Using ECF on Citrix
Getting Started Guide

Recommended Web Browsers
Use Microsoft Edge or Google Chrome. Do not use Internet Explorer.

Sign-In Help
Call (612) 348-6662
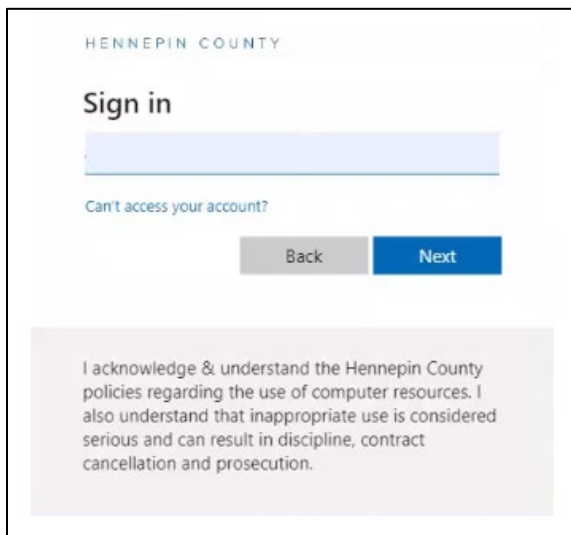Mon. to Fri., 7 am to 5 pm

Steps Overview
Follow these steps to install and set up Citrix Workspace to access ECF. Detailed instructions are given below.

1. Sign in to Citrix Workspace.

2. Install Citrix Workspace.

3. Set up Citrix Workspace Favorites.

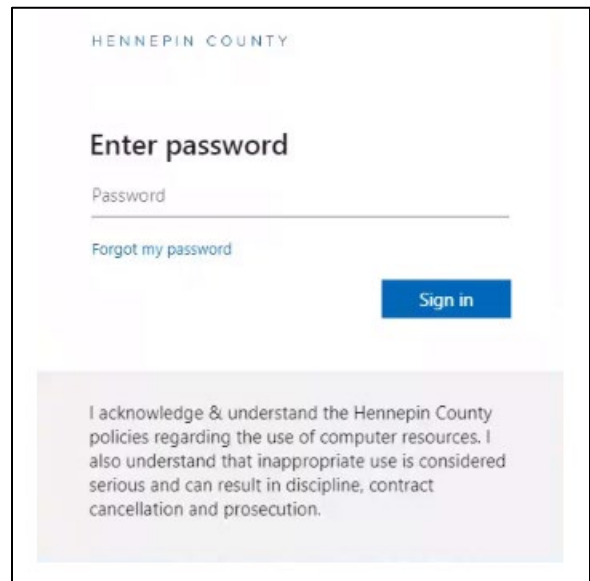4. Sign in to ECF and SMI.

Signing In to Citrix Workspace

You should have been set up to sign in using a two-step process, called multi-factor authentication. First, you sign in with your user ID and password. Then, you verify your identity.

1. In your web browser (Edge or Chrome only), enter **https://remote.hennepin.us**

2. Enter your Hennepin County user name (example: jan.maple@hennepin.us) and click the **Next** button.

3. Enter your Hennepin County password and click the **Sign In** button.

4. Choose a method to verify your identity.

Installing Citrix Workspace

Citrix Workspace is software that allows you to connect your computer to ECF and other applications.

