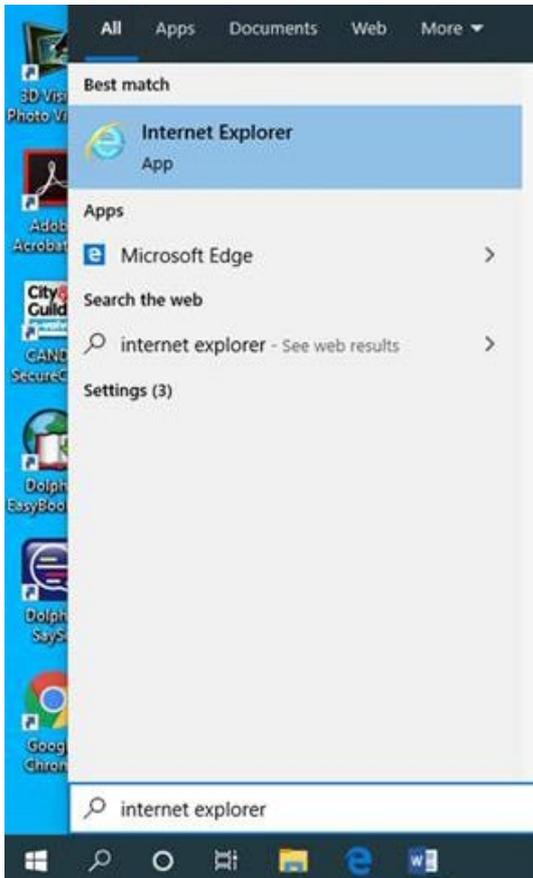# Accessing the NRC Portal on NRC Laptops
MARCH 2020

servicedesk

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.
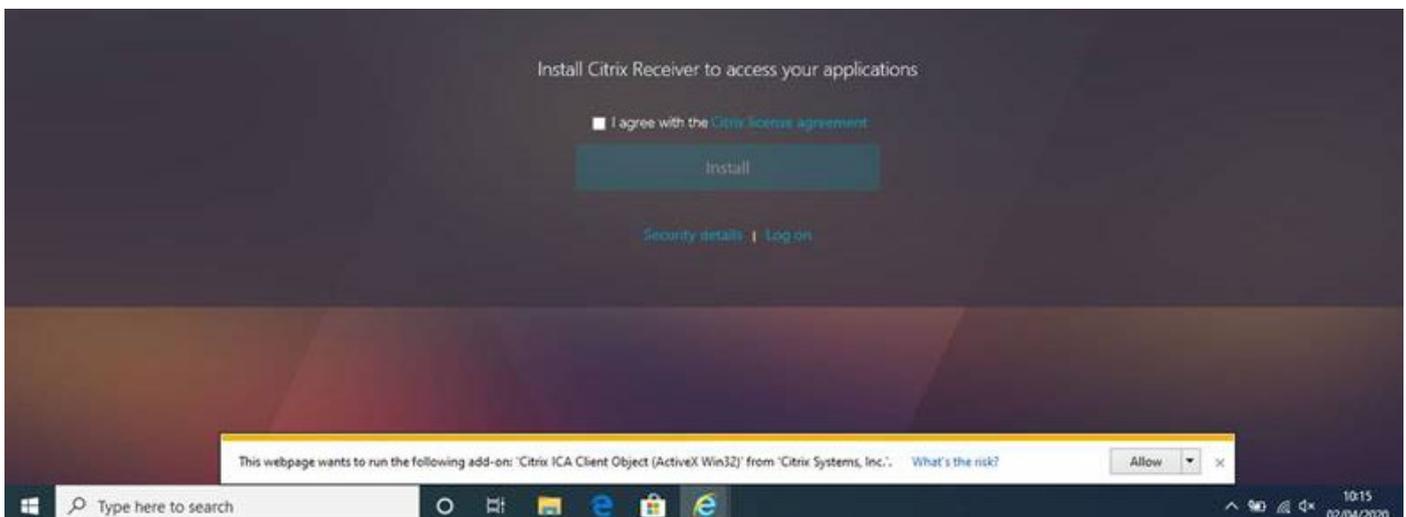

NORTHERN
Regional College

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

NRC Portal (eRegisters)
Username: nrcusername
Password: nrcpassword

Login

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

Please log on to continue.

