

Accessing the Employee Portal From Home

“Things You Need to Know”

- In order to access *My Employee Portal* from home you **MUST** download in install the Citrix Receiver software, which these instructions will walk you through.
- Adobe Acrobat Reader must be loaded on your computer in order to view the Print Statement. Acrobat Reader can be downloaded from <http://get.adobe.com/reader>.
- Microsoft Silverlight must also be loaded onto your computer in order for the software to work correctly. It can be downloaded from <http://www.microsoft.com/silverlight/>.
- Accessing the Employee Portal from Home can only be done by using the Internet Explorer browser, versions 8-10. Internet Explorer version 11 will not work nor will Firefox and Chrome browsers. The Safari browser on a Mac does work.
- You must allow cookies for your system. These need to be set to medium or medium-high to do this follow these procedures.

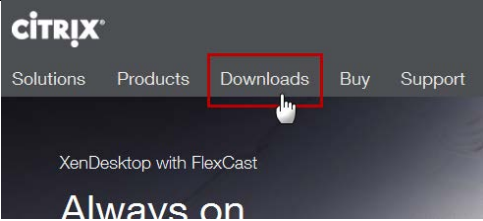
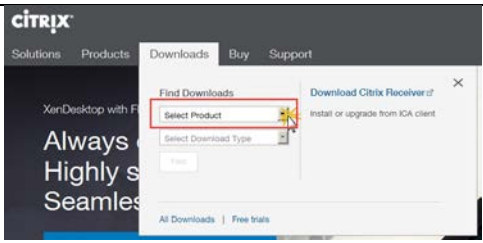
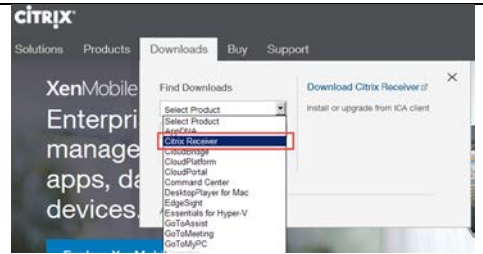
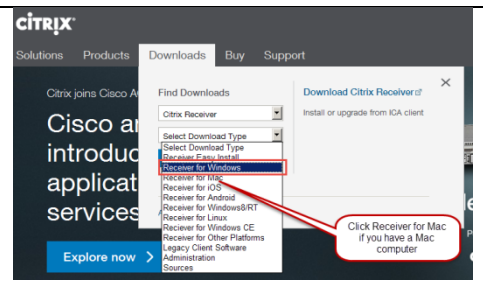
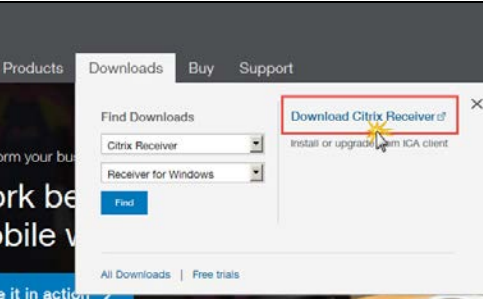
Step	Action
1	Open Internet Explorer
2	Click on Tools
3	Click on Internet Options
4	Click on the Privacy Tab
5	Move the scroll bar down to read medium to medium-high
6	Click Apply

- If the Progress Bar times out (see Step 9 below) when loading the Citrix Receiver, then the User Account Settings need to be changed. In Windows 7 follow the procedure below. Once Citrix Receiver is installed you can follow the same instructions and return the User Account Control settings to their previous position.

Step	Action
1	Click on the Windows icon in the bottom left corner of the screen
2	Click on Control Panel
3	Click on System and Security
4	Under Action Center click on Change User Account Control settings
5	Move to Never notify
6	Click OK



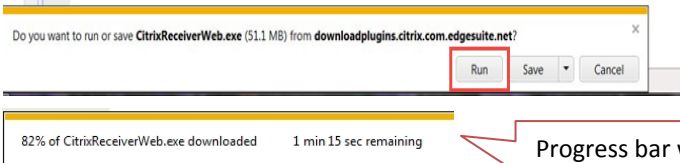

- In order to access the Employee Portal from home using a Mac you need to follow the instructions below and download the *Receiver for Mac* (see Step 5 below) as well as downloading Acrobat Reader and Microsoft Silverlight from the link above.

Installing Citrix Interface

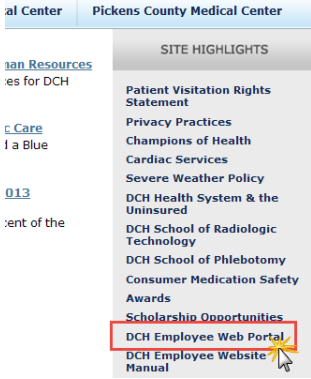

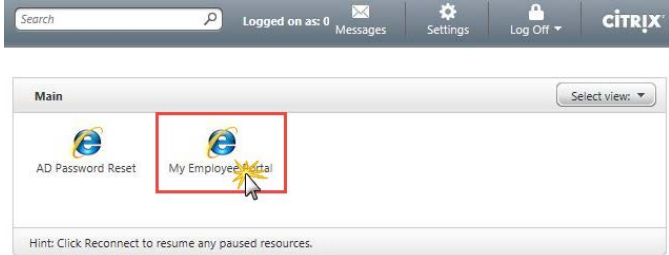
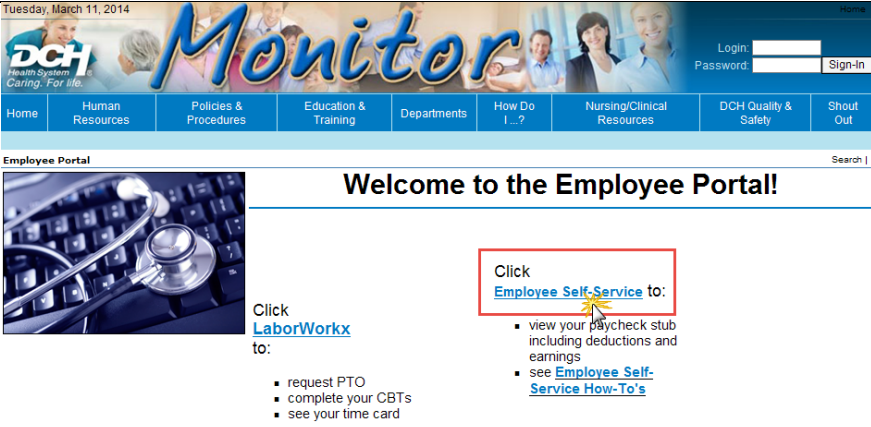
Step	Action	Image
1	Go to www.citrix.com on the internet.	
2	Roll the cursor over <i>Downloads</i> . Result. Drop down menu appears.	
3	Click down arrow to the right of <i>Select Product</i> .	
4	Choose <i>Citrix Receiver</i> .	
5	<p>a. Click down arrow to the right of <i>Select Download Type</i>.</p> <p>b. Choose <i>Receiver for Windows</i>.</p> <p>Note. If you have a Mac choose <i>Receiver for Mac</i>.</p>	
6	Click <i>Download Citrix Receiver</i> .	

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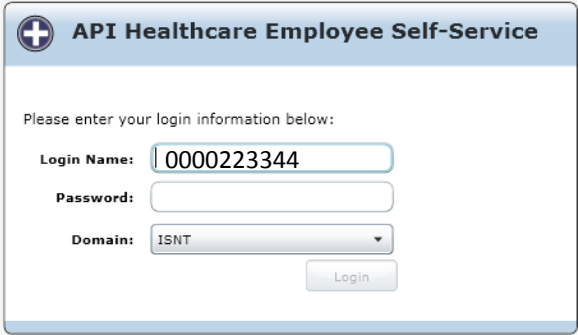
Installing Citrix Interface, continued

