

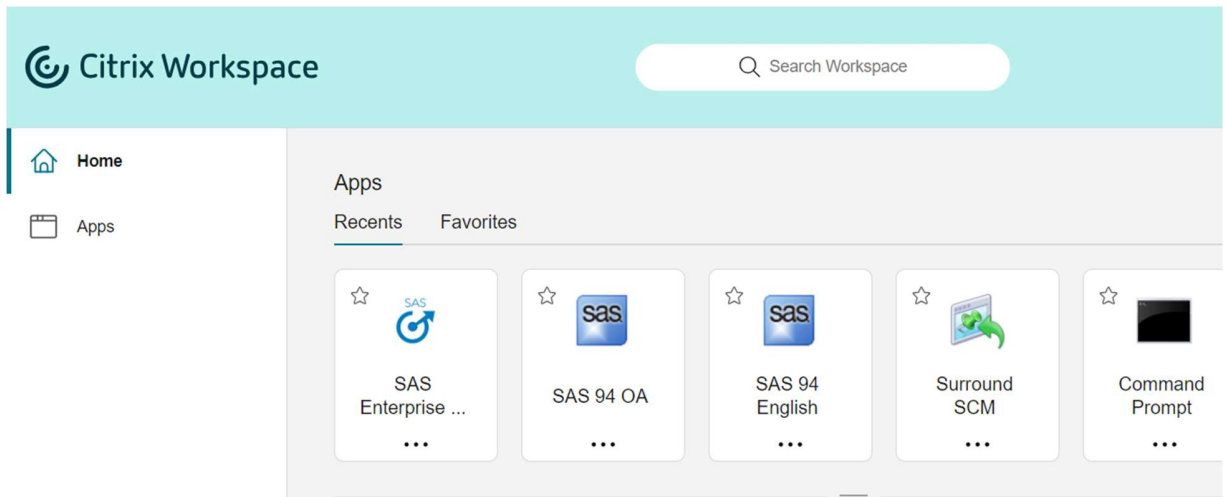
Note: For users having MMS laptop and are working remotely, please connect to MMS VPN using “Ivanti Secure Access Client” before proceeding further. For users having MS Azure Windows Virtual Desktop (VD), please login to your VD before proceeding further.

Instructions for Citrix Workspace Portal

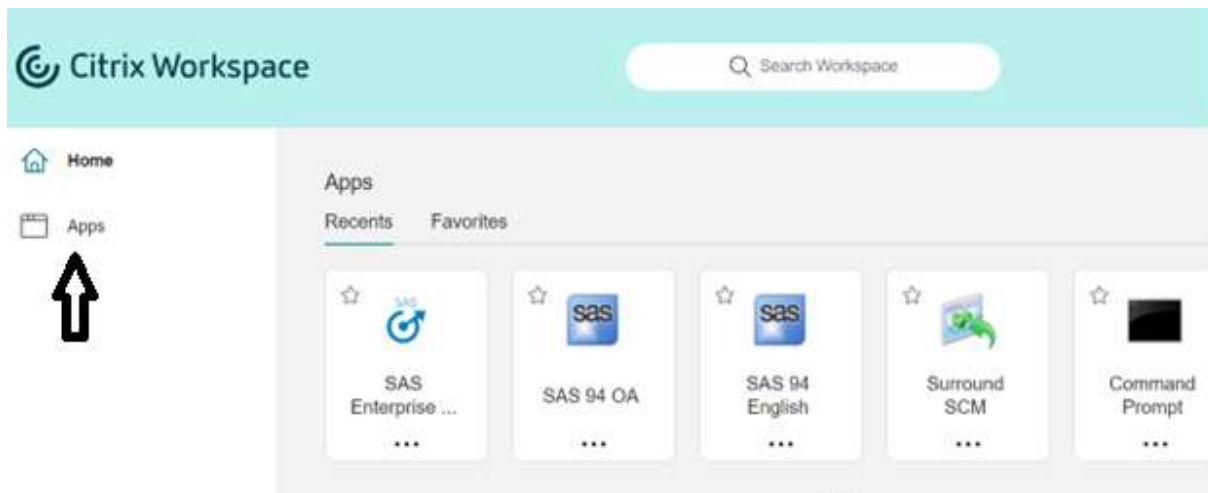
- 1) Login to <https://mmsholdings.cloud.com/Citrix/StoreWeb/#/login> using your MMS Account Credentials as shown in the screenshot below. You can enter your MMS Email Id (yourusername@mmsholdings.com) or mmsholdings\yourusername in the username field.

The screenshot displays a web browser window with the address bar showing the URL mmsholdings.cloud.com/Citrix/StoreWeb/#/login. The main content area features the Citrix Workspace logo at the top, followed by a login form. The form contains two input fields: 'User name:' with the text 'arun@mmsholdings.com' and 'Password:' with masked characters. Below the password field is a prominent blue 'Log On' button. The Citrix logo is also visible at the bottom center of the page.

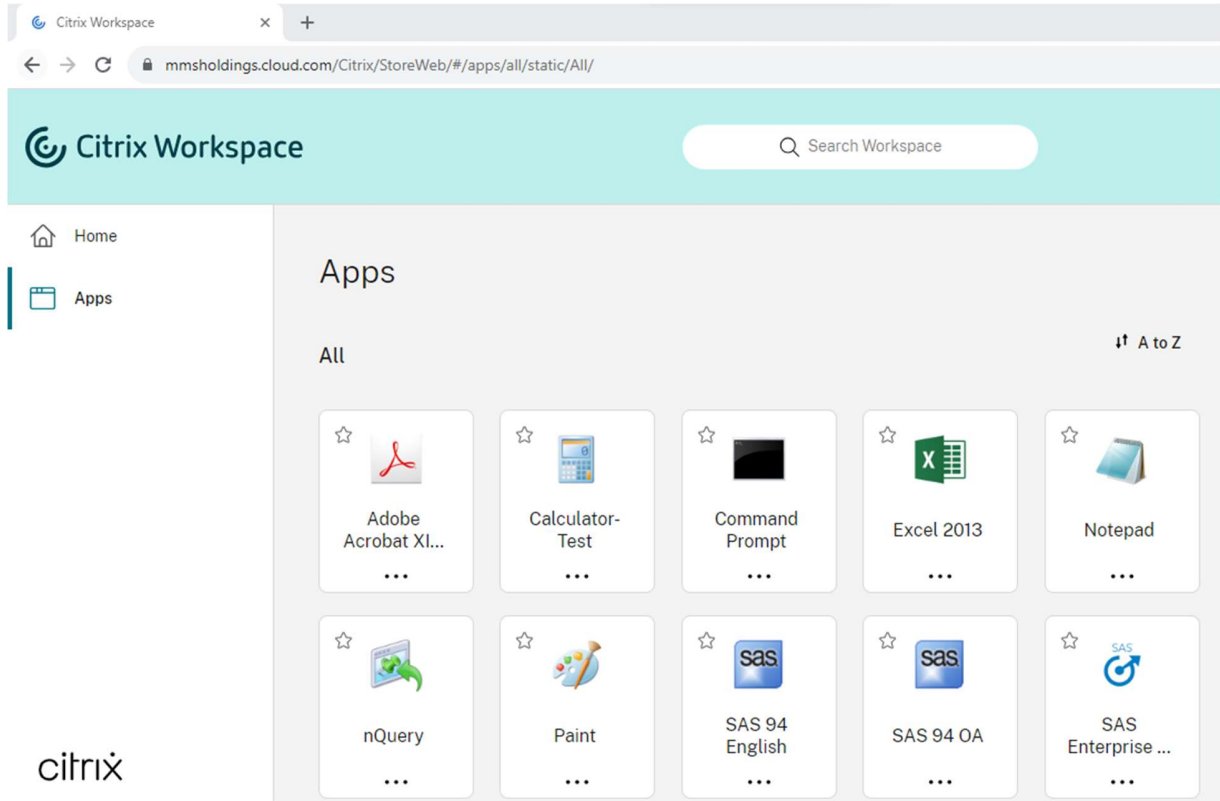
2) The Citrix Workspace Home will load as shown in the screenshot below.



3) Click on "Apps" on the left side as shown in the screenshot below.

