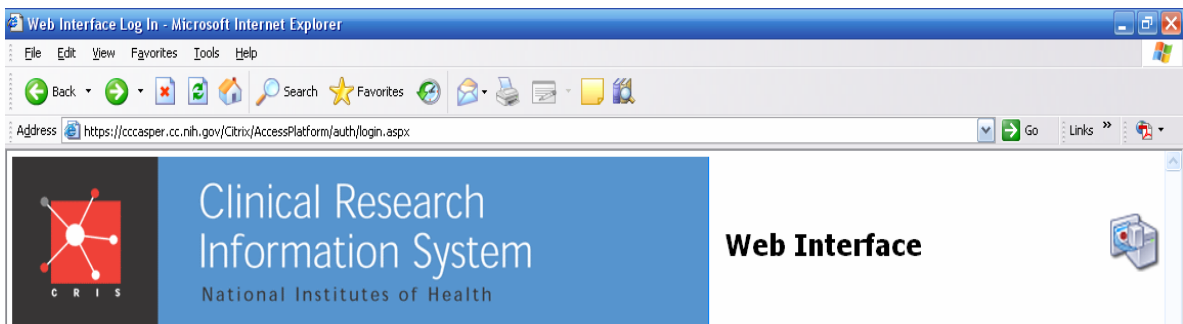# How To Log On to CC Casper

Instructions

Log On to CC Casper

There are two ways to access CC Casper.

You will need to log in using one of two different URL addresses based on your role:

1. Clinical Center (CC) Employee,
2. NIH Institute Employee,
3. Vendor.

Step 1. Open your web browser and enter the following URL address: **https://cccasper.cc.nih.gov** to view the CC Casper logon screen

Log On to CC Casper

Step 2. Select one of the two ways to access CC Casper based on your role (CC Employee, NIH Institute Employee or Vendor).

1. Clinical Center (CC) Employee
-Enter Log In information

2. NIH Institute Employee or Vendors (Non CC employees)
-Click Link

Log On to CC Casper
Clinical Center Employees

NIH Institute Employees and Vendors
(Non CC Employees) proceed to next slide.

CC Employees continue with the following steps below:

Step 3. Enter your **NIH Domain User Name.**
Step 4. Enter your **NIH Domain Password.**
Step 5. Click **Log In. (**proceed to **Slide 7).**

Log On to CC Casper
NIH Institute Employees/Vendors

Click the link for Other NIH Institute Users.

NOTE: You can also enter the following URL address: **https://cccasper.cc.nih.gov/citrix/cris** to view this logon screen

Log On to CC Casper
NIH Institute Employees/Vendors

Step 3. Enter your **CC Domain User name.**
Step 4. Enter your **CC Domain Password.**
Step 5. Click **Log In.**

Log On to CC Casper (All Users)

The applications available display on the left.

Step 6. Click on the folders to open the applications needed (e.g. SoftComputer).
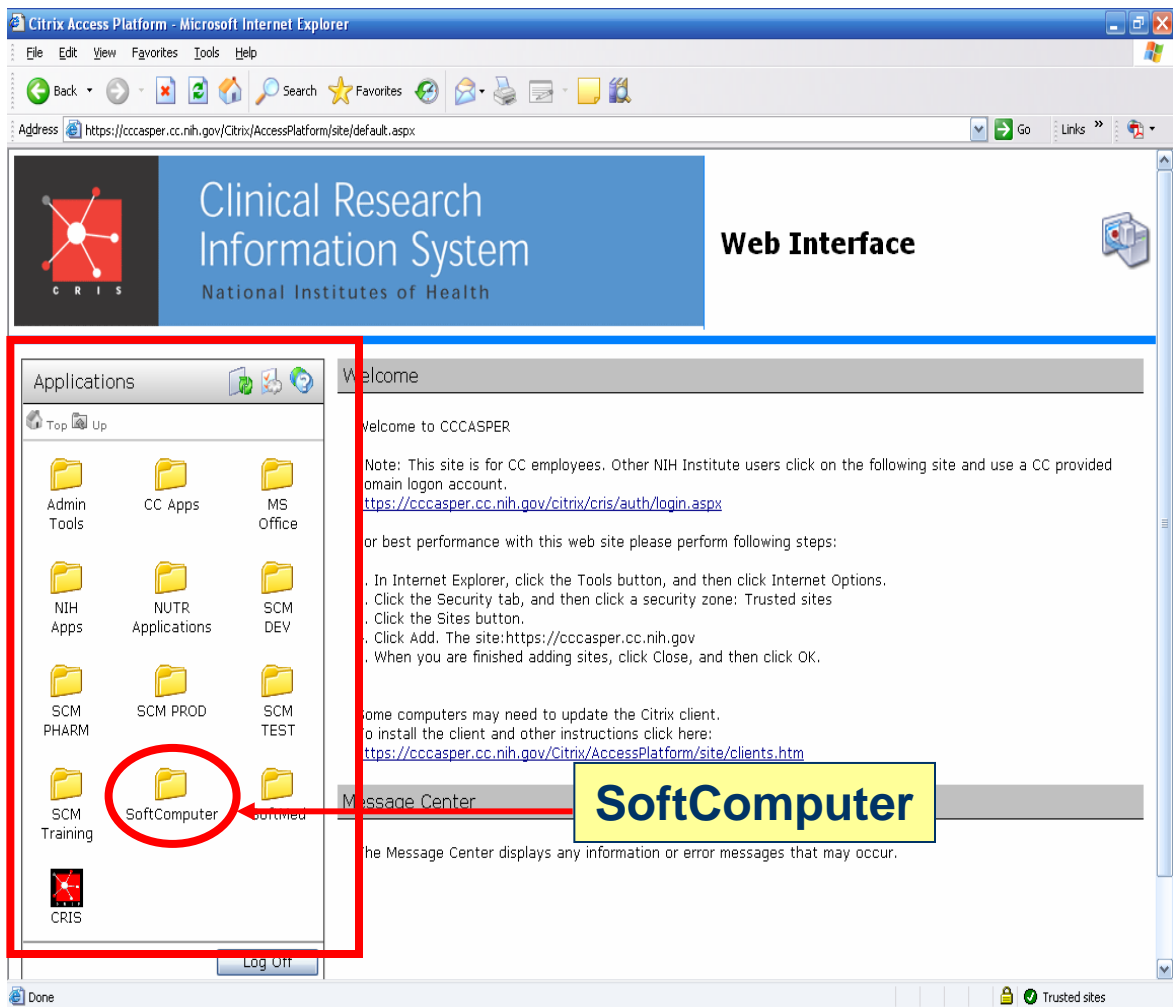
SoftComputer