User name: theo.dunlop
Password: ●●●●●●●●●●●●●●

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.
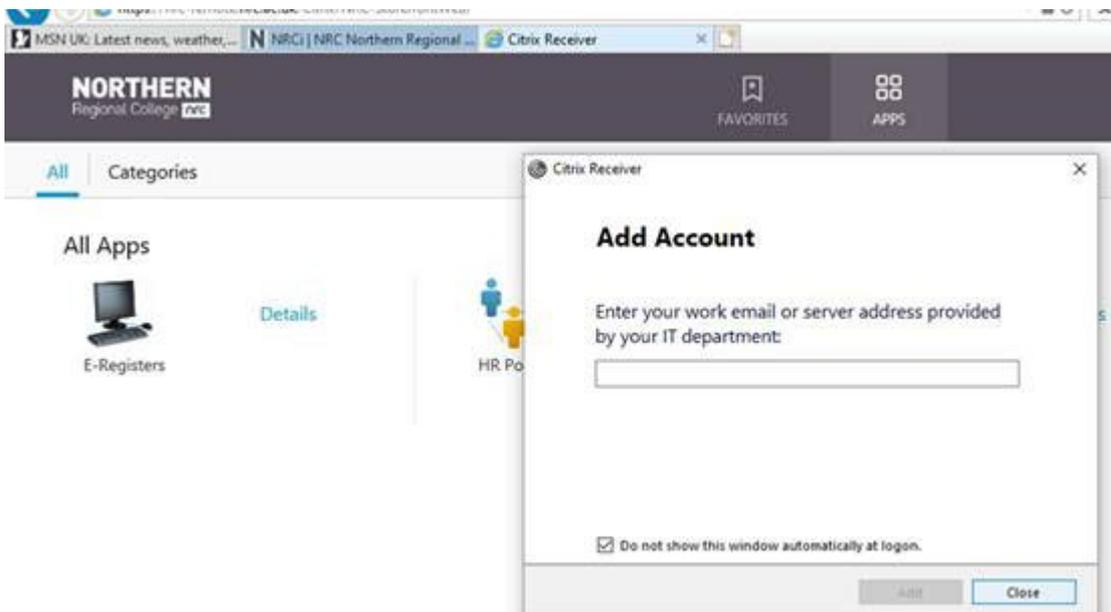
Install Citrix Receiver to access your applications

☐ I agree with the Citrix license agreement

Install

Security details | Log on

This webpage wants to run the following add-on: 'Citrix ICA Client Object (ActiveX Win32)' from 'Citrix Systems, Inc.'. What's the risk?   Allow ▾ ✕

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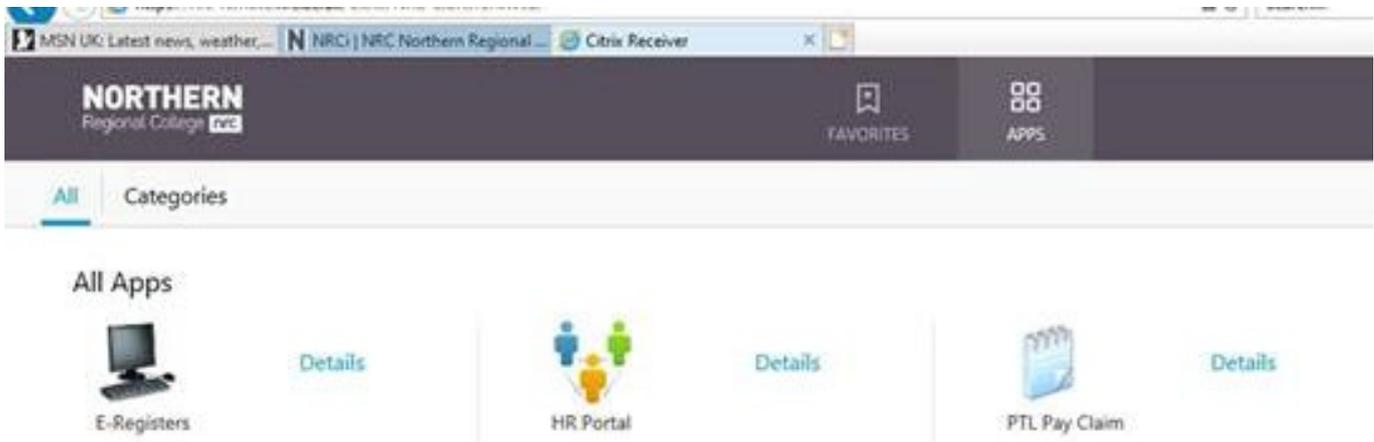