1. On the Welcome to Citrix Workspace window, click the **Detect Workspace** button. For the best experience, click **Detect Workspace**. Do not click **Use web browser**.
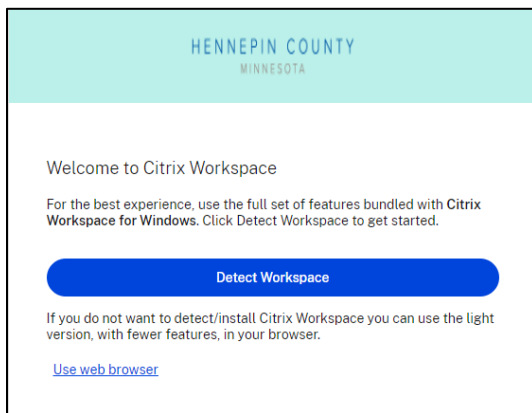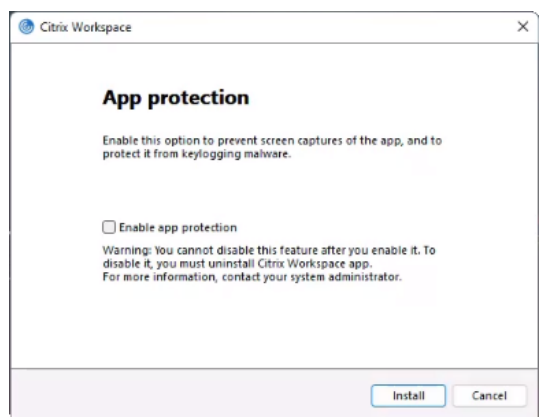

2. On the Detecting Citrix Workspace window, select the **I agree** check box, and click the **Download** button.
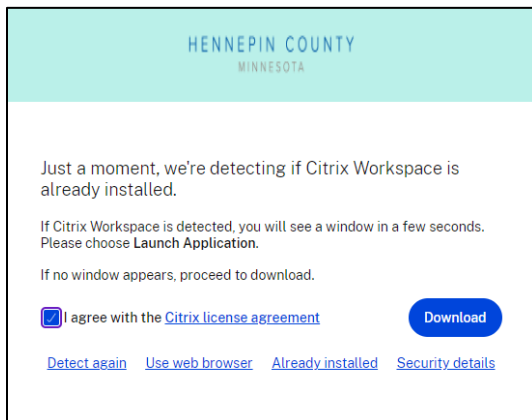

3. Do one of the following:

- Edge browser: At the top of the window, click the **Open file** link.

- Chrome browser: At the bottom of the window, click the **Run** button.

4. On the Welcome to Citrix Workspace window, click the **Start** button.
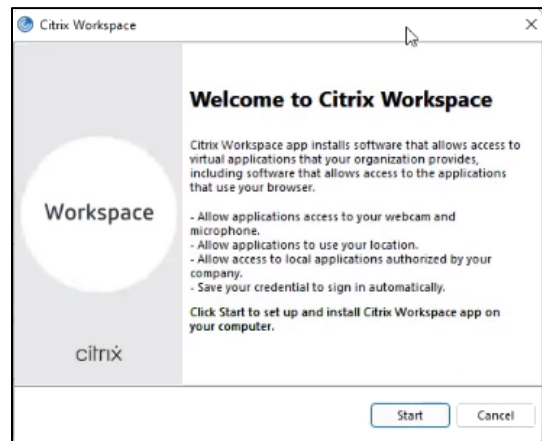
5. On the License Agreement window, select the **I accept** check box, and click the **Next** button.

6. On the App Protection window, leave the **Enable app protection** check box cleared, and click the **Install** button.
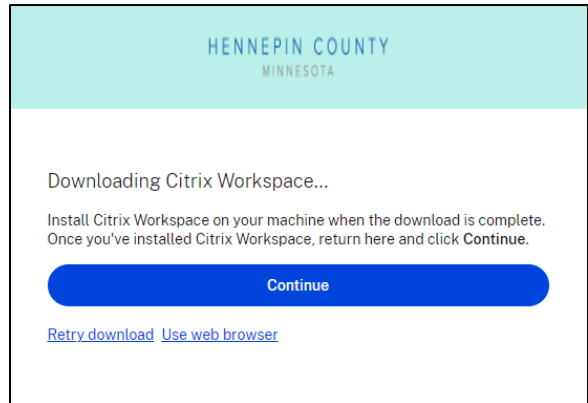
8. On the Installation successful window, click the **Finish** button.
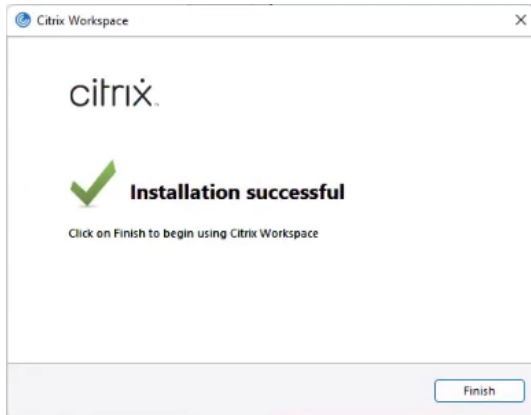
9. A message appears asking if you want to restart your computer. Click the **Yes** button.