Log On to CC Casper (All Users)

The applications inside the Softcomputer folder display.

Step 7. Click an Icon to launch the application (e.g., SoftLabMic).

Helpful Hints:
Internet Explorer Security Settings

If the application does not launch, change your Internet Explorer Security Settings

Step 1. In Internet Explorer, click **Tools** and select **Internet Options**.
Step 2. Select **Security Tab**.
Step 3. Click **Trusted Sites**.
Step 4. Click the **Sites** button.
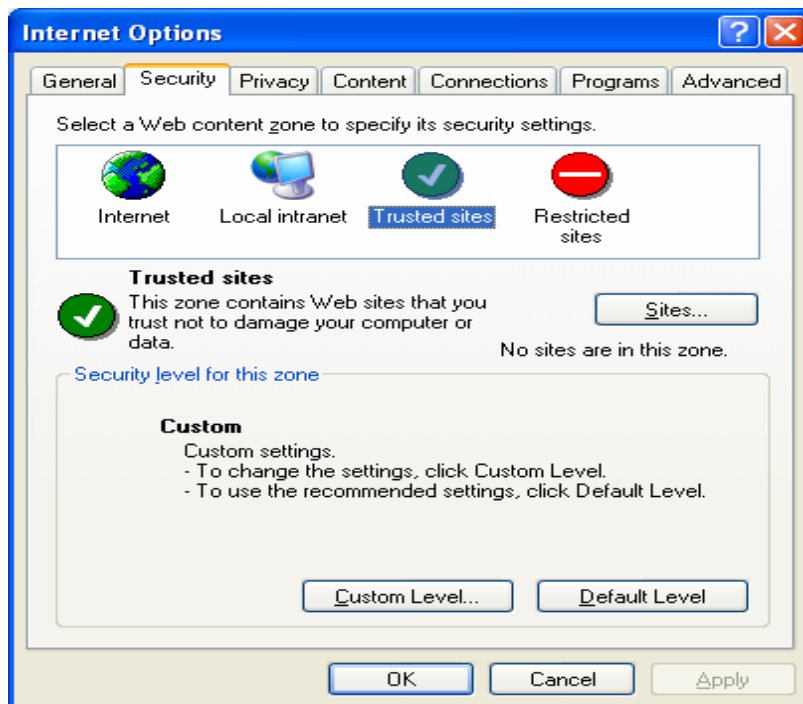
Helpful Hints:
Internet Explorer Security Settings