In the background the Citrix applications will be loading, if you get a pop up asking you to Add an Account, Tick "Do not show this window automatically at login" and then click Close.

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.
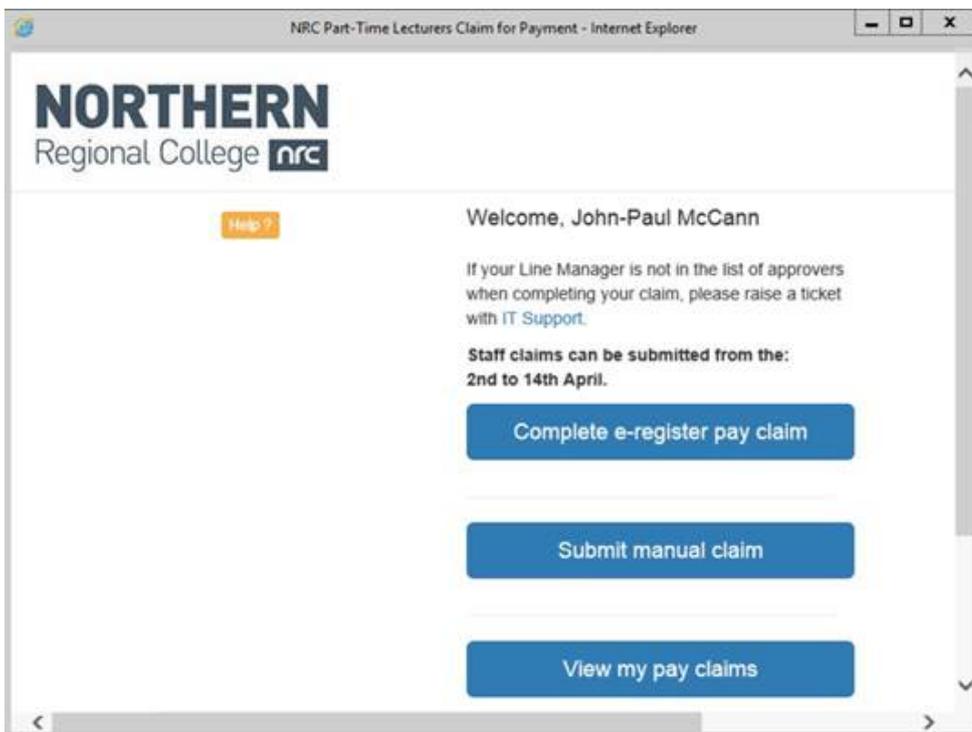
To access HR Portal, click on the icon.

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.

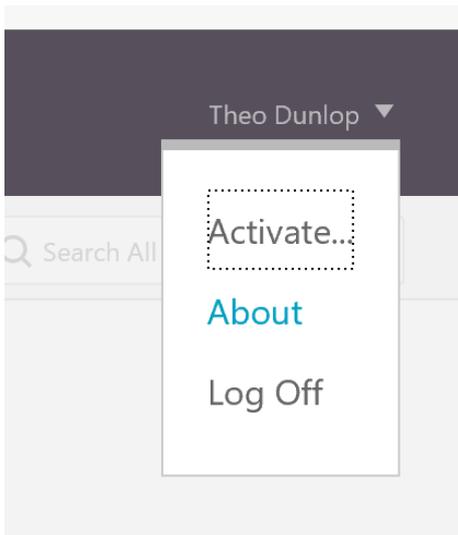You will then see the normal PTL pay claim application.

REMEMBER

Please log out of the citrix portal when you are finished to free up a licence for other staff, if you just close the browser your connection will still have a licence applied.

To logout, click on your name at the top right and select logout.

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