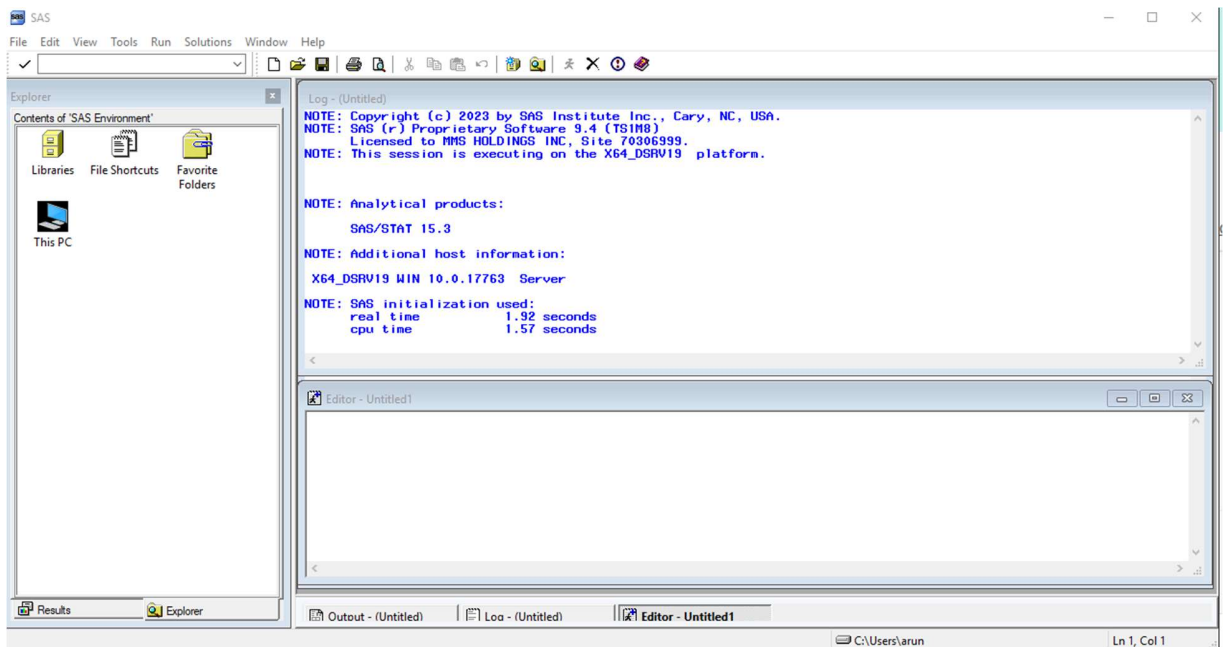
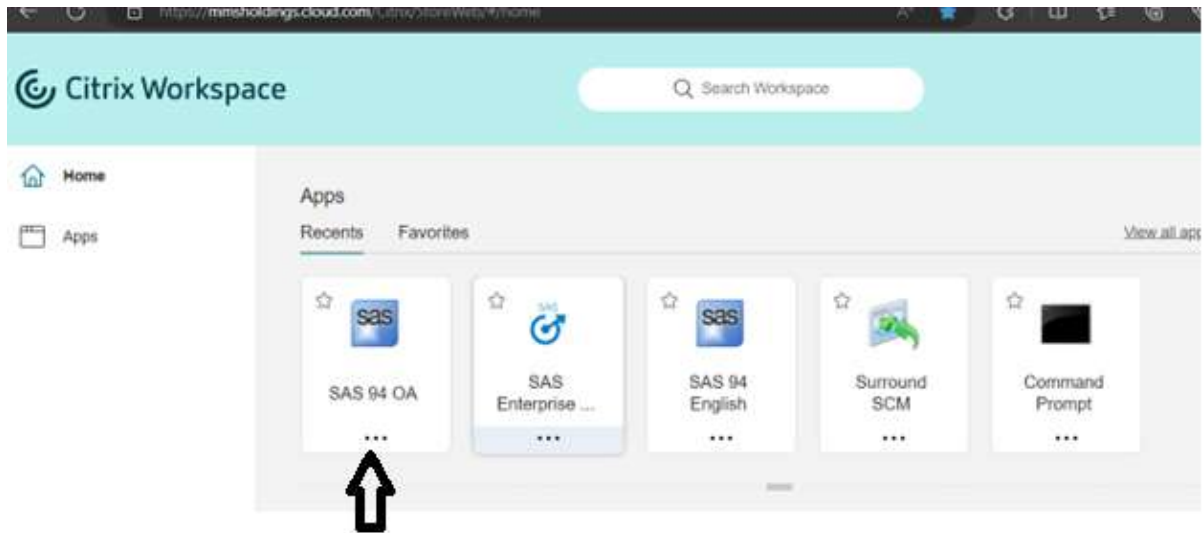


4) The Citrix Workspace Apps webpage will load as shown in the screenshot below.



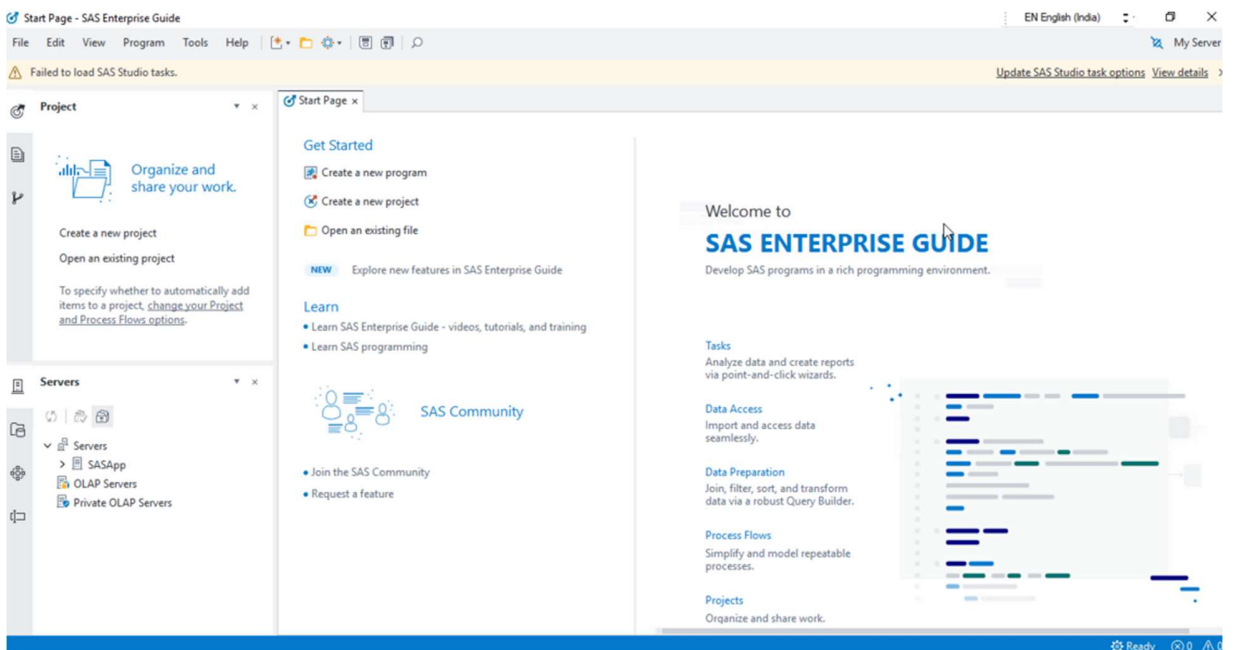
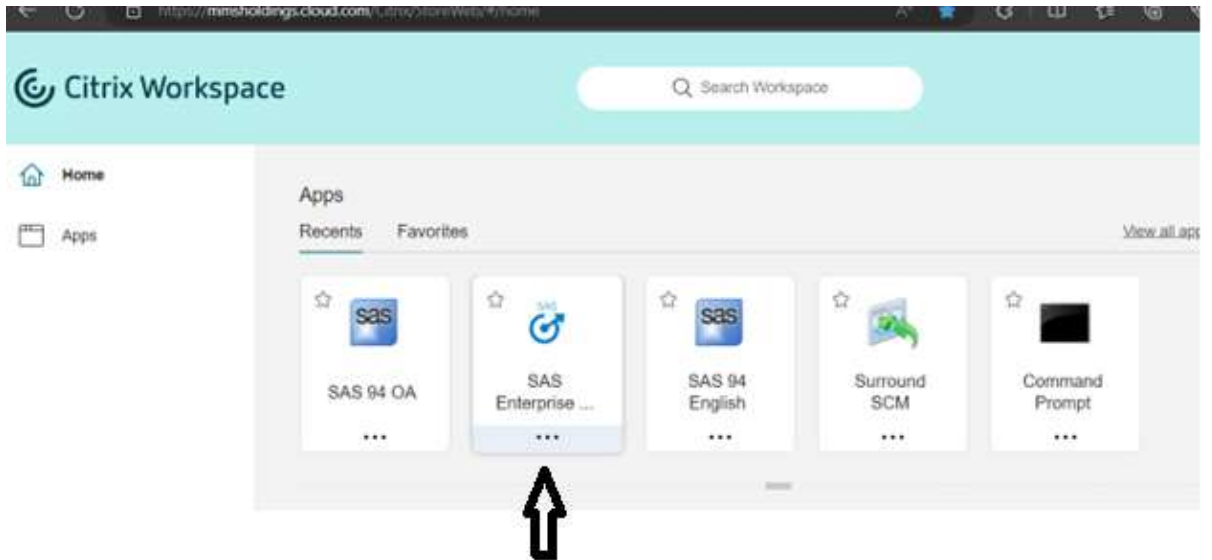
Instructions for SAS 9.4