Step 5. Type the CC Casper URL Address **https://cccasper.cc.nih.gov** to include it in the list of **trusted websites** for this zone and click **Add**. Then click **OK.**
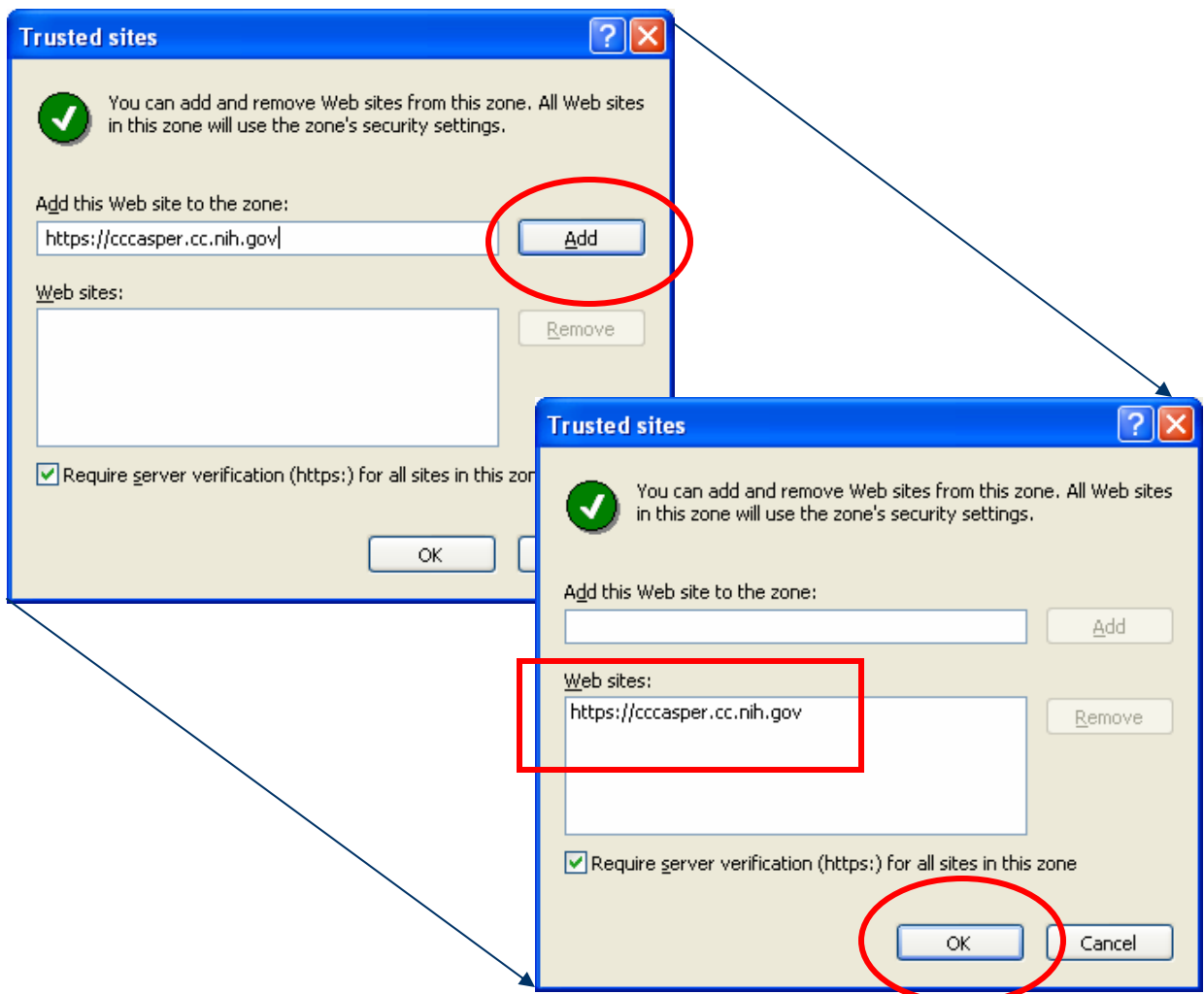
Helpful Hints: Online Help

If you need help on customizing your view or to get more information, click the **Help** icon.

Helpful Hints: Custom Settings

Once logged onto the CC Casper environment you can customize your view.

Step 1. Click the **Custom User Interface** icon.
Step 2. Select **Connection Preferences** to set your preferred window size, colors, and local printing.

Clinical Research Information System
National Institutes of Health

Web Interface

Applications
Top Up

Welcome
Welcome to CCCASPER

Citrix Access Platform - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://cccasper.cc.nih.gov/Citrix/AccessPlatform/site/default.aspx Go Links

Clinical Research Information System
National Institutes of Health

Web Interface

Settings

Index
Navigate to the relevant settings sections using the following links.

Presentation Preferences
Use this page to configure language, user interface layout, application display, and silent authentication.

Connection Preferences
Use this page to select your preferred window size, keyboard mapping, colors, audio quality, and local device mappings.

Welcome

Settings

Use this page to override the default settings provided by your system administrator. For example, if you want to start from the folder you last visited the next time you log in, select Remember folder location. For more information, contact your system administrator.

Message Center

Current browser security restrictions may prevent you from launching applications, or may require your explicit permission to proceed. To launch an application successfully, save the launch file if prompted and double-click the file to start the application.

CC-CASPER is a Citrix terminal services system that provides authenticated/authorized users with remote, secure, encrypted access to administrative and clinical applications used throughout the NIH Clinical Center.

For Casper support, please contact your local support person, 301-594-9999 for NIH/CC users, 301-496-9197 for after business hours, or email Casper Administrator at mailto:casperadmin@cc.nih.gov

Internet