

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 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.

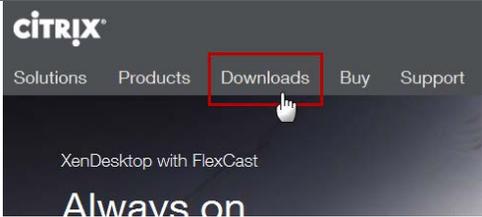
Step	Action
1	Open Internet Explorer
2	Click on Tools
3	Click on Internet Options
4	Click on the Privacy Tab
5	Move the scroll bar down to read medium to medium-high
6	Click Apply

- 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

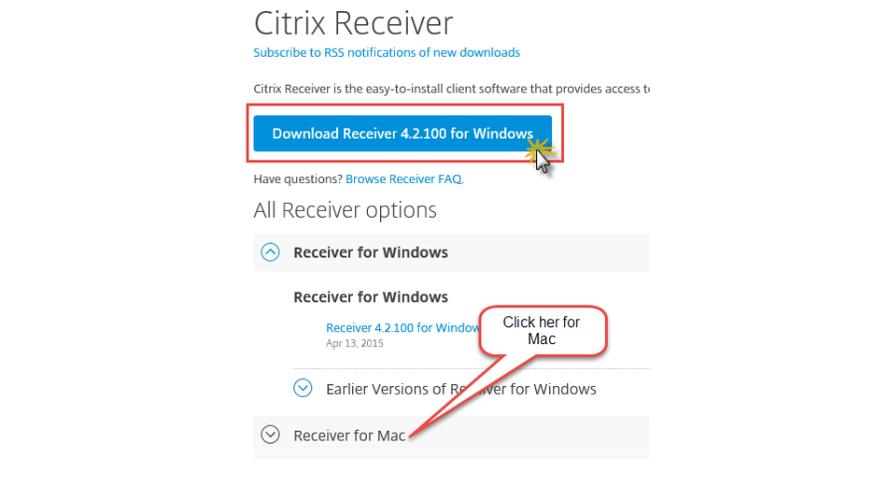