- 5) Click on SAS 94 OA to launch SAS 9.4

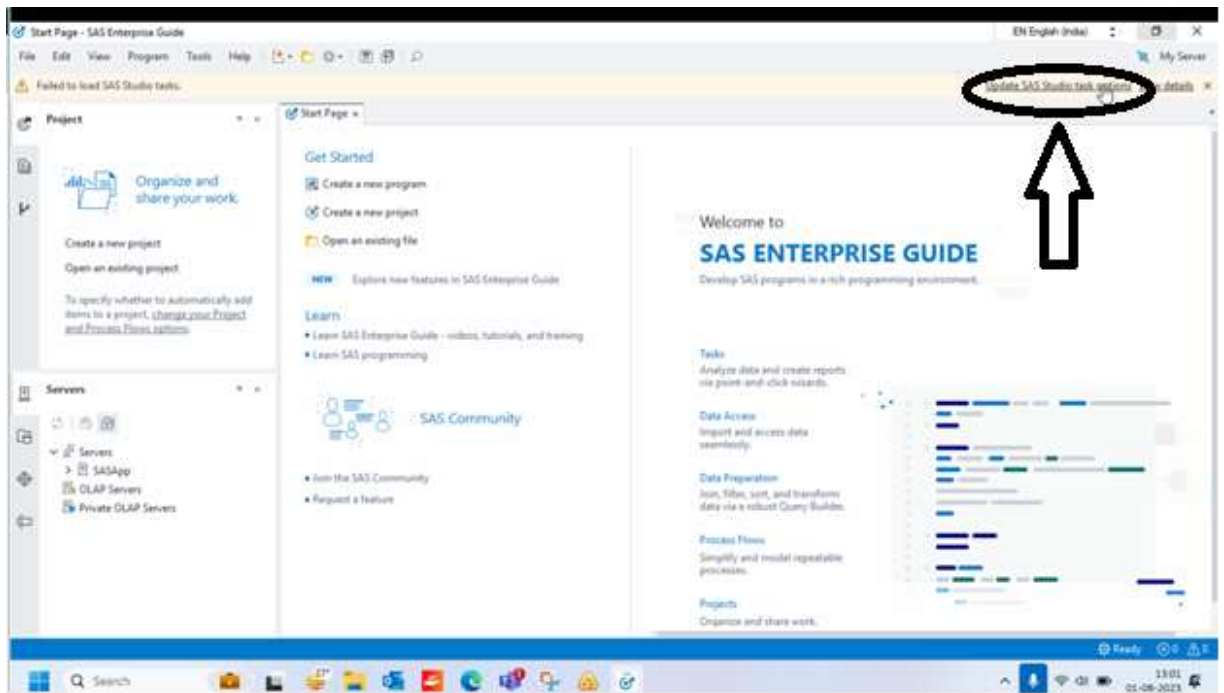


Instructions for SAS Enterprise Guide

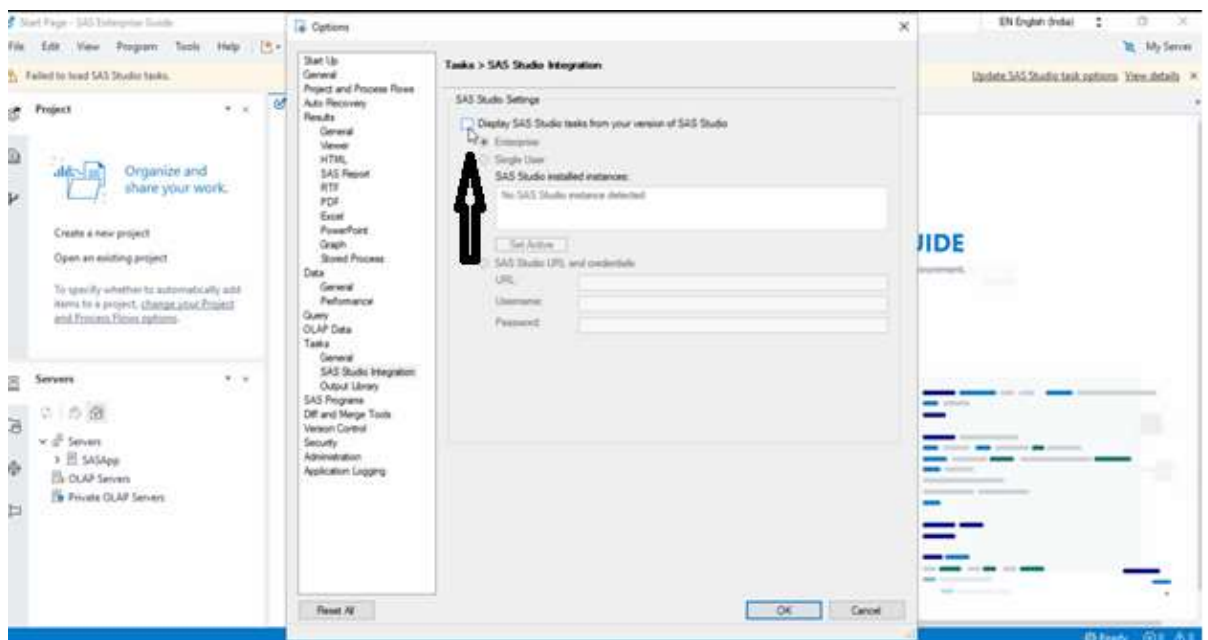
- 6) Click on SAS Enterprise Guide 83 64-bit to launch SAS Enterprise Guide.



- 7) Click on Update SAS Studio Task options on top right-hand side of the window as shown in the screenshot below.

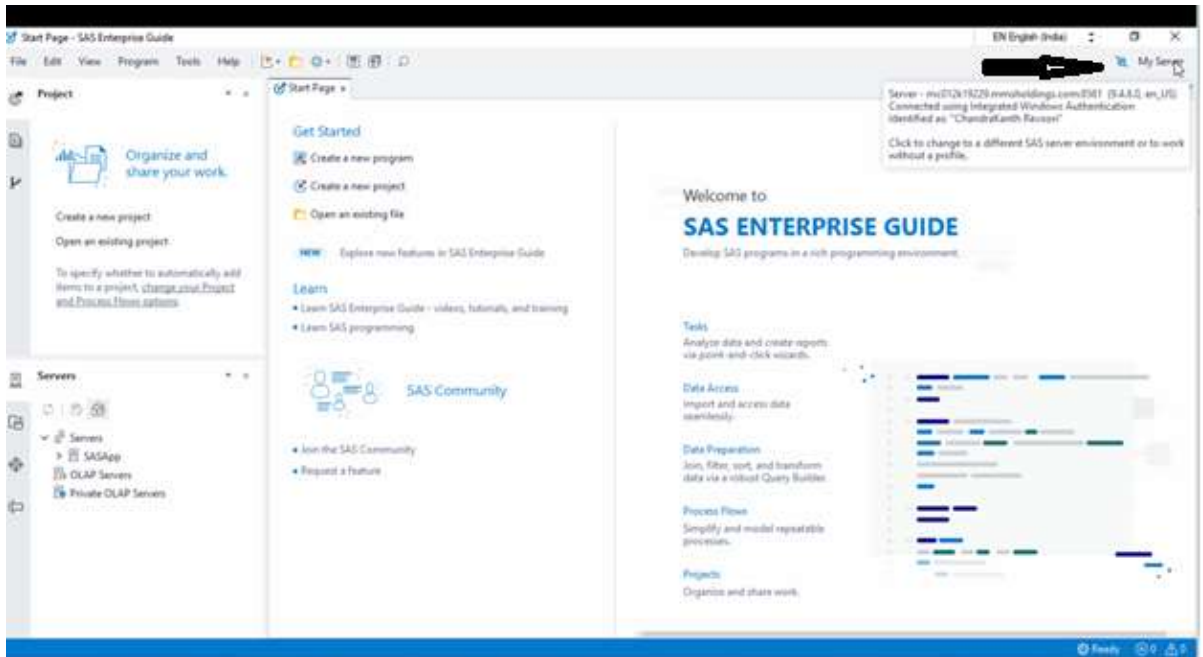


- 8) Uncheck the “Display SAS Studio Tasks from your version of SAS Studio” and click OK.