Step	Action	Image
7	<p>Click <i>Download Receiver for Windows</i>.</p>	 <p>The screenshot shows the Citrix Receiver website. On the left, there are two small images: one of a person's arm and another of a woman's face. The main content area features the Citrix Receiver logo and the tagline 'Access your apps, data and desktops from any device.' Below this, a blue button labeled 'Download Receiver for Windows' is highlighted with a red rectangular box. Underneath the button, there are two links: 'Find Citrix Receiver for other platforms' and 'Download previous versions of Receiver'.</p>
8	<p>a. Click box to left of statement, "I agree to the terms of the Citrix license agreement".</p> <p>b. Click <i>Continue</i>.</p>	 <p>The screenshot shows a 'Citrix License Agreement' dialog box. The text inside the dialog explains the terms of use for the Citrix Receiver software. At the bottom of the dialog, there is a checkbox labeled 'I agree to the terms of the Citrix License Agreement' which is checked. This checkbox is highlighted with a red rectangular box. Below the checkbox is a blue button labeled 'Continue', which is also highlighted with a red rectangular box.</p>
9	<p>Click <i>Run</i>.</p> <p>Note. This image will appear either in the lower left side of screen or in the middle of the screen.</p>	 <p>The screenshot shows a Windows security warning dialog box. The text reads: 'Do you want to run or save CitrixReceiverWeb.exe (51.1 MB) from downloadplugins.citrix.com.edgesuite.net?'. There are three buttons: 'Run', 'Save', and 'Cancel'. The 'Run' button is highlighted with a red rectangular box. Below the dialog box, there is a progress bar showing '82% of CitrixReceiverWeb.exe downloaded' and '1 min 15 sec remaining'. A red callout box points to the progress bar with the text: 'Progress bar will appear after clicking "Run"'. The 'Run' button is also highlighted with a red rectangular box.</p>
10	<p>Click <i>Install</i> and follow on screen directions.</p> <p>Note. Install should take less than 5 minutes.</p>	 <p>The screenshot shows the 'Citrix Receiver Setup' window. The window title is 'Citrix Receiver'. The main content area says 'Welcome to Citrix Receiver Setup' and 'Click Install to install Citrix Receiver on your computer.' At the bottom of the window, there are two buttons: 'Install' and 'Cancel'. The 'Install' button is highlighted with a red rectangular box. To the right of the main window, there is a 'User Account' dialog box with a 'Yes' button. Below the 'User Account' dialog box, there is a step indicator showing '3. Set up' and the instruction 'Follow the steps apps, data and d'.</p>

Accessing the DCH Portal

Step	Action	Image
1	You must first have installed the Citrix interface on your computer as described in Steps 1-10 above.	
2	Go to DCH Internet site at www.dchsystem.com .	
3	<p>Click on <i>DCH Employee Web Portal</i> on the right side of the web page under Site Highlights.</p> <p>Result. Citrix Access Gateway screen, image in Step 4.</p>	
4	<p>a. Enter User Name is your employee number including the 4 leading zeros.</p> <p>b. Enter Password is the password you use to login to LaborWorkx, network/or Web Outlook. -This is NOT your MEDITECH login.</p> <p>c. Click Log On.</p>	
5	<p>Click on <i>HRP Employee Self-Service Portal</i> icon.</p> <p>Result. Image seen in Step 6.</p>	
6	<p>Click on <i>Employee Self-Service</i>.</p> <p>Result. Image seen in Step 7.</p> <p>Note. The education resources to help you navigate around the Employee Self-Serve, where your paycheck is located, can be found by clicking on the <i>Employee Self-Service How To's</i>. Located under the Employee Self-Service link</p>	

Accessing the DCH Portal, continued

Step	Action	Image
7	<p>This is the login screen for the Employee Self-Service (ESS).</p> <ol style="list-style-type: none"> 1. Login Name is your employee number including the 4 leading zeros (Example: 0000223344). 2. Password is the password you use to log in to LaborWorkx, the DCH network and/or Web Outlook. This is NOT your MEDITECH login or the password you used in the old employee portal. 	
8	<p>For instructions on how to navigate the Employee Self-Serve module download the instructions named "Accessing the Employee Portal from the DCH Intranet" that can be found on the <i>My Employee Portal</i> page.</p>	<p style="text-align: center;"><i>[Add image once available]</i></p>