

Records Management Services

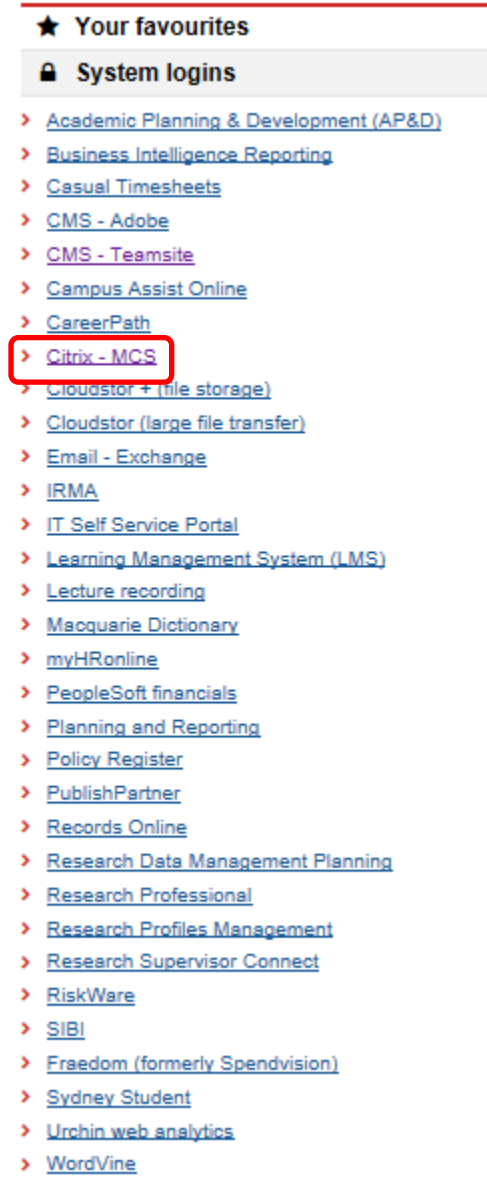
Using TRIM via Citrix

**For any questions please contact the Records Online Help Desk on either
recordsonline@sydney.edu.au or 9036 9537**

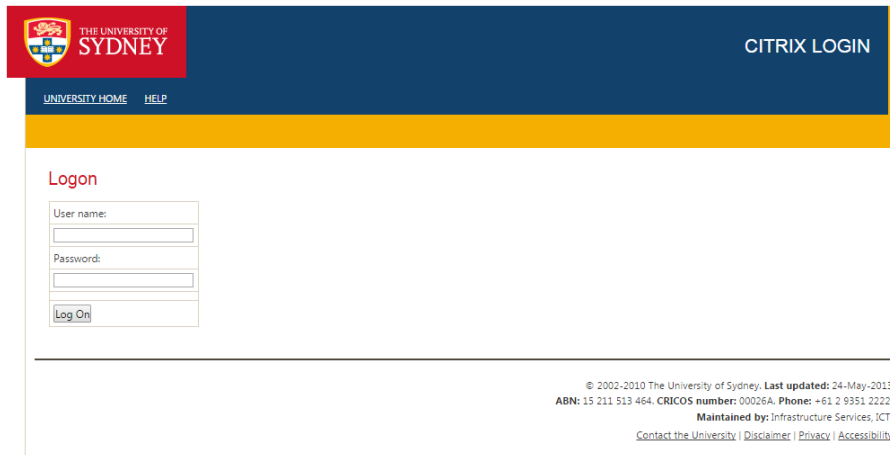
NOTE: If you are unable to log into TRIM Native, you can log into TRIM via the Citrix Application.

Launching TRIM via Citrix

1. Navigate to the Staff intranet webpage (<https://intranet.sydney.edu.au/>): Under *System Logins* select *Citrix – MCS* portal



2. Enter your Unikey and password; select Log On



UNIVERSITY HOME HELP

Logon

User name:

Password:

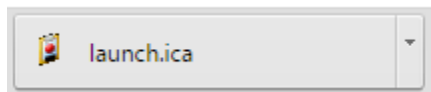
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NOTE: If your login details are not accepted or you get an error message outlining that you do not have the credentials to access Citrix, contact IT on: Ex1600

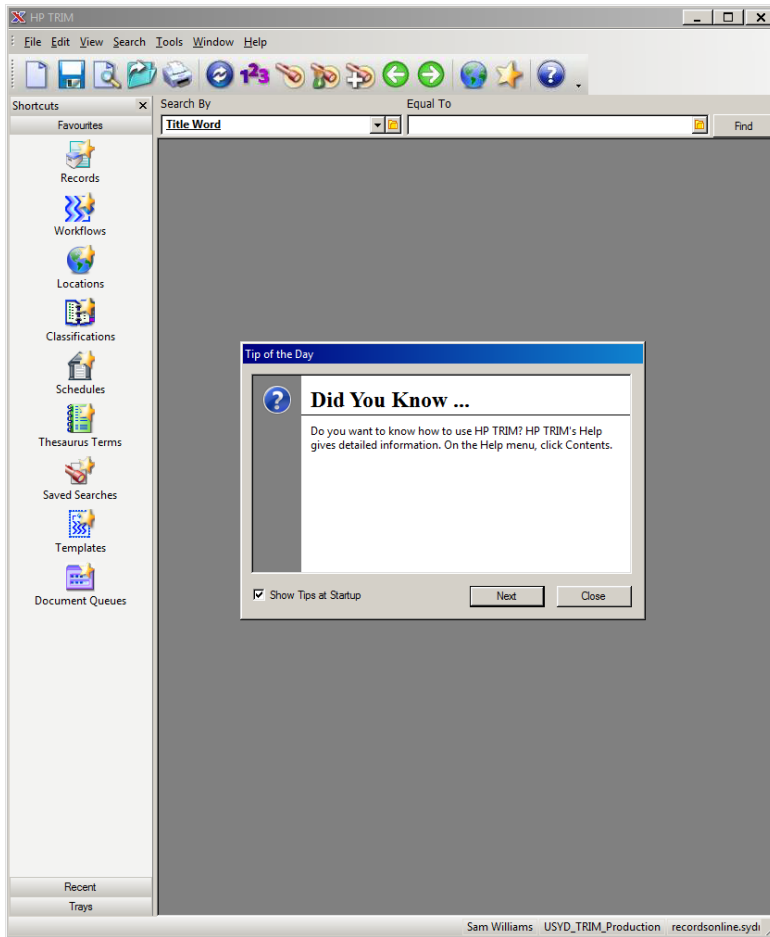
3. Click on the link shown below:



4. A download may appear in the bottom left corner of your screen as shown:



Click this link and after some loading screens, HP - TRIM should launch as normal:



Note: If you have any questions in regards to using TRIM via Citrix, contact Records Management Services on: Ex 69537. If you have any issues launching Citrix – CMS please contact ICT on: Ex 1600.