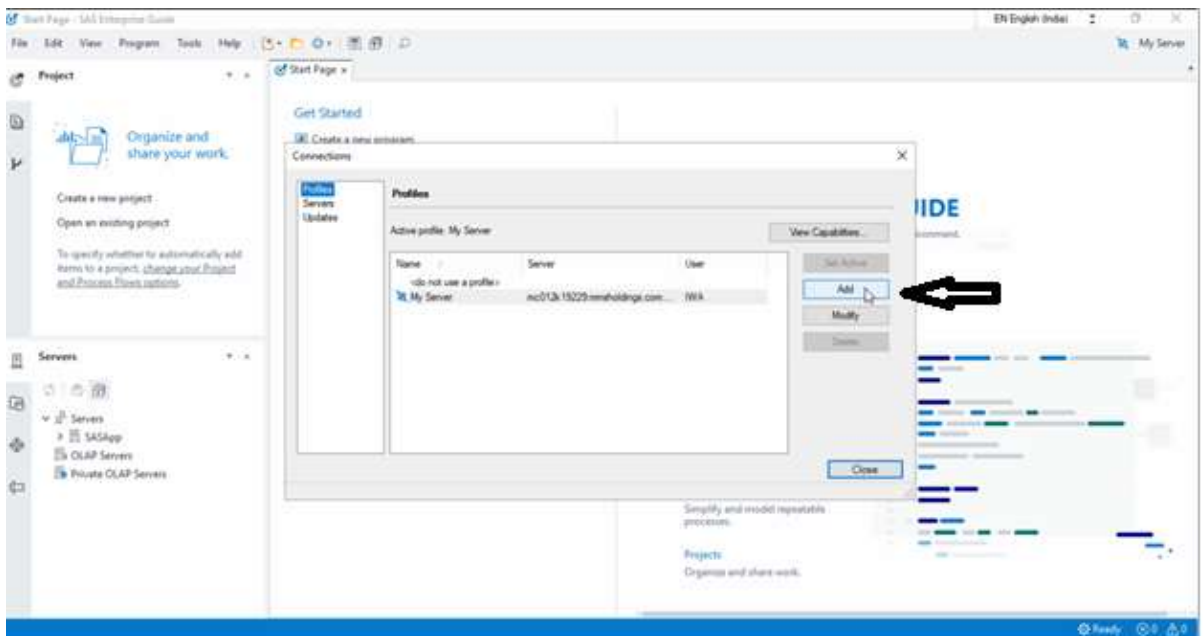


Once you do this step, the “Failed to Load SAS Studio Tasks” message won’t pop-up when you open SAS Enterprise Guide.

- 9) Click on My Server on the top right-hand side of the SAS Enterprise Guide Window.

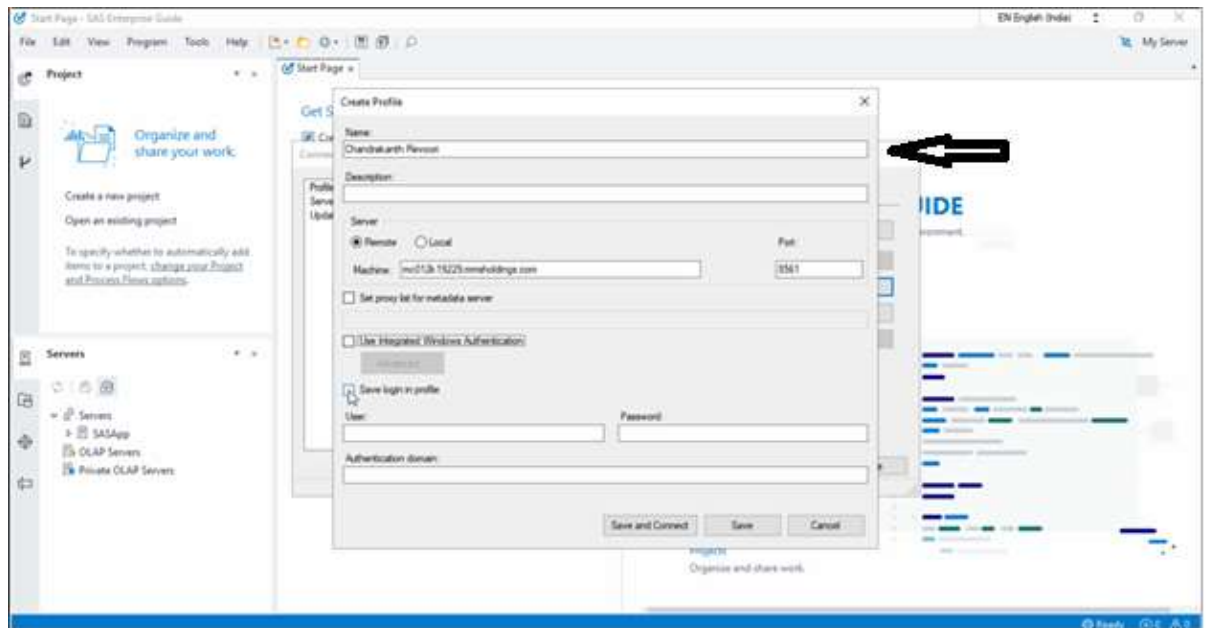


10) Click on Add

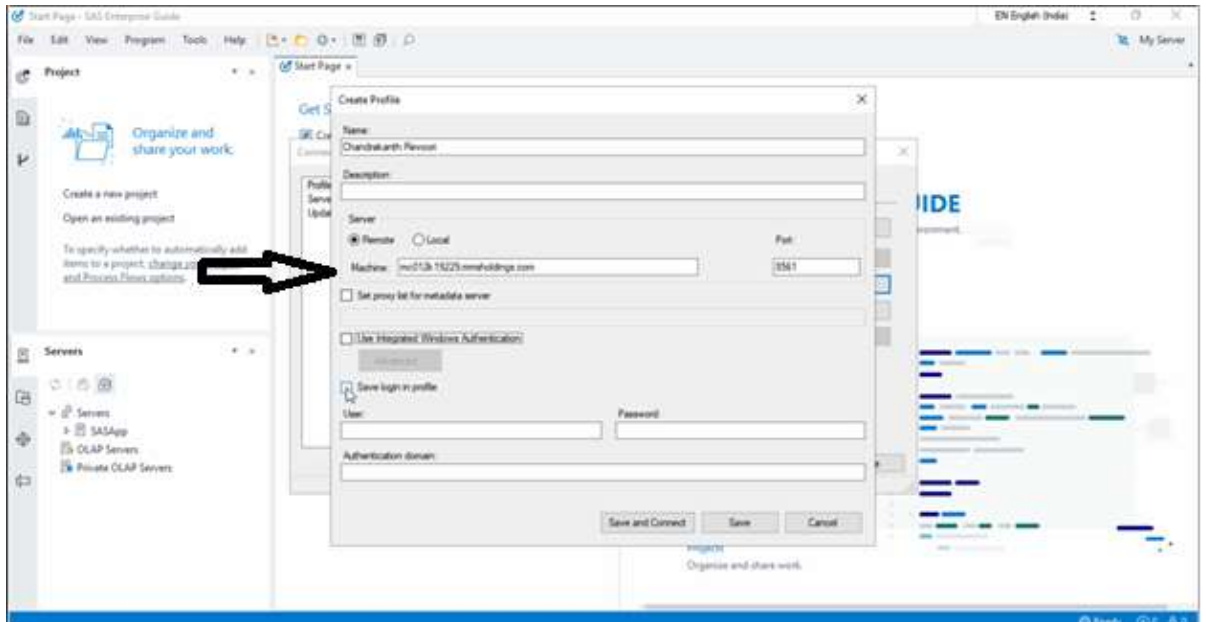


11)

