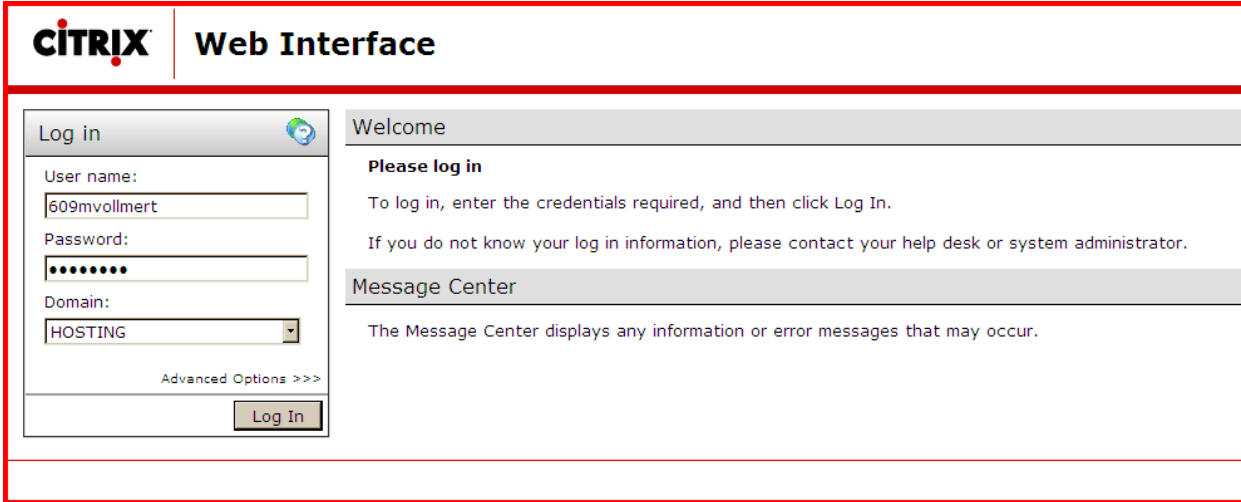


# Accessing student information in Zangle Front Office

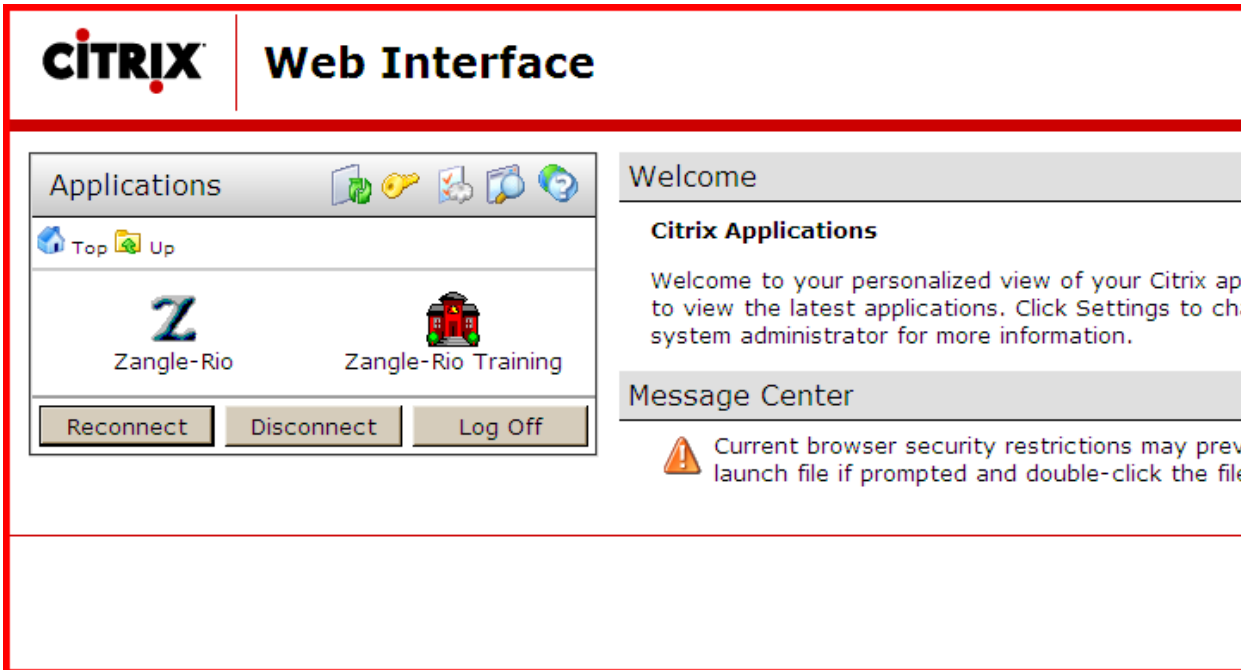
1) Log into the Citrix Web Interface. (<https://portal.vcoe.org/Citrix/MetaFrame/auth/login.aspx>)

Make sure you select Hosting as the domain!



