1. Open browser (Chrome – Firefox problematic) to Citrix (https://citrix.mit.edu)
2. Enter Kerberos user name and password.
3. Click on ‘Log On’

4. In the Applications window, click on ‘CCure’

5. Click on ‘CCure Admin’

6. And in pop-up window, click on ‘Permit use’

7. Log into CCURE System Administration - System Login (password set up when authorized for Citrix access.)
8. Once logged in, click ‘Configure’ in C*Cure System Administration window.

9. Click ‘Time Specification’ from drop down menu

11. Select day to be modified from ‘Currently Selected Day/Time’

13. Modify time (From/To). Please note: there are 2 listings for each day - one for the hours the 24/7 room is open before Dewey Library opens, and one for the hours the 24/7 room is open after Dewey Library closes.

14. After you have finished editing the time, click 'Update' in Time Specification window.

15. Click 'OK' in Time Specification window.

17. Close C*Cure System Administration window.
18. Log out of Citrix
19. Close browser