10. Close the Downloading Citrix Workspace window.

*Do not click the* **Continue** *button.*

Setting Up Citrix Workspace Favorites

In Citrix Workspace, you can set up favorites for your frequently used applications. Favorites appear in the upper rows of tiles in alphabetical order.

1. In your web browser, enter **https://remote.hennepin.us**

2. Sign in to Citrix Workspace with your Hennepin County user name (example: jan.maple@hennepin.us) and password. See Signing In to Citrix Workspace (above).

3. On the Welcome to Citrix Workspace window, click the **Detect Workspace** button.

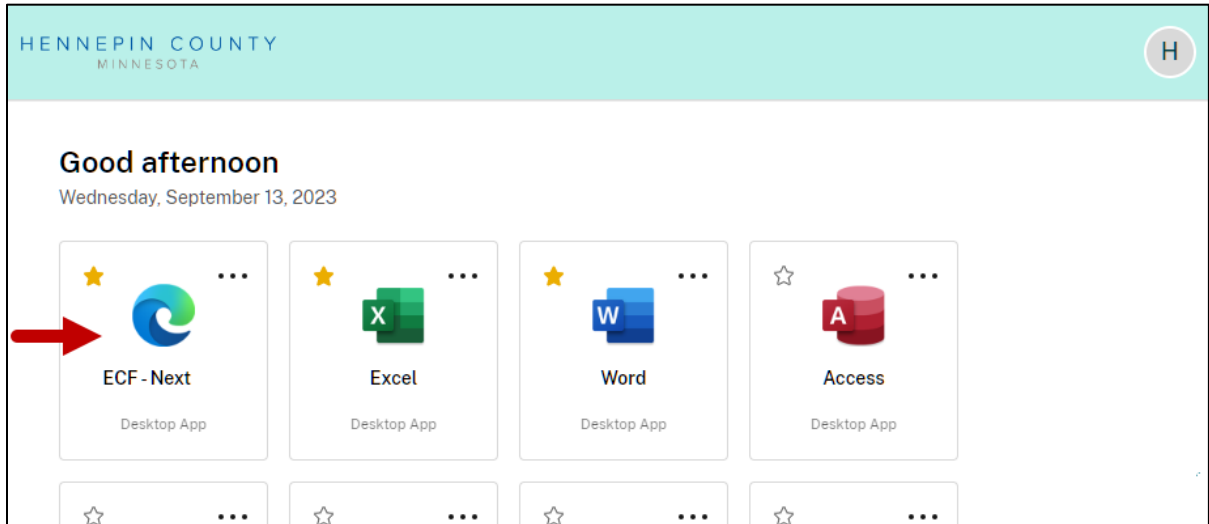4. On the Detecting Citrix Workspace window, click the **Already installed** link.
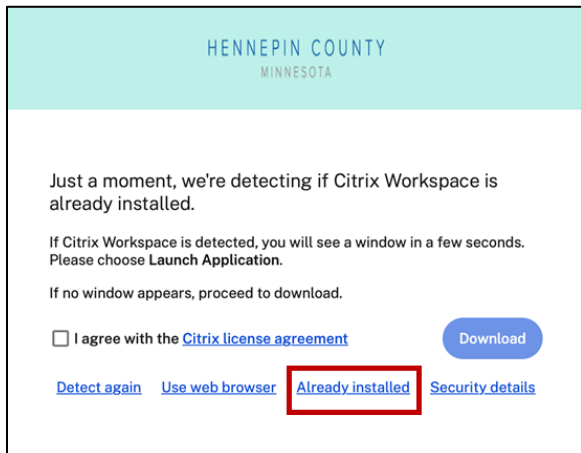
5. To favorite an application, click the star outline in the upper left corner of a tile. The star is now filled in.
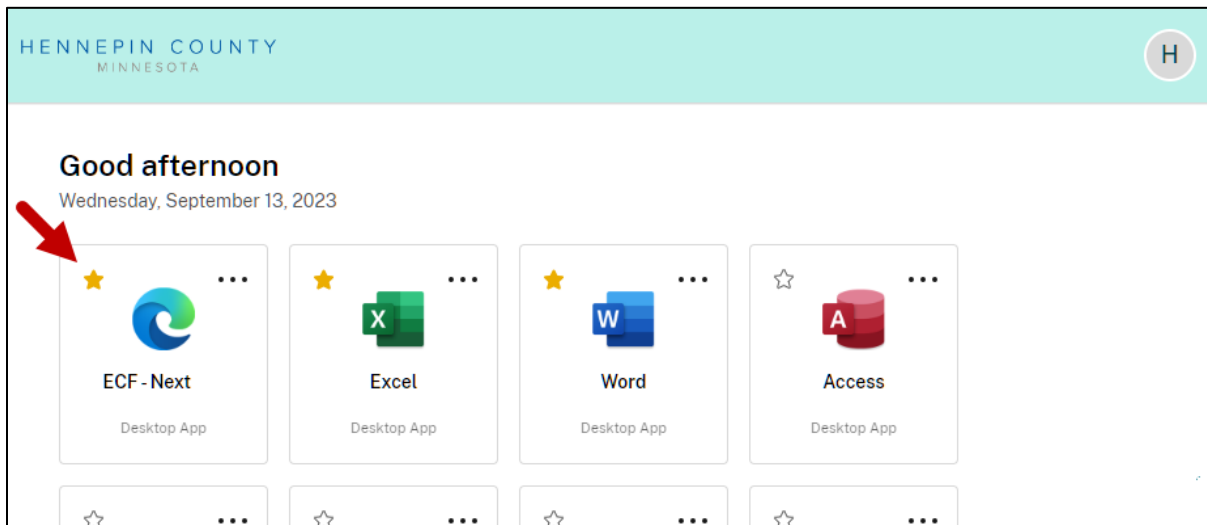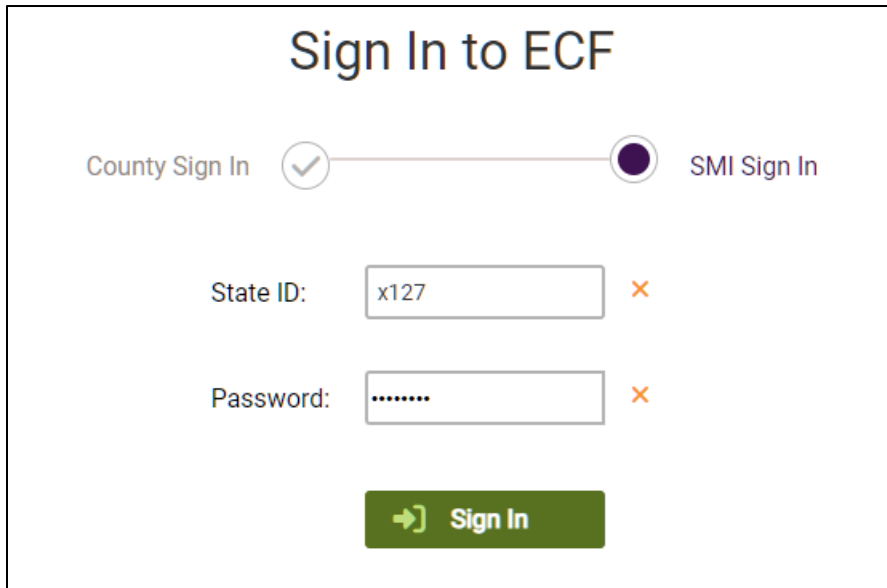
Signing In to ECF and SMI

