Instructions for Login to STAR through MyApps
Updated 2/22/2012

Technical Note Regarding MyApps, Citrix and STAR

**MyApps** is ASU’s remote application delivery system. It services 1400+ applications in use by ASU; **STAR** is one of those applications. The way this works is through a facilitated connection program called a plug-in. The plug-in that ASU uses for this is the **Citrix** Client Web Plug-in.

STAR requires the Citrix plug-in in order to work because while appearances indicate otherwise, no user actually connects to STAR. Rather, there are three Citrix servers on the back-end that are connected to STAR and the end user is really connecting to one of the Citrix servers and accessing STAR from that remote environment. This is why user log-in information must be saved up to three times when changing passwords or upon establishing initial connection.

All of this is invisible to the end-user; all that is apparent is a STAR connection achieved through MyApps. This, however, cannot be accomplished without the Citrix plug-in being installed on the individual’s computer. Most workstations at ASU have the Citrix plug-in installed already. If, however, when you click on the STAR link in MyApps, STAR does not start up and immediately take you to the “Citrix M drive,” connection window (as shown on p.3) or, if you get a strange message saying that your computer does not have the Citrix plug-in (launch.ica) installed, then it must first be installed. This can be done by searching for Citrix in MyApps and installing it from there.

Instructions for Log-in to STAR from MyApps

**STEP 1.** Open your web browser and go to the ASU MyApps home page ([http://www.asu.edu/myapps](http://www.asu.edu/myapps)) (or navigate to MyApps from your MyASU portal).

Enter your ASURITE **UserID** and **Password** on ASU authentication page. Click “Login.”
STEP 2. Type **STAR** in the “Search for Software” box and click the “**Search**” button.

![Search for Software](image1.png)

STEP 3. Search results will include “**STAR Excel**”.
Click on **Save** to place STAR in your saved list of applications which is located on the left-hand side of the screen. You will now never have to search for STAR again:

![Search for Software](image2.png)

STEP 4. **STAR Excel** will now appear under your saved applications (**My Apps**) every time you log in so you’ll never have to search for it again. To launch STAR, click on **STAR Excel** under My Apps OR click **Run App now** in the search results.

![Search for Software](image3.png)
When you click on the link in MyApps to run STAR, you will see this message below. It means that you are now connecting to the Citrix M ("cloud") drive, which will then take you to your STAR Log-in Screen. Click Continue.

If you see an image like one of these, STOP! You need to go get the Citrix Client plugin first. Sometimes you don’t have to close these messages out, but can simply click to Save and/or continue to install the plug-in right in the moment. If this doesn’t work, you’ll have to cancel out and then search for Citrix Client for XP/Vista (yes, even if you have Windows 7) in MyApps and then install the plug-in. You can also contact STAR Admin for assistance (staradmin@asu.edu).
After clicking continue to the M:\ drive, you will see a series of progress bars similar to the one shown below (Citrix facilitates the connection from MyApps to the STAR server):

You will also see this command window at some point during the login process. If you do not see it, or accidentally close it, nothing will happen: you can continue working in STAR.

You may also see the minimized window in your system tray. You can ignore it or close it. Regardless of what you do with the command script, it’s also possible that you will need to click on the minimized STAR icon in order to open it up to continue your log-in.

You may see the following windows once (if you don’t, it’s OK).

- At the Excel Security Notice prompt, click on “Trust all from publisher”:

  ![Microsoft Office Excel Security Notice]

  **Microsoft Office has identified a potential security concern.**

  **Note:** The digital signature is valid, but the signature is from a publisher whom you have not yet chosen to trust.

  File Path: M:\Program files\BPC\EvExcel.xla

  Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

  ![Trust all from publisher]
At the Microsoft Help prompt, uncheck all boxes and click “OK” (ultimately, this step doesn’t really matter.):

**STAR Log-in Screen/ Connection Wizard:**

**STEP 5.** If the system requests a server name, enter the following:

- Enter the BPC server name: *STARAPP01*
- Leave Connection options set to “Use default port”
- Click “Next”
On the next screen, do NOT select the default Windows ID. Instead, change it to “Use a different user ID and password.” When you do this, additional boxes will open up for you to enter your asurite information.

Enter the following information as shown above:

- **User id = your ASURITE ID** (case sensitive)
- **Password = your ASURITE password** (case sensitive)
- **Domain name = ASURITE** (not case sensitive)
- Check “Save password”

Click “Next”
You will see the following processing screen while the system logs you in:

You will be asked to select a Default application set:

- Choose “STARappset.”
- Click “Next.”
You will see the following Summary screen.

- Click “Finish”

STEP 6. This is the log-in screen you will always encounter each time you access STAR. You will be asked to select an AppSet (STARappset is your only choice) and Application.

  - Choose the Application you would like to use: Financial, Planning, Salary or Transfers.

  - Click on the green checkmark for “OK”
- You will see the processing icon in the top left side of the screen as STAR opens

![Processing icon in top left corner of the screen]

- Messages at the bottom of the window will also indicate progress:

![Messages indicating progress]

- After dimensions are loaded, you will see the main BPC for Excel page and the Action Pane:

![Main BPC for Excel page and Action Pane]

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• To ready your STAR session, in the Action Pane, click on the “+” next to the letters “CV” to open the “Current View” to display the full list of dimensions.

STEP 7. Next, STAR must be Enabled and Trusted to run in its version of Excel.
1) Click the big Windows button in the upper left-hand corner (it may even be blinking) and then click on the rectangular Excel Options button at the bottom of the menu:
2) Click Trust Center in the left-hand menu list and then Click the ‘Trust Center Settings…’ button:

![Image of Trust Center Settings]

3) Go to the ActiveX Settings in the left-hand menu list. Select ‘Enable all controls…’ and make sure ‘Safe mode…’ is checked. **Don’t** click OK when done – you have more to do after this…

![Image of ActiveX Settings]

For ActiveX controls in documents not in a trusted location:
- Enable all controls without restrictions and without prompting (not recommended)
- Safe mode (helps limit the control’s access to your computer)
4) Next, navigate to Macro Settings in the left-hand menu list, select ‘Enable all macros…’ and then check the ‘Trust access to the VBA project object model’ box.

5) Click OK when you’re done.

Congratulations! You have completed STAR set-up and are now ready to being using STAR. Keep these instructions nearby, as this entire process may need to be done up to three times until your profile information is saved on each of the Citrix servers.

EXITING THE SYSTEM

- STAR automatically always opens up two workbooks when you first log-in. Therefore, you must exit each of those workbooks to get out of STAR completely. To exit STAR, click on the Close button on the top right of the screen twice, or from within the MS Office Button menu, choose the “Exit Excel” button in the lower right corner.