

Accessing the E-CAR Application Using Citrix

TECHNICAL RECOMMENDATIONS

For the best E-CAR experience, LAUSD Facilities Technology Services recommends that users access the application using a computer that meets the following specifications:

- Runs on the **Windows** operating system
- Has the **Chrome** browser installed
- Connected to the **District's network**

For those users who are unable to access a Windows machine running the Chrome browser or wish to access the application from outside the District's network, Facilities Technology Services offers access to the application via the Citrix application. Citrix allows users to connect remotely to a District server and from there access the application as if they were within the network.

AUTOMATIC RE-DIRECT

Most users who try to access E-CAR from outside of the LAUSD District network will be automatically redirected to the Citrix portal (<https://fsd-apps.lausd.net>).

CITRIX LINK ON E-CAR WEBSITE

Users inside the LAUSD District network who wish to access E-CAR via Citrix can reach this same Citrix portal by clicking on the convenient "**Click HERE to access via Citrix**" link located on the E-CAR website, at www.laschools.org/ecar.

The screenshot shows the E-CAR website interface. At the top left, there is a yellow button that says "Click to Enter E-CAR". The main header includes the "E-CAR" logo and the text "Electronic Capacity Assessment Review Process". On the left side, there is a "Reference Documents" menu with several links. Below this menu, there is a red text prompt: "Need Support? Click Here". A red circle highlights a link that says "Having trouble accessing E-CAR? Click HERE to access via Citrix". A red arrow points from this link to the right, where the text "CLICK FOR CITRIX" is written in red. The main content area features an "E-CAR Timetable" table with columns for Milestone, Date, and Description. The table lists two milestones: "E-CAR Online Training Opens" on TUE, AUG 8 and "E-CAR Opens" on TUE, SEP 5 noon. A "Go to E-CAST" link is visible in the top right corner.

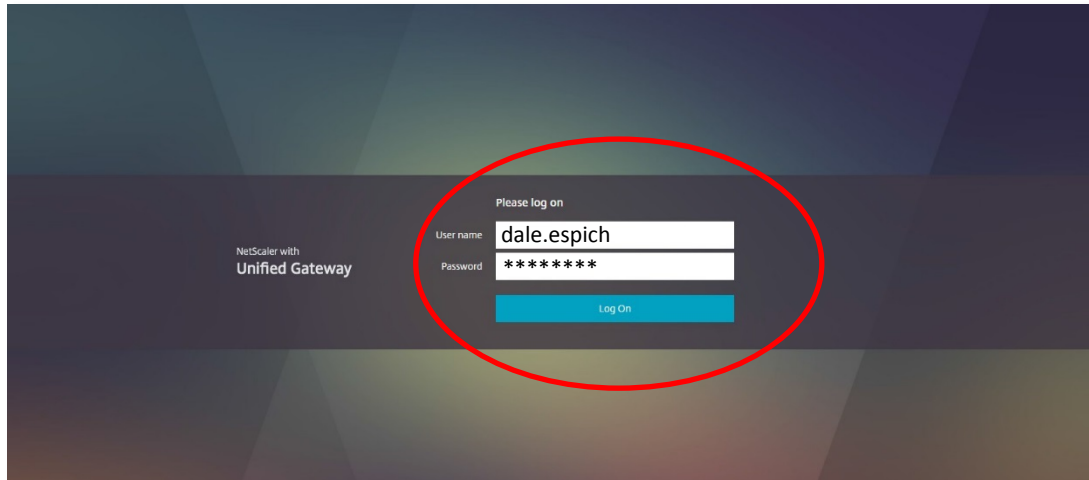
Milestone	Date	Description
E-CAR Online Training Opens	TUE, AUG 8	E-CAR online training opens on LAUSD's Learning Zone. It is geared to Principals, Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is highly recommended for all E-CAR users, especially new Principals.
E-CAR Opens	TUE, SEP 5 noon	The E-CAR online application opens for all Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.

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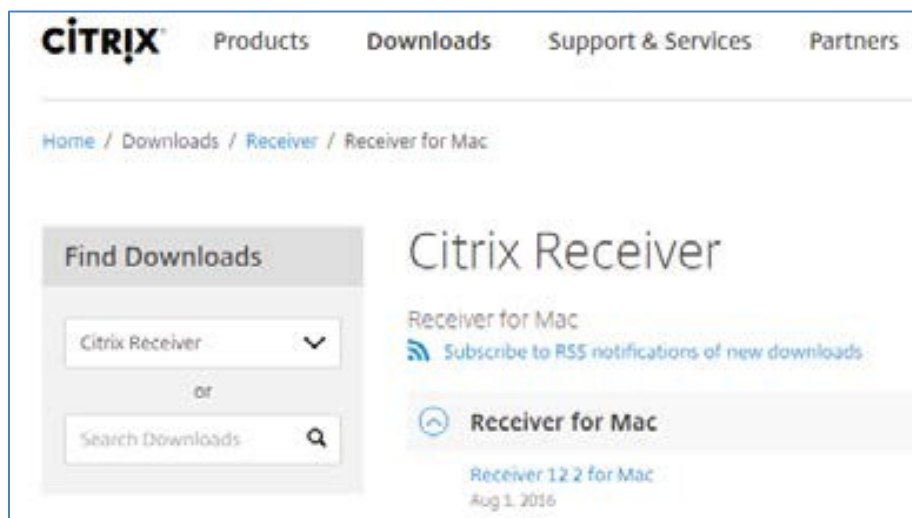
CITRIX CONNECTION INSTRUCTIONS

Once you reach the Citrix portal (<https://fsd-apps.lausd.net>), either through auto re-direct or by clicking the Citrix link on the E-CAR website, please follow these instructions:

1. At the Citrix portal, log in using your email address without the *@lausd.net* extension. Example: dale.espich@lausd.net logs in as dale.espich; dhc3627@lausd.net logs in as dhc3627. Then enter your LAUSD Single-Sign-On email password.

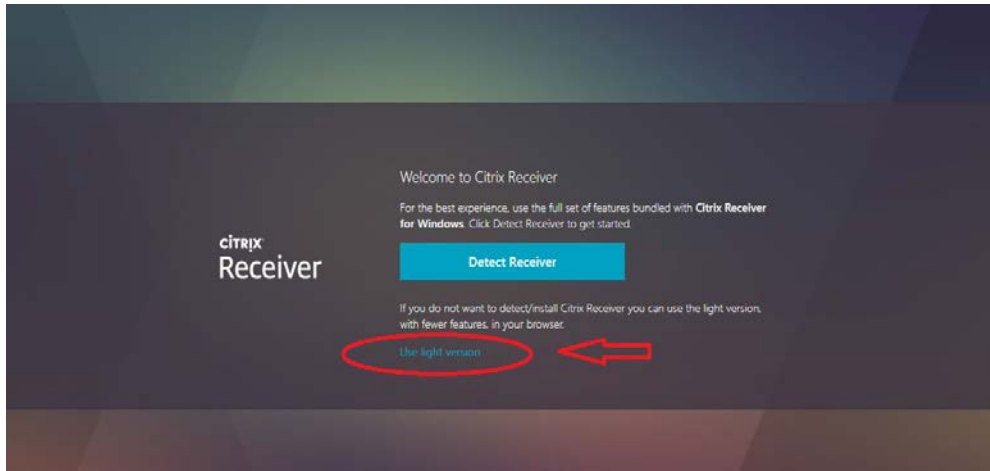


*****MAC users** use this link: <https://www.citrix.com/downloads/citrix-receiver/mac.html>

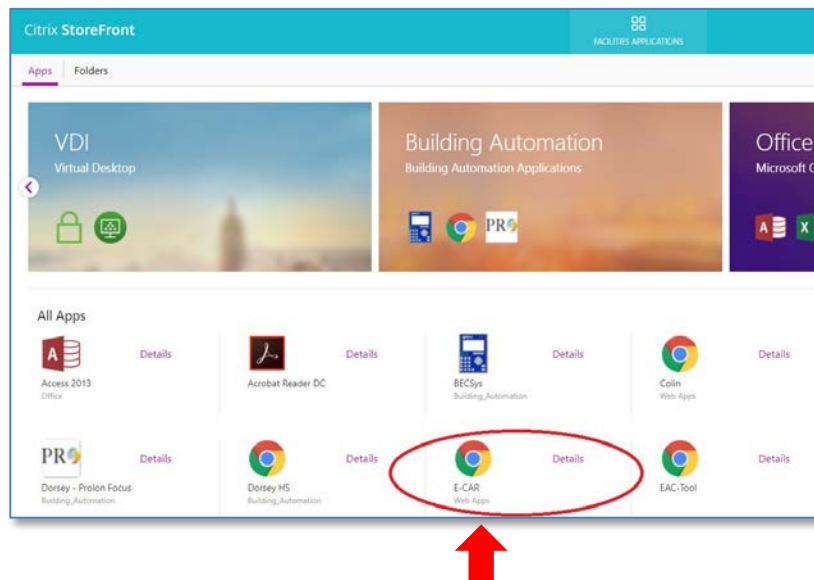


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2. The next screen will give you an option to either detect the Citrix Receiver (if you already have it installed) or Use light version which does not require any additional software installation. **Click on “Use Light Version”**.



3. Once you click on the light version, you will see the Citrix StoreFront where you can locate the E-CAR Web App icon:



Click on the E-CAR Web App icon.