1. In Citrix Workspace, click the **ECF Next** tile.

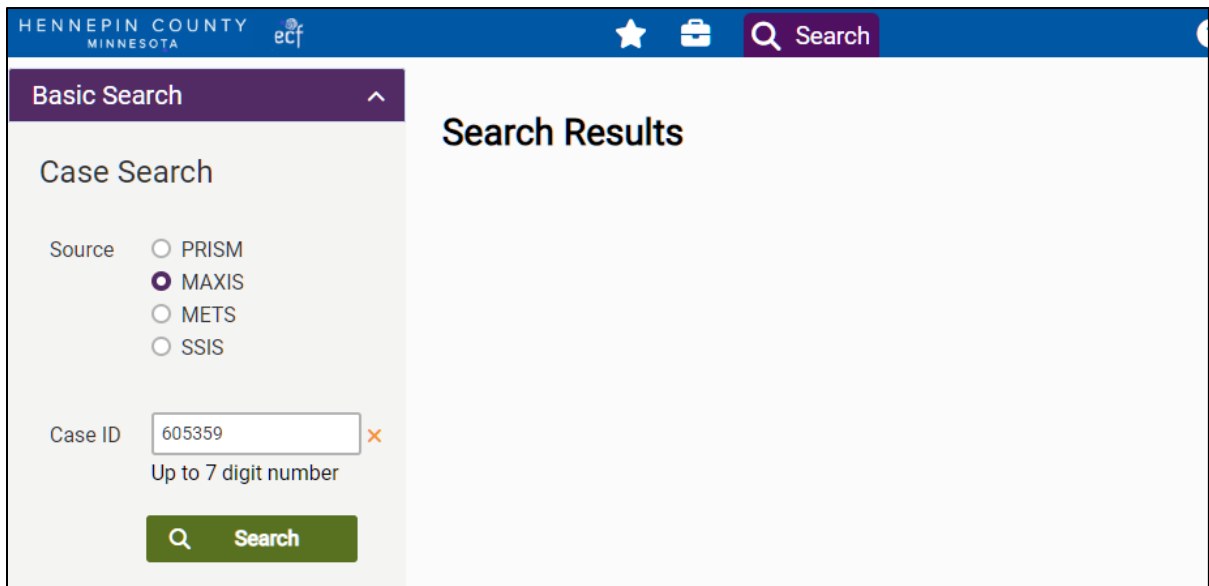2. Sign in to ECF with your Hennepin County network ID and password.

3. Sign in to SMI with your State of Minnesota state ID and password.

4. On the ECF case search page, search for any case.

5. On the Case Content page, click the name of a content item in the **Type** column.
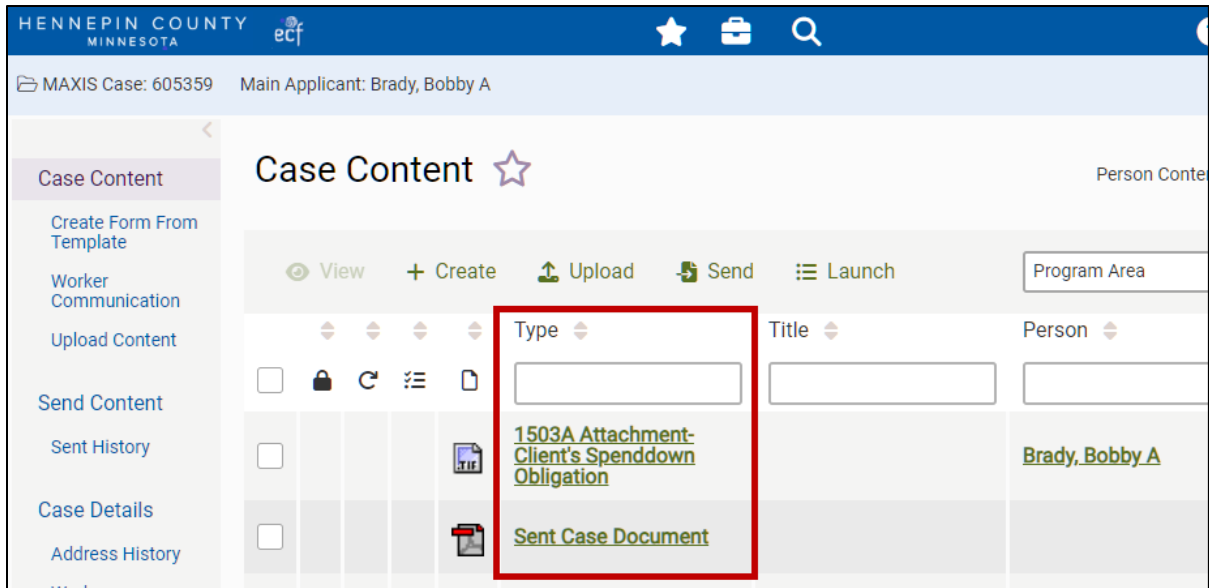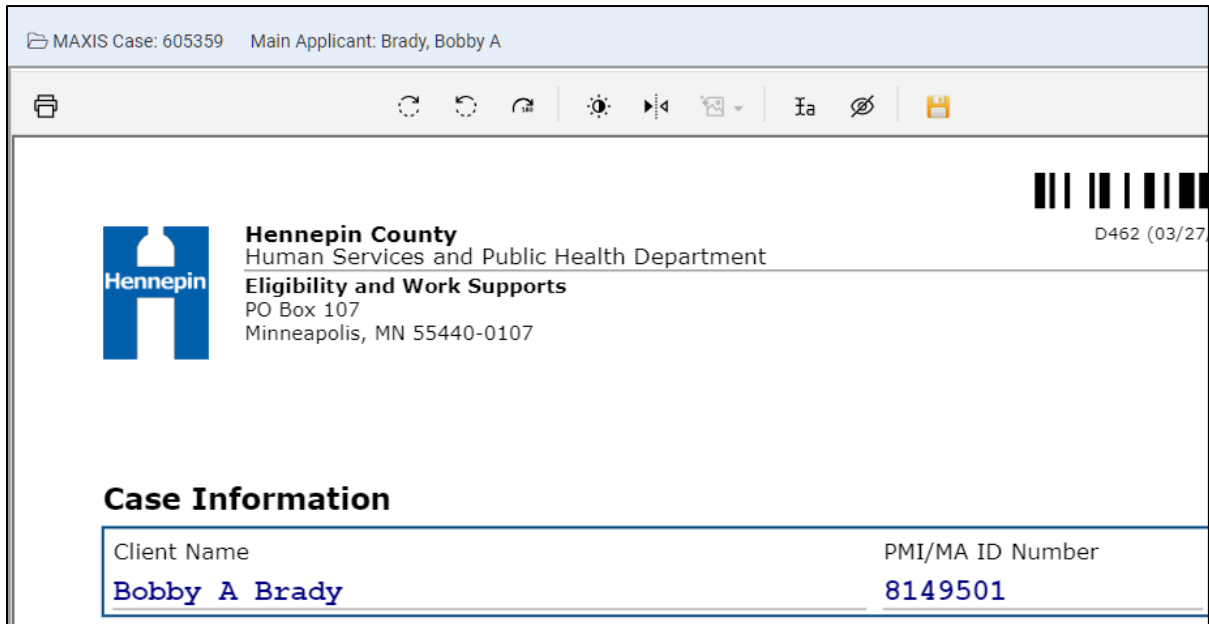

