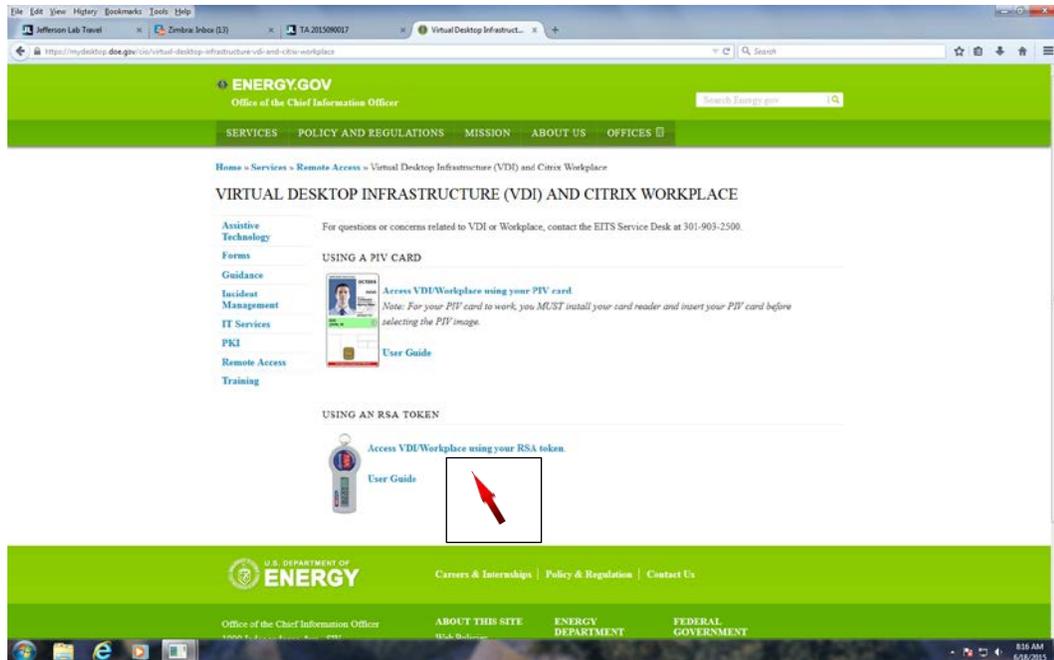


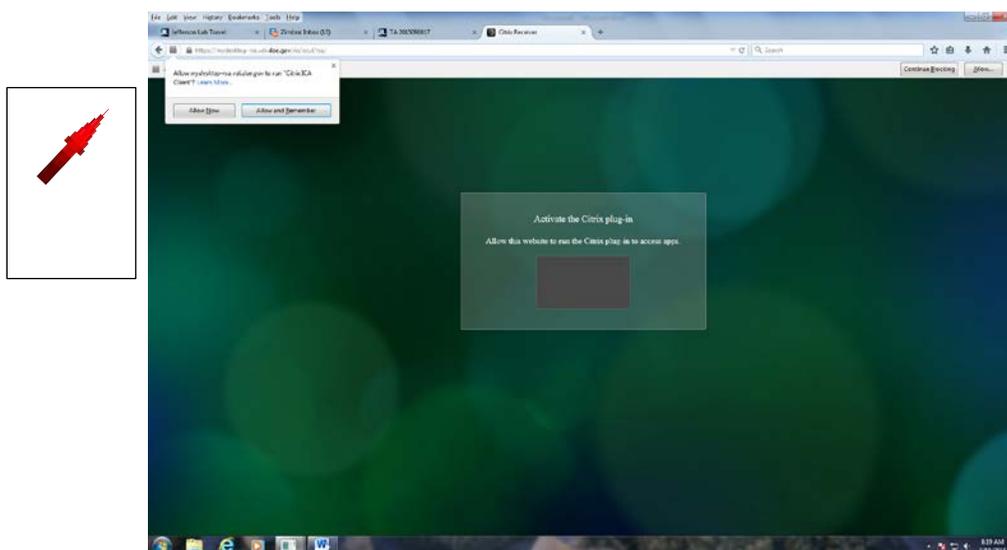
ACCESS TO FTMS FROM DOE WORKPLACE

Open a browser, Explorer works best but the system will recognize Firefox

Enter the URL: `https://mydesktop.doe.gov`

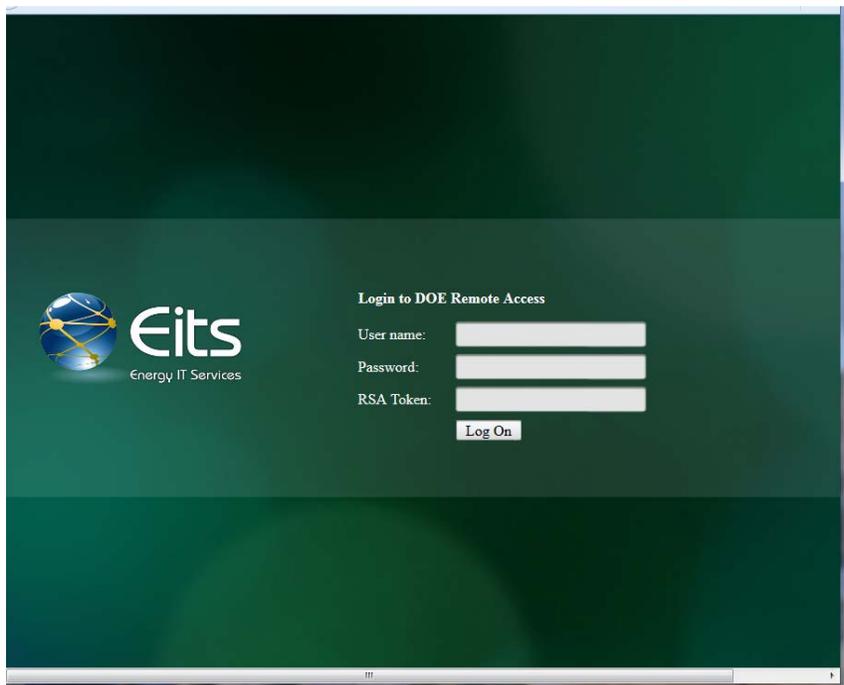


Select "USING AN RSA TOKEN" – Access VDI/Workplace using your RSA token



Click the shaded rectangle in the center. A small window will then be displayed in the upper left corner.

Select "Allow and Remember"

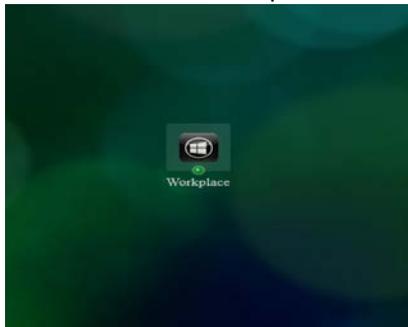


Enter User name

Enter Citrix Password, then enter

RSA Token: PIN + token # from RSA token screen

This connects to Workplace



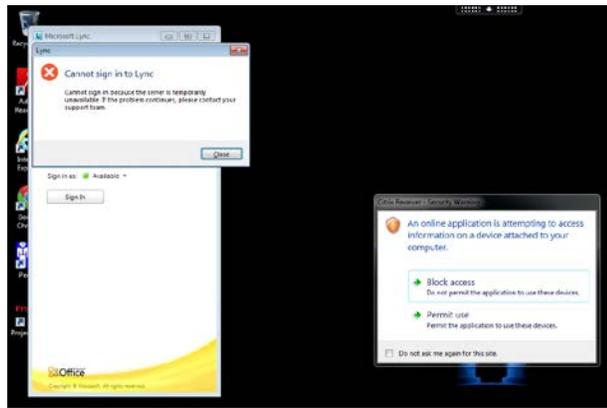
When you click the US Dept of Energy Security box the system will go through a configuration

Then 3 boxes will open: First Citrix Receiver – Security Warning, then Microsoft Lync, and lastly (after a few seconds) Lync

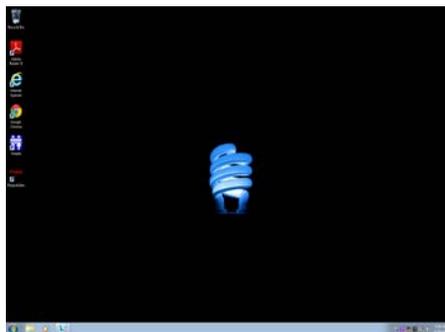
On the Citrix Receiver – Security Warning, select “Permit use”

Then Close the Lync

Then “X” out of the Microsoft Lync



A blue lightbulb will be displayed in the center of the screen with icons on the left. This indicates you are in Workplace -



Open an Explorer browser

This will bring you to the "ENERGY.GOV" website



type in the URL of: <https://ftms.doe.gov>
Then log on to FTMS a usual –

**Foreign Travel Management System (FTMS)
Login Screen**



User Name:

Password: [Forgot Your Password?](#)

System: Production Training

[Request Account](#) | [Privacy Policy](#) | [Disclaimer](#) | [Login Screen Help](#)
[DOE F 551.1, Request for Approval of Foreign Travel](#) | [Pre-Notification Trip Request Form](#)
[User Agreement](#) | [Site Contact \(OPOC\) List](#) | [SAFE Training Login](#) | [Accessibility](#)

You are now in FTMS and can perform all the functions you have always performed within that application.

To leave FTMS open and return to your JLab server,

Go to the top center of the page (Zen desktop toolbar) –
select the down arrow and then the “HOME” icon

You can then “toggle” between the JLab server and the DOE server by using the icon on the toolbar at the

bottom of the JLab server screen  and the Zen desktop toolbar on the

Workplace screen.

Should you experience problems Sasi @ ext. 7437 or Carol @ ext. 7519.

It is not suggested you contact the eITS helpdesk since their representatives are not trained to deal with contractors. If you are unable to reach Sasi or Carol submit a CCPR.