Accessing the Employee Portal From Home "Things You Need to Know"

- In order to access *My Employee Portal* from home you **MUST** download and 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 Foxfire and Chrome browsers. The Safari browser on a Mac <u>does</u> 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
4 5 6	Under Action Center click on Change User Account Control setting Move to Never notify 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 6 below) as well as downloading Acrobat Reader and Microsoft Silverlight from the link above.



Installing Citrix Interface

Step	Action	Image
1	Go to <u>www.citrix.com</u> on the	
	internet.	
2	Roll the cursor over <i>Downloads</i> . Result . Drop down menu appears.	CITRIX* Solutions Products Downloads Buy Support
		XenDesktop with FlexCast
3	Click down arrow to the right of	CITRIX Solutions Products Downloads Buy Support Partne
	Select Product.	Downloads Defect product.
4	Choose Citrix Receiver (ICA).	CITRIX' S Products Downloads Buy Support Partne
		Select product. AppDNA Crim Content Delivery Analytics Crim Receiver (ICA) Crim Workspace Suite CloudBridge CloudPlatform
5	Click Go	CITRIX' S Products Downloads Buy Support Partners
		Citrix Receiver (ICA)

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Installing Citrix Interface, continued

Step	Action	Image
6	Click Download Receiver XXXX for	Citrix Receiver
	Windows.	Subscribe to RSS notifications of new downloads
		Citrix Receiver is the easy-to-install client software that provides access to
	Note. If you have a Mac choose	Download Receiver 4.2.100 for Windows
	Receiver for Mac	Have questions? Browse Receiver FAQ.
		Receiver of Windows
		Receiver for Windows
		Receiver 4.2.100 for Window Click her for Apr 13, 2015 Mac
		Earlier Versions of Rever for Windows
7	Click Run if this pop-up appears.	Do you want to pap or swo CitrioRegalizer avo /55.7 MB) from downloaddwniae rithio com?
		This type of file could harm your computer. Run Save Cancel
	Result: Set-up box apears	
8	Click Next.	3) Citrix Receiver
		Welcome to Citrix Receiver Setup
		Click Next to setup Citrix Receiver on your computer.
		Citrix Receiver
		Next
		M fitriu Persiver
9	a. Click box to left of statement,	
	Citrix license agreement"	
	b. Click Install.	You must accept the license agreement below to proceed
		CITRIX LICENSE AGREEMENT
	Result: Progress bar will appear.	covering the specific edition of the Citrix Receiver is limited to use on the set
		devices for which it was created for connection to the Citix product(s). If your device is connected to the Internet, Citix Receiver may, without additional notice, check for Citix Receiver undates that are available for
	Note. Install should take less than	download and installation to your device and let you know of their availability. Only non-personally identifiable information is transmitted
	5 minutes.	when this happens, except to the extent that if addresses may be
		Technik Convel

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Installing Citrix Interface, continued

Step	Action	Image
11	Click Finish.)) Citrix Receiver
		Citrix Receiver™
		Installed successfully! If you received instructions to set up Receiver with your email or a server address, dick Add Account. Add Account Finish



Accessing the DCH Portal

Step	Action	Image
1	You must first have installed the Citrix	
	interface on your computer as described	
	in Steps 1-11 above.	
2	Go to DCH Internet site at	
	www.dchsystem.com	
3	Click on DCH Employee Portal on the	
	nome page.	
	Result. Citrix Access Gateway screen.	
	image in Step 4.	
4	a. Enter User Name is your employee	
	number including the 4 leading	CITRIX Access Gateway"
	zeros.	
	b. Enter <i>Password</i> is the password you	
	use to login to LaborWorkx,	Welcome Pease tog on to continue
	-This is NOT your MEDITECH login	User name:
	c. Click Log On.	Password:
5	Click on <i>LaborWorkx</i> icon.	Main
	Pocult Labor/Marky Login scroon	
	appears-Step 6	HRP Employee Self- LaborworkX My Employee Portal
		Service Portal
		H ESS not avaialbe at this time
		—
6	Login to Laborworky as you do when you	
Ũ	are at work.	Welcome
		Please sign in to your account
		5 ,
		User Name
		<u>ی</u>
		Password
		Domain
		ISNT
		Sign In
062615		