6. If the Welcome to IBM Content Navigator window appears, enter your Hennepin County network ID and password and click the **Log In** button. The IBM Content Navigator window appears the first time that you view certain content types.
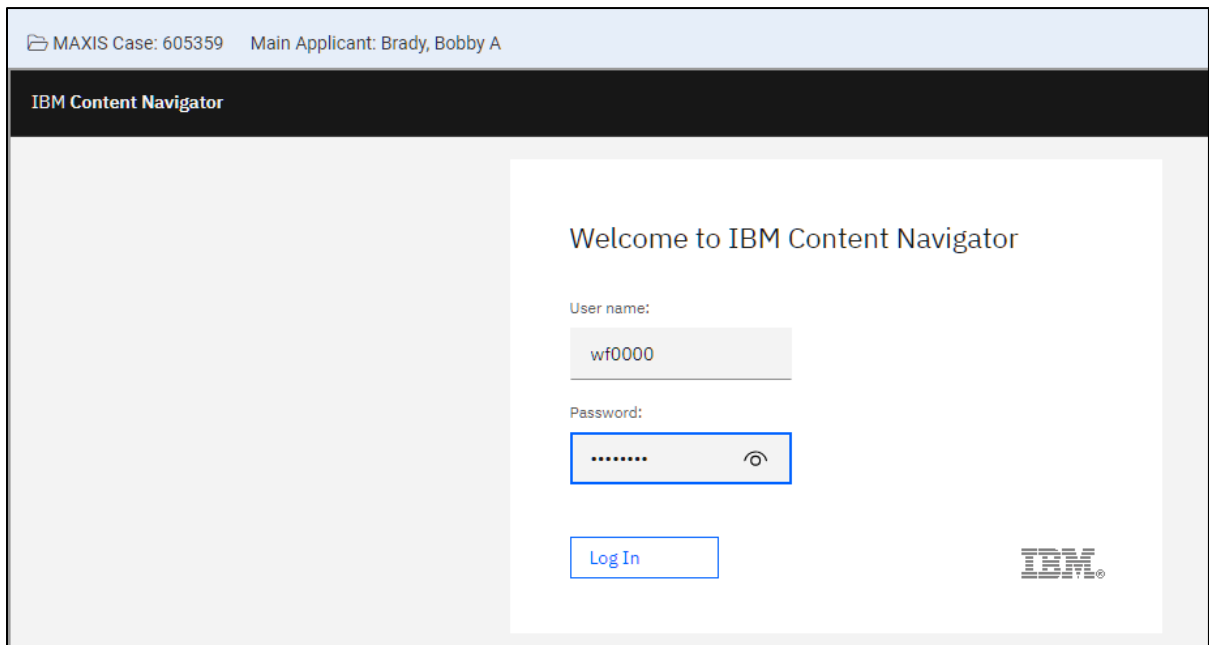
7. If either of these events happen, the installation and setup were successful.

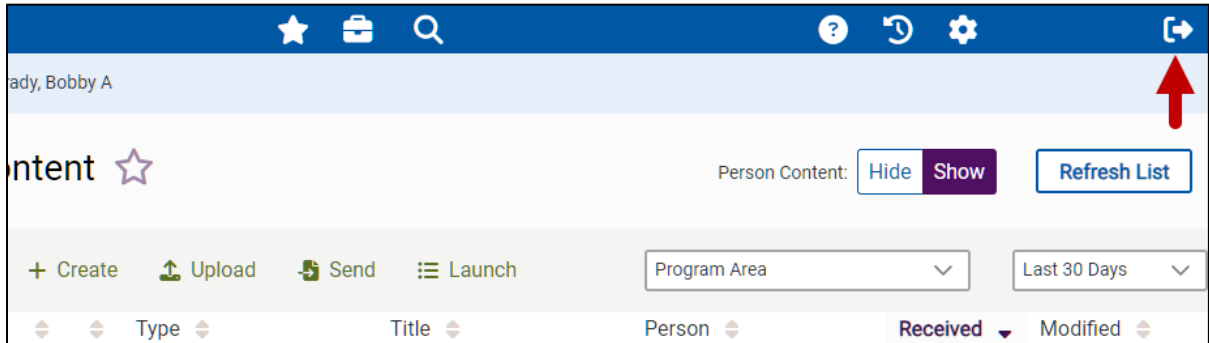- The content item opens in a new browser tab.