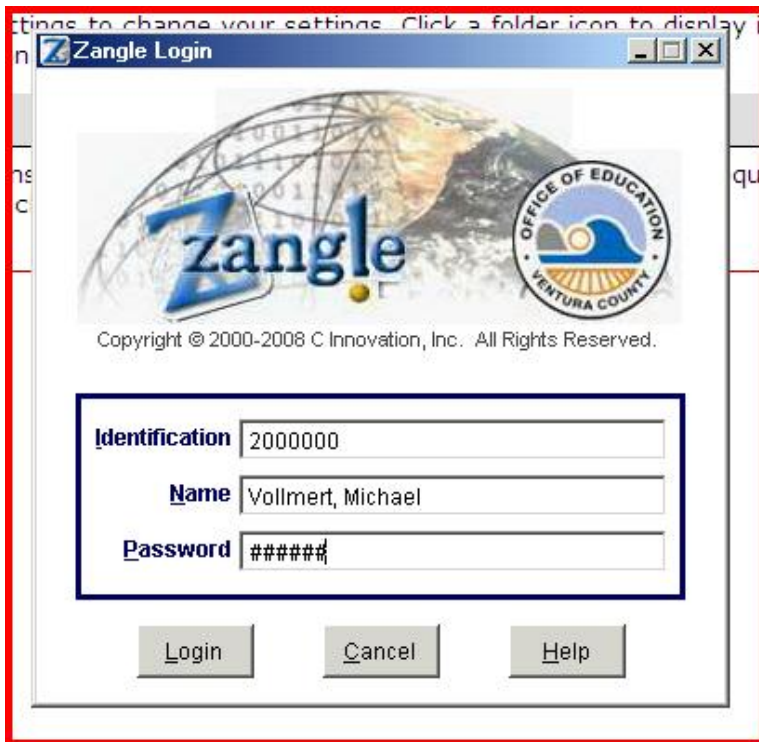
The screenshot shows the Citrix Web Interface login page. The header includes the Citrix logo and the text "Web Interface". On the left, there is a "Log in" section with a "Log In" button. The form contains the following fields: "User name:" with the value "609mvollmert", "Password:" with masked characters, and "Domain:" with a dropdown menu set to "HOSTING". Below the form is a link for "Advanced Options >>>". On the right, there is a "Welcome" section with the text "Please log in" and instructions to enter credentials. Below that is a "Message Center" section with the text "The Message Center displays any information or error messages that may occur."

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

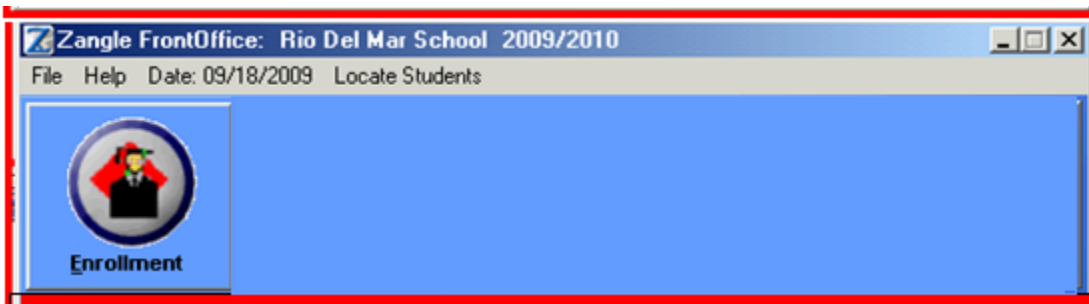


The screenshot shows the Citrix Web Interface main dashboard. The header includes the Citrix logo and the text "Web Interface". On the left, there is an "Applications" section with a "Reconnect" button, a "Disconnect" button, and a "Log Off" button. The "Applications" section displays two application icons: "Zangle-Rio" and "Zangle-Rio Training". On the right, there is a "Welcome" section with the text "Citrix Applications" and a message: "Welcome to your personalized view of your Citrix ap to view the latest applications. Click Settings to cha system administrator for more information." Below that is a "Message Center" section with a warning icon and the text "Current browser security restrictions may prev launch file if prompted and double-click the file".

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.

**Student Profile - Rio Del Mar School**  
File Help Date: 09/18/2009

Student Name	MF	Birthdate	Age	Grade	Group [1 of 409 records]
Acosta, Hitoshi Frank [5062754]	M	02/13/2002	7	2	Active Students

Track/School/Year	Advisor	Entry	Exit	Stat
T RDM 2009/10	Valdez, Marisela	09/01/2009		A

*Home Address:* 171 W Stroube St # M  
Oxnard, CA 93036

*SSN:* - -

*Nickname:*

*Ethnicity:* Hispanic

*Home Language:* Spanish

*Primary Language:* Spanish

*English Proficiency:* To Be Determined

*Citizenship:* <Unset>

*Country:* <Unset>

*Birthplace:* Ventura CA US

*Verification:* <Unset>

*Document #:*

*Marital Status:* <Unset>

*Seasonal/Temp Work:*

*Verified:*  *Unlisted*

*Mail Address:*

*Phone:* (905) 981-4958  *Unlisted*

*Type:* Home Phone  *Message*

*Email:*

*URL:*

User-Defined Information

**Home** Household  
School Attendance Schedule Contacts  
Print Find List Quit