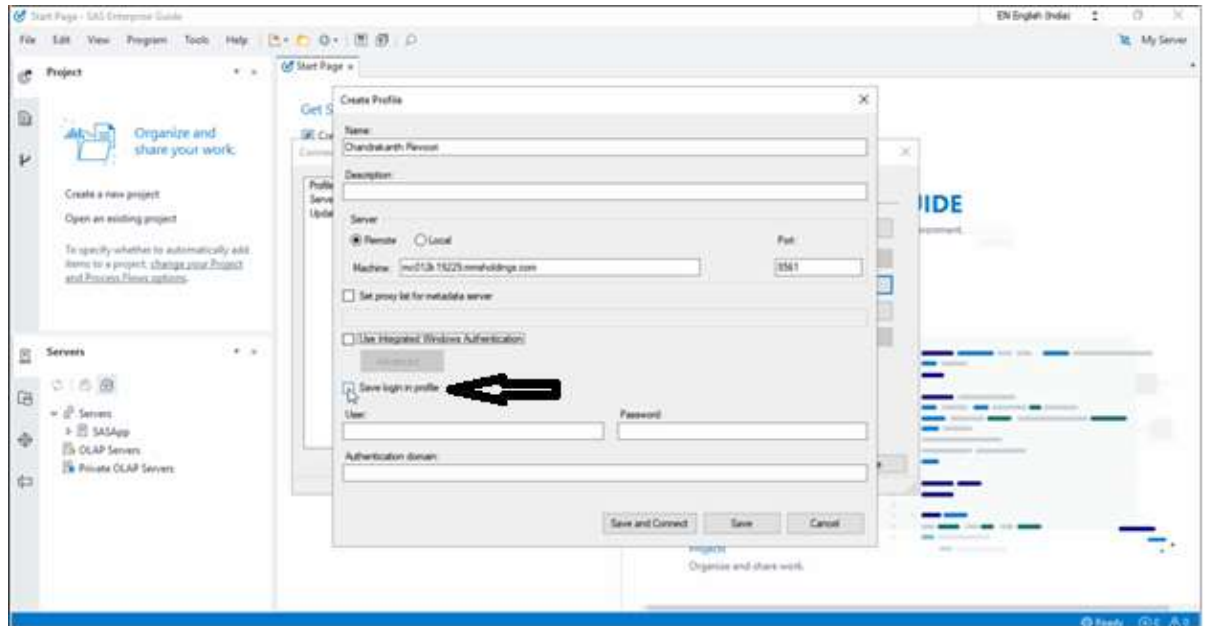
11.1) Type your Full Name in the Name Field. It should be same as your Display Name in MS Outlook.



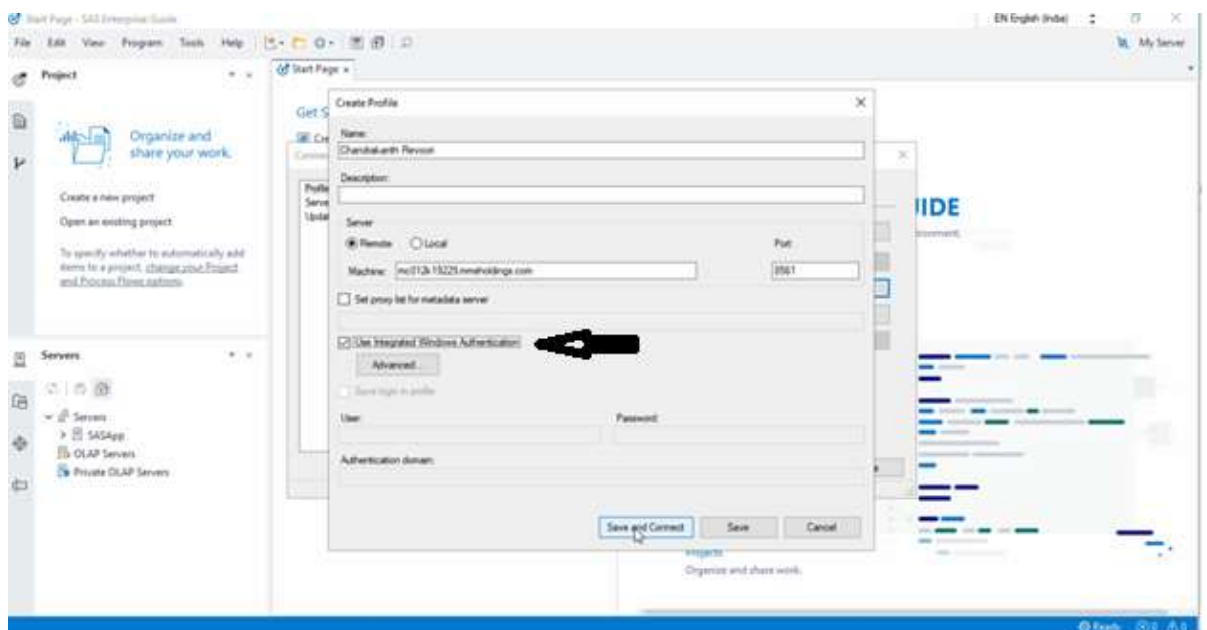
11.2) Type mc012k19229.mmsholdings.com in the Machine field.



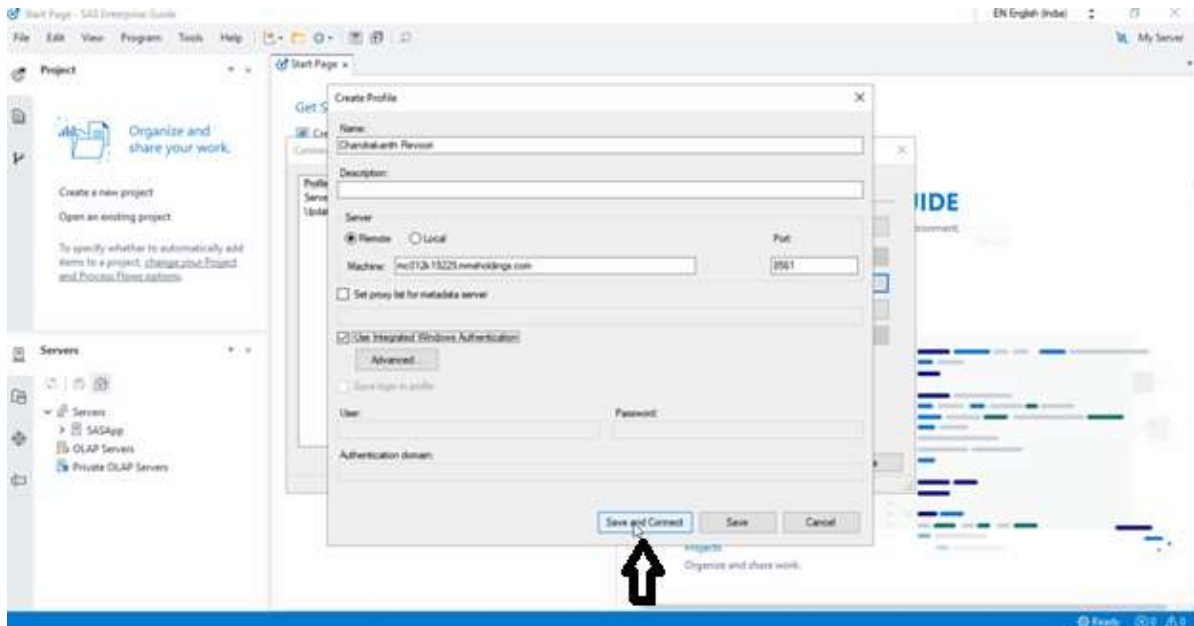
11.3) Uncheck the Save Login in Profile option.



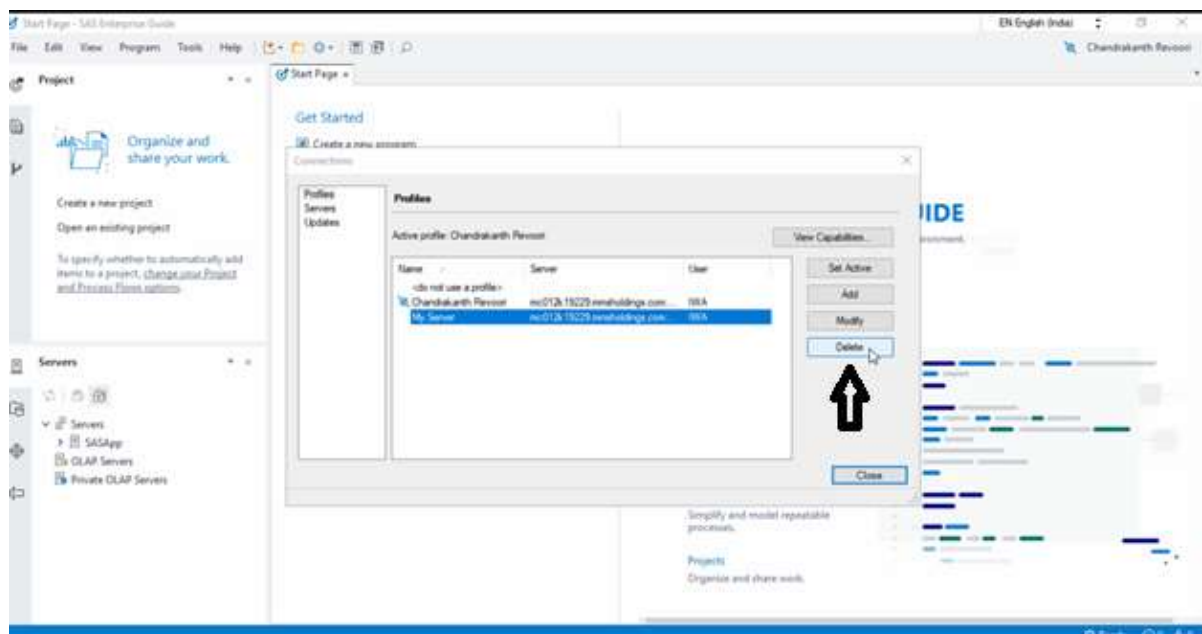
11.4) Check the Use Integrated Windows Authentication option.



11.5) Click on Save and Connect. Once this is done, your SAS Meta Profile will be set as Active.



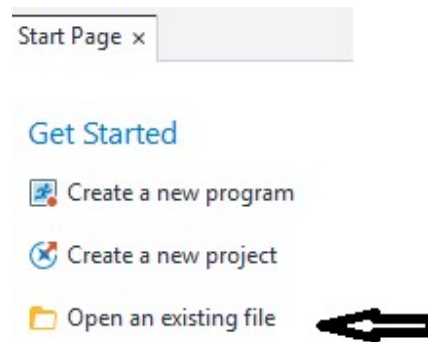
12. Select the My Server Profile and Delete it.



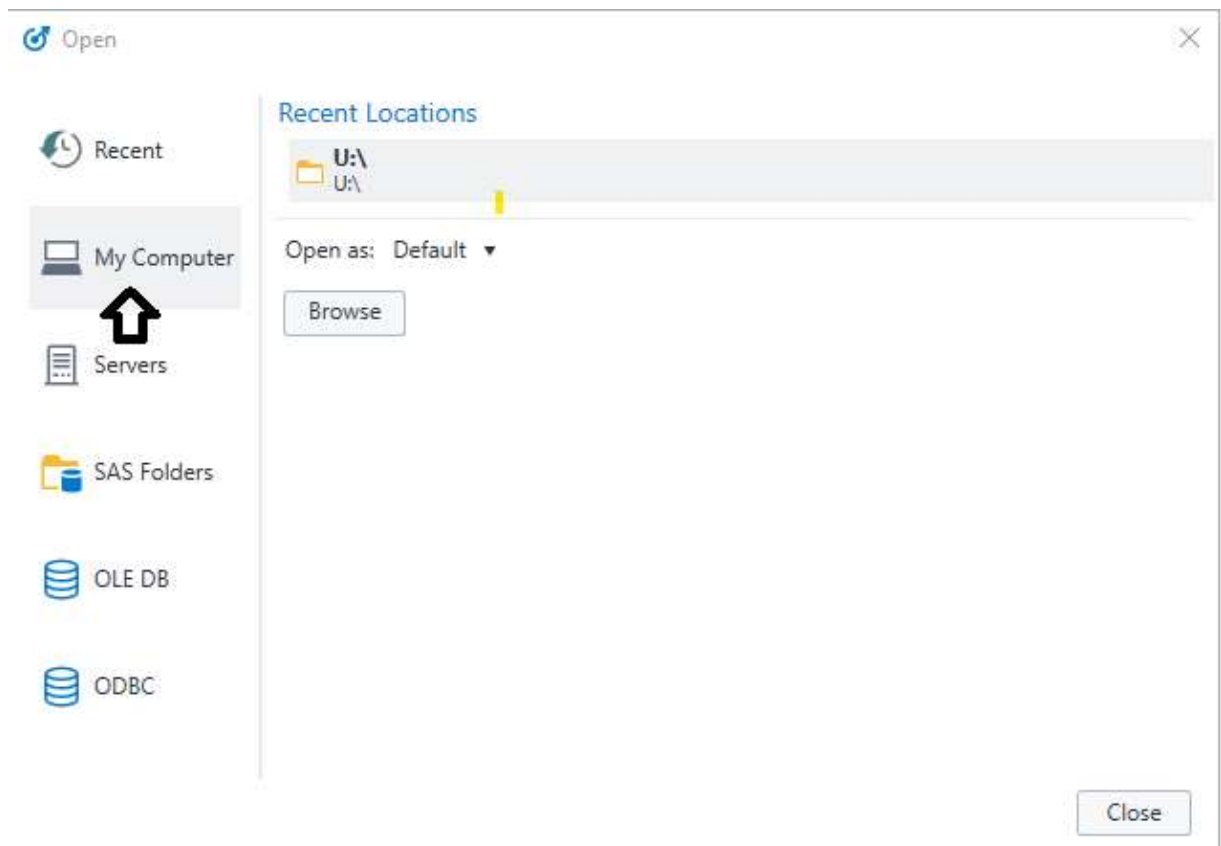
13. Close the Profiles Window and starting using SAS Enterprise Guide.

14. You can use the “Open an existing file” option as shown in the screenshot below for accessing your U: Drive and S: Drive.

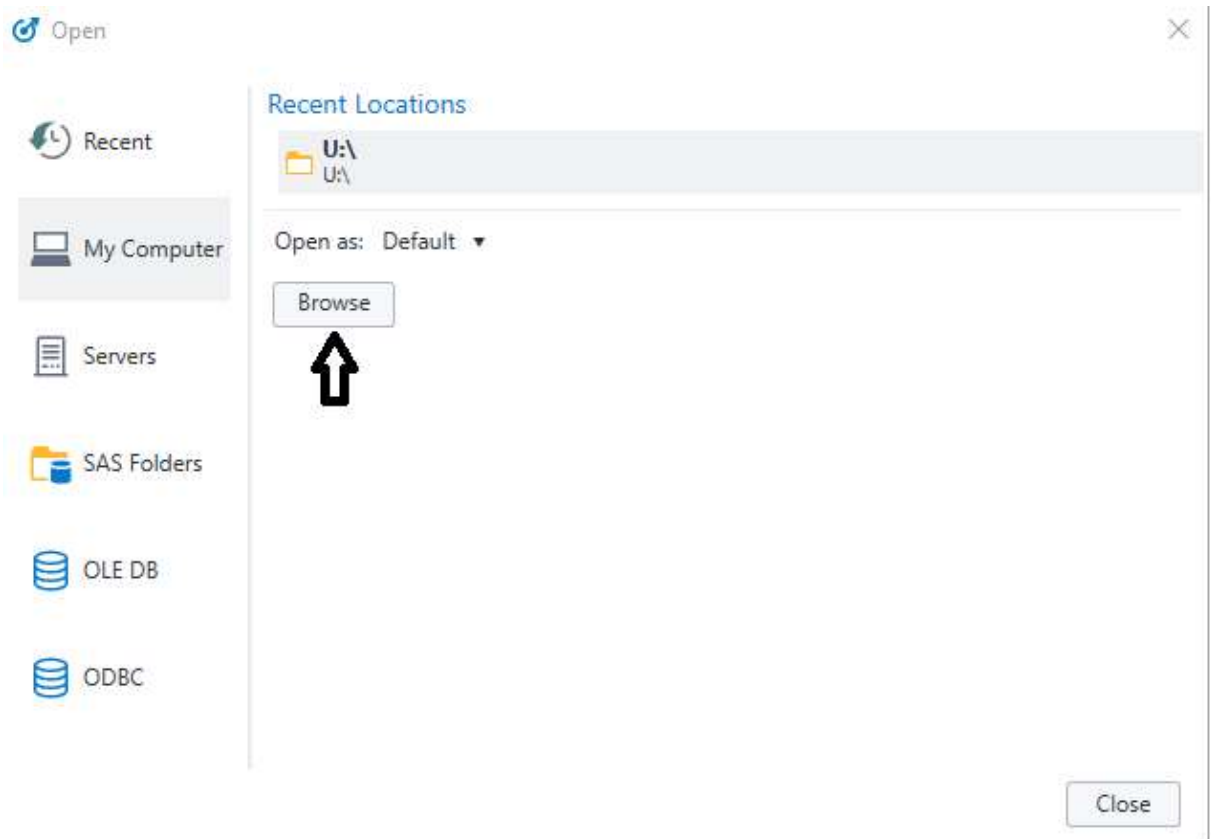
14.1)

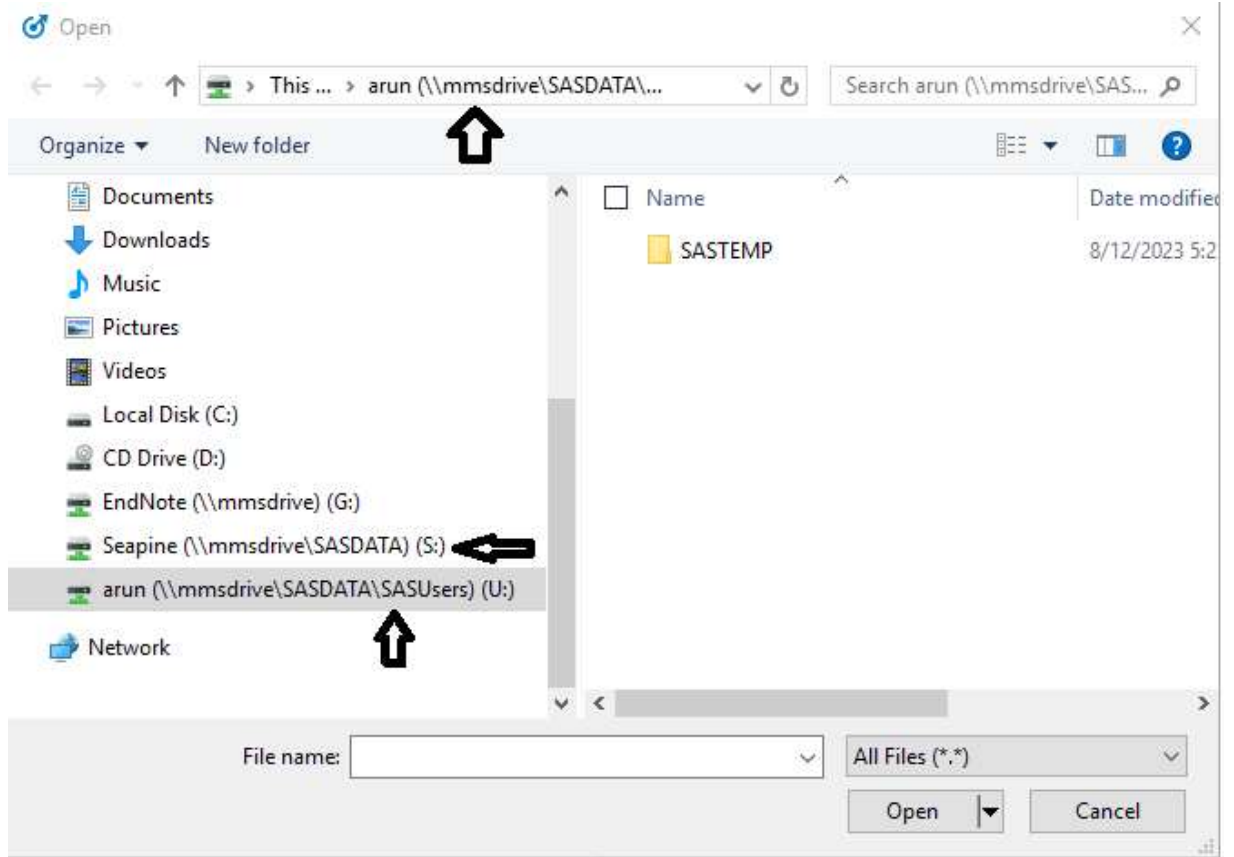


14.2) A window will open as shown in the below screenshot. Please click on “My Computer”



14.3) Click on “Browse” and you will be able to view your U: Drive and S: Drive as shown in the screenshots below.





Instructions for SAS Studio


15. Login to [SAS Studio \(mmsholdings.com\)](https://sasstudio.mmsholdings.com) (you can bookmark this link for future use) using your MMS Account Credentials for using SAS Studio Basic. You can type mmsholdings\yourusername or your MMS Email Id i.e., yourusername@mmsholdings.com in the User ID field and type your password and login.

Sign In to SAS®

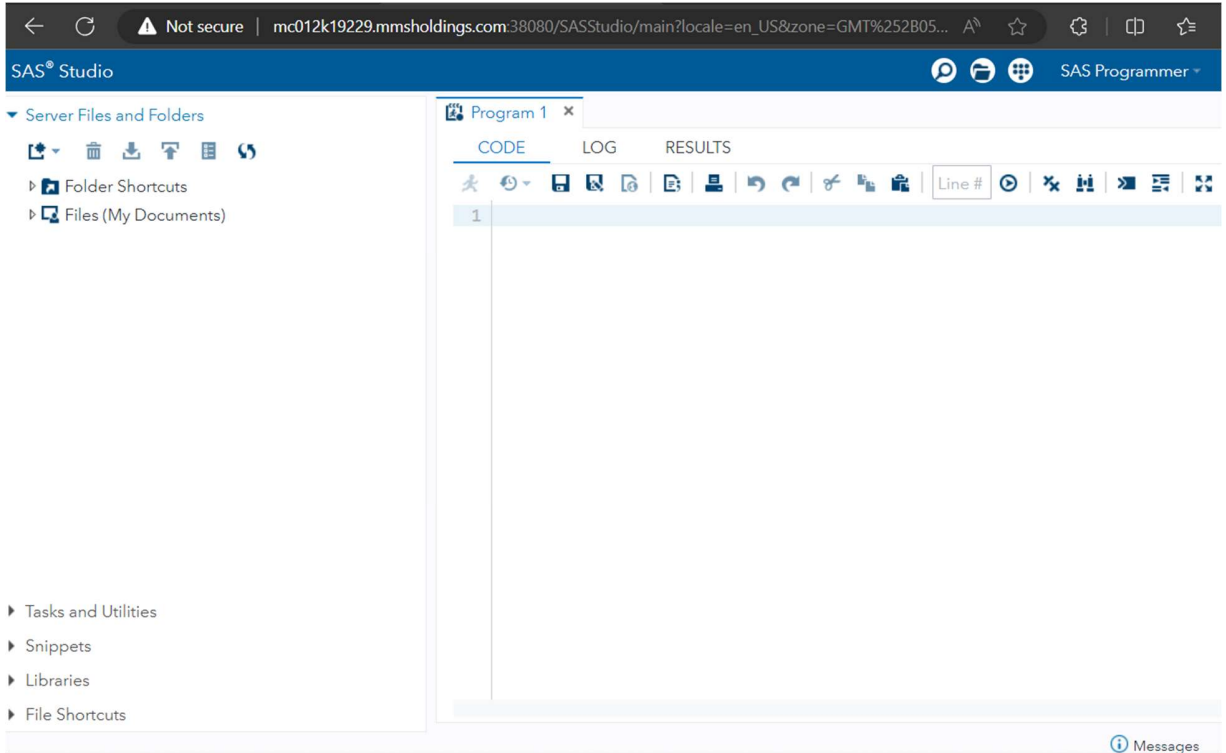
User ID:

Password:

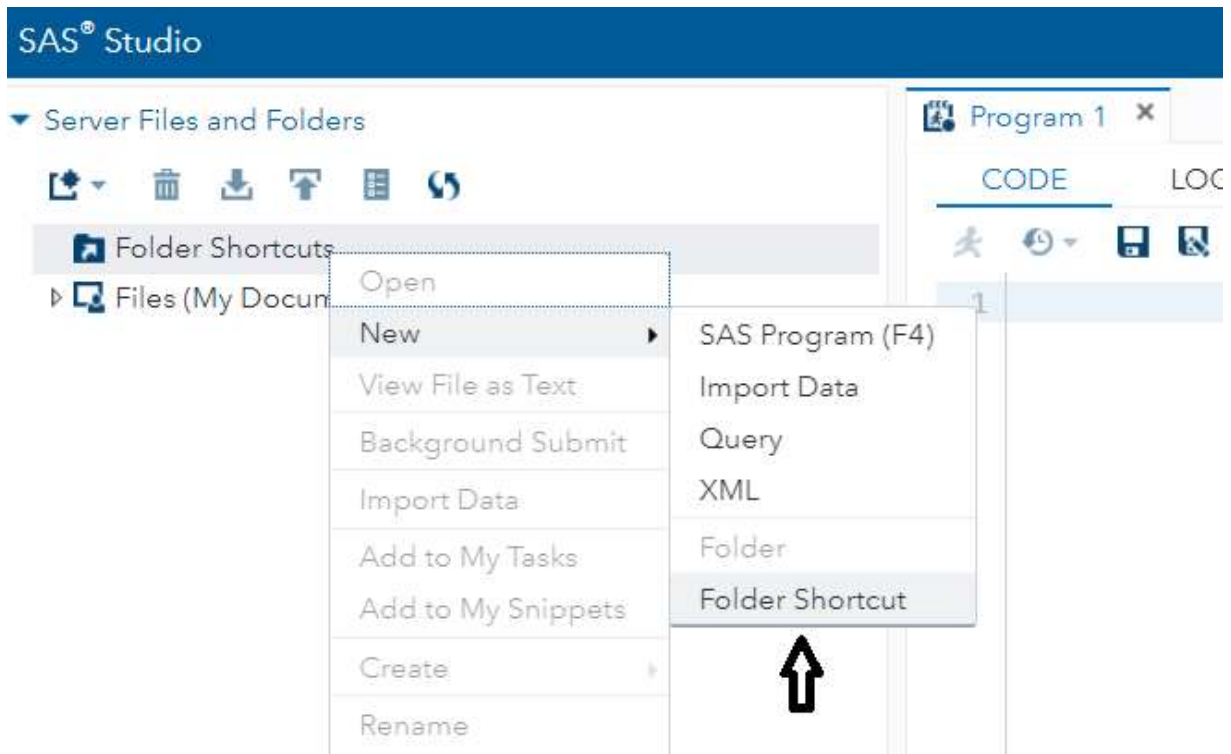
Remember my user ID

 THE POWER TO KNOW.

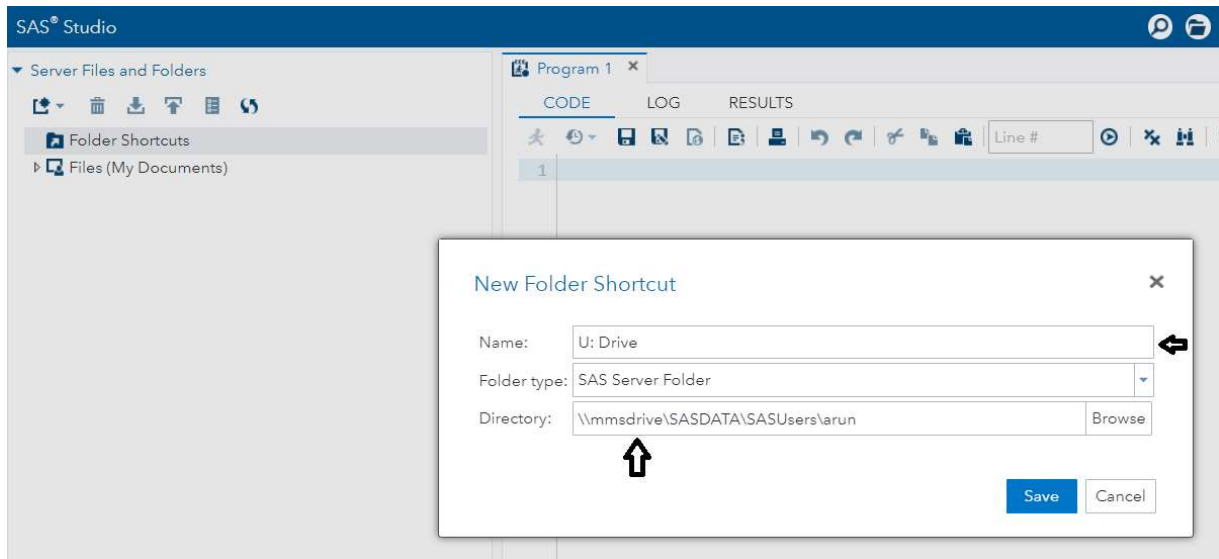
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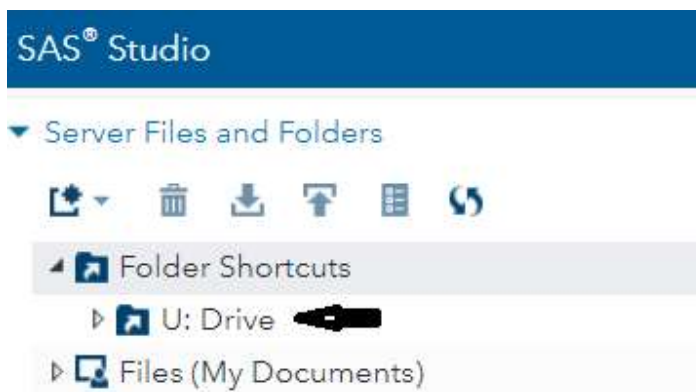
16. Right Click on the “Folder Shortcuts” option and then go to “New” and the click on “Folder Shortcut” as shown in the screenshot below.



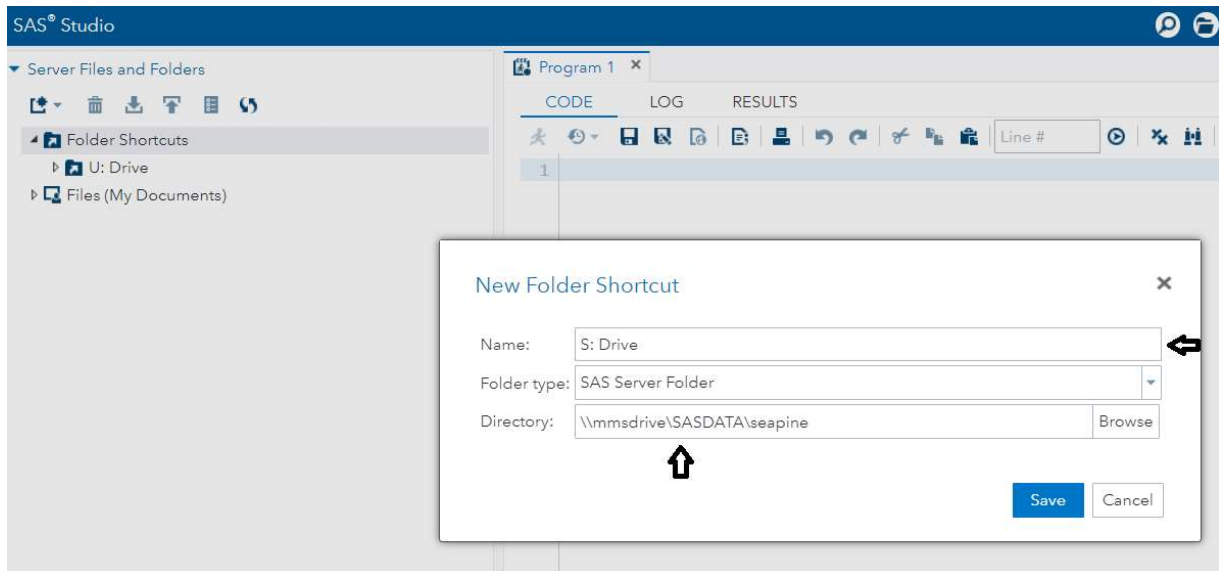
17. Enter the details as shown in the screenshot below. Enter “U: Drive” in the Name Field and enter the full path of your U: Drive folder in the Directory Field and click on “Save”. The path is \\mmsdrive\SASDATA\SASUsers\YourUsername



18. U: Drive will appear under Folder Shortcuts as shown in the screenshot below.



19. Repeat the steps for creating the “New Folder Shortcut” as shown in the screenshot under point 16. Add the details for S: Drive, enter “S: Drive” in the Name Field and enter the full path of the S: Drive Folder in the Directory Field, as shown in the screenshot below and click Save. The full path for S: Drive is \\mmsdrive\SASDATA\seapine



20. S: Drive will appear under Folder Shortcuts as shown in the screenshot below.



21. Please use the Sign Out option on the top right side of the SAS Studio application and sign out from your session when not using SAS Studio.

