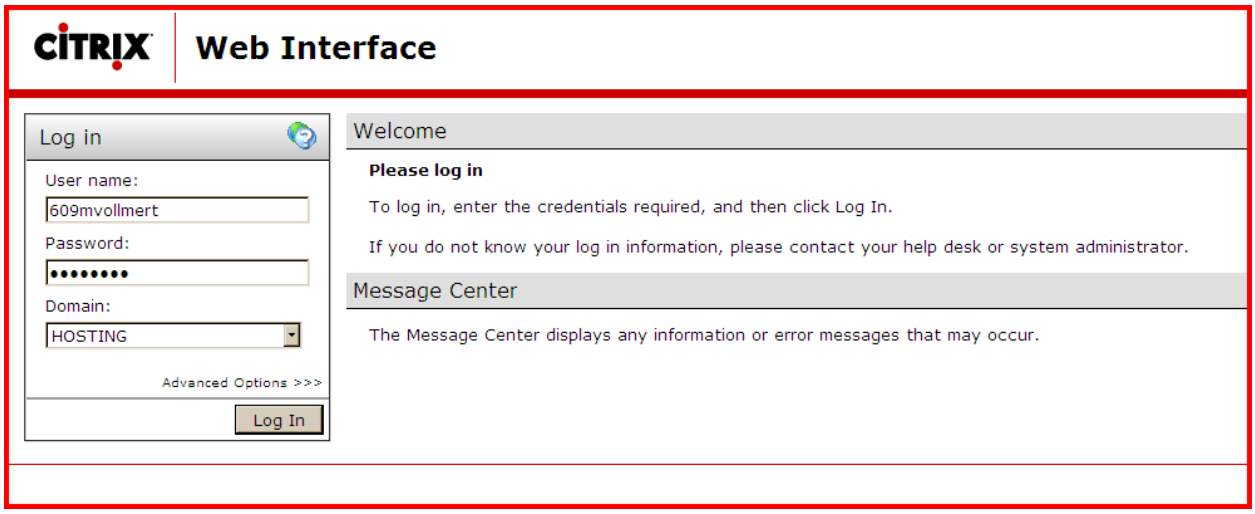
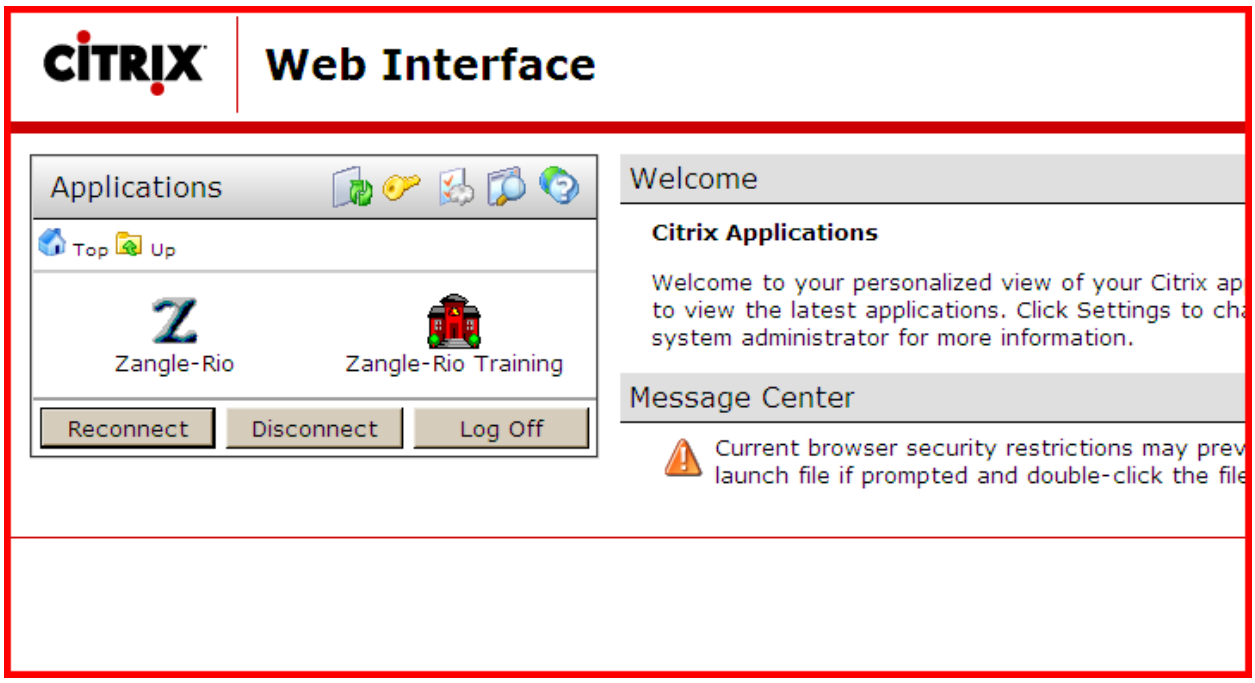
Accessing student information in Zangle Front Office

1) **Log into the Citrix Web Interface**. (https://portal.vcoe.org/Citrix/MetaFrame/auth/login.aspx)

