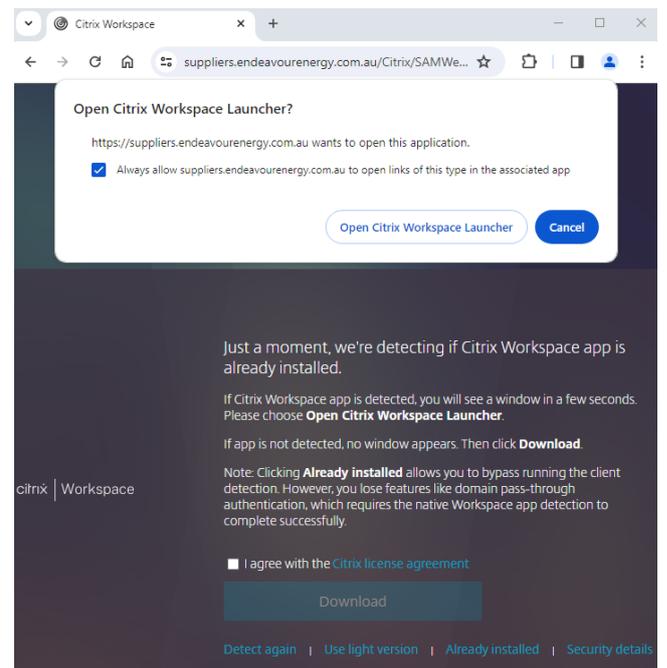
7. Click on the CitrixWorkspaceApp.exe to install. Follow the install instructions including accepting the Licence Agreement. Click on Finish once complete.



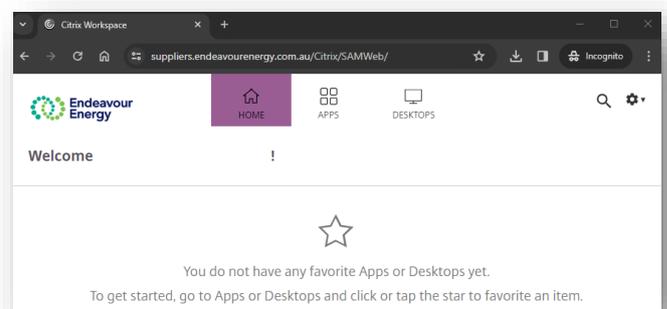
8. Once the install has completed; return to the Citrix browser Click “Continue”.



9. Select 'Always allow' on the Citrix Launcher, click on 'Open Citrix Workspace Launcher' and click on "Already Installed".



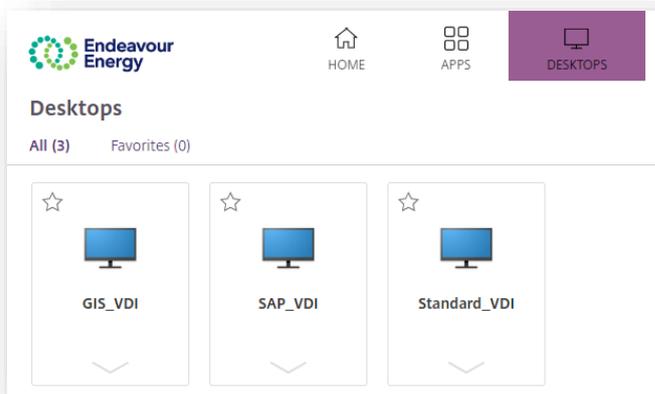
10. The Endeavour Energy Citrix environment will be displayed.



Accessing the ICT Environment

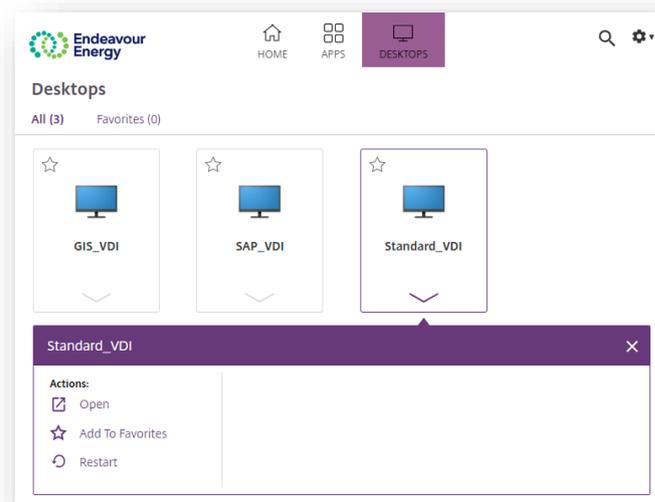
Once logged in, you will be presented with the home screen on the Endeavour Energy Citrix environment. Click on “Desktops” to access the required Virtual Desktop Infrastructure (VDI).

- Select your applicable VDI and click on Details. Only VDI's that you have access to will be displayed.



- Click on 'Open' to access the required VDI.

Note: You can click on 'Add to favourites' if you want to add this VDI to your favourites.



- You will be presented with a desktop from where you will be able to access all your required EE applications, systems and documents.



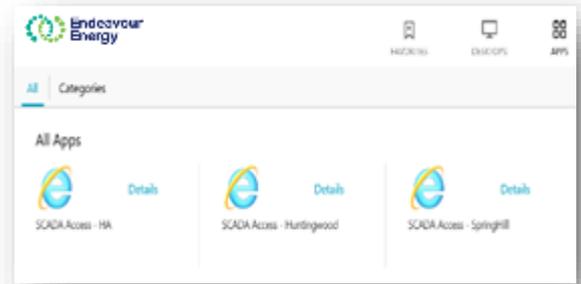
Accessing the OT Environment

If you have been granted privileged access to the SCADA network, you will notice an Apps icon on your

Click on “Apps” to access the SCADA Virtual Desktop Infrastructure (VDI).

Click on ‘Details’ to access the required apps.

You will again be prompted to login with your SCADA credentials and SecurEnvoy for successful authentication in the OT environment.



Citrix Support

For any issues and assistance with accessing the Citrix environment contact the **Endeavour Energy Help Desk** on **(02) 9853 6888**.