- A message appears saying you have downloaded content. The downloaded content was saved to your Windows Downloads folder.
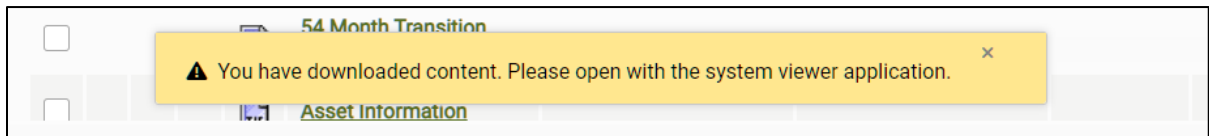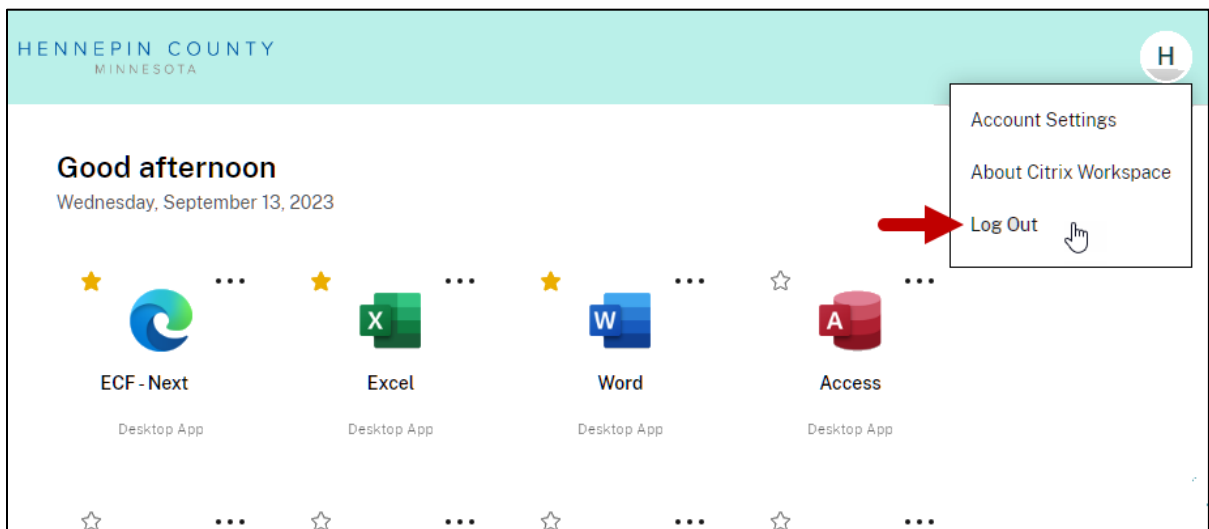
Signing Out

1. In ECF, click the **Sign Out** button on the navigation bar.

2. In Citrix Workspace, click the **Account** button (upper right corner) and click **Log Out**.

Going Forward

You have completed the Citrix Workspace installation and setup.

The next time that you want to access ECF, do the following:

1. In your web browser, enter **https:// remote.hennepin.us**

2. Sign in and verify your identity.

3. In Citrix Workspace, click the ECF tile.

4. Sign in to ECF and SMI.