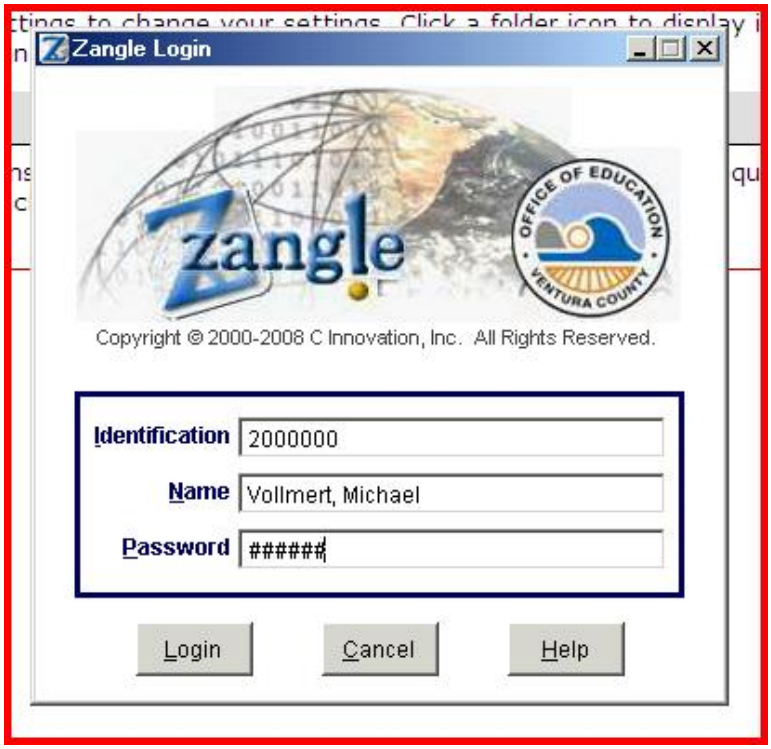
Make sure you select Hosting as the domain!



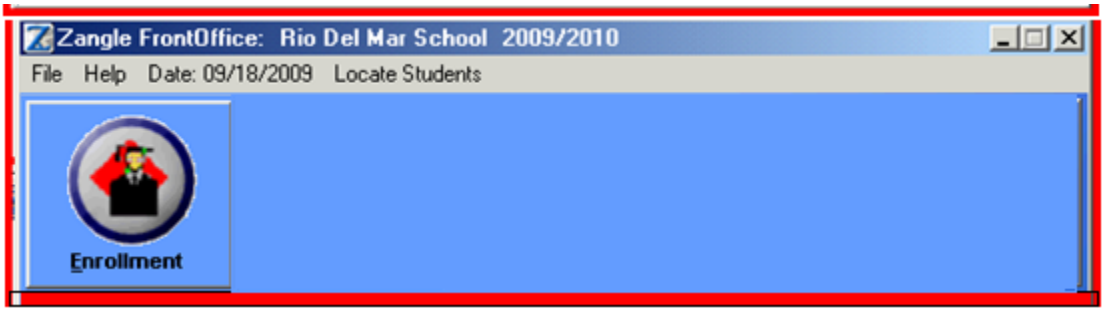
2) **Open Zangle by double-clicking on Zangle-Rio** or clicking on Zangle and clicking on Reconnect

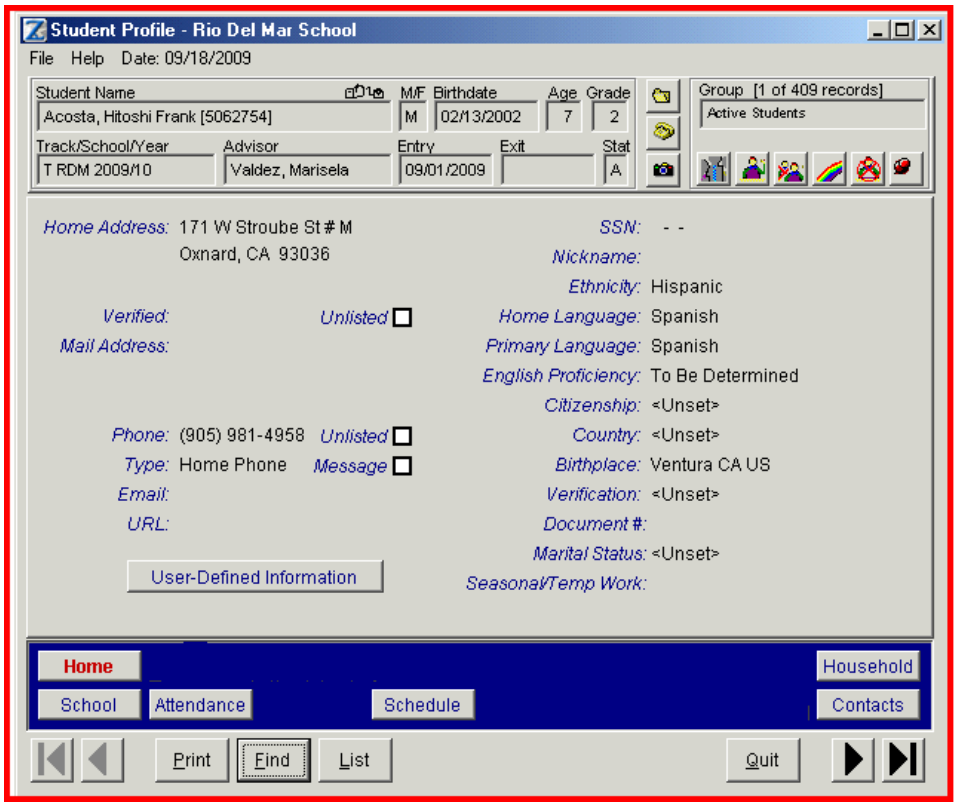


3) **Log into Zangle.** You don't need to enter anything in the Identification field.
Your name is your lastname, firstname (lastname comma space firstname).
Enter your password and click on Login



4) Select **Enrollment**



5) Select Profile

6) From here, use the buttons on the bottom of the screen to navigate to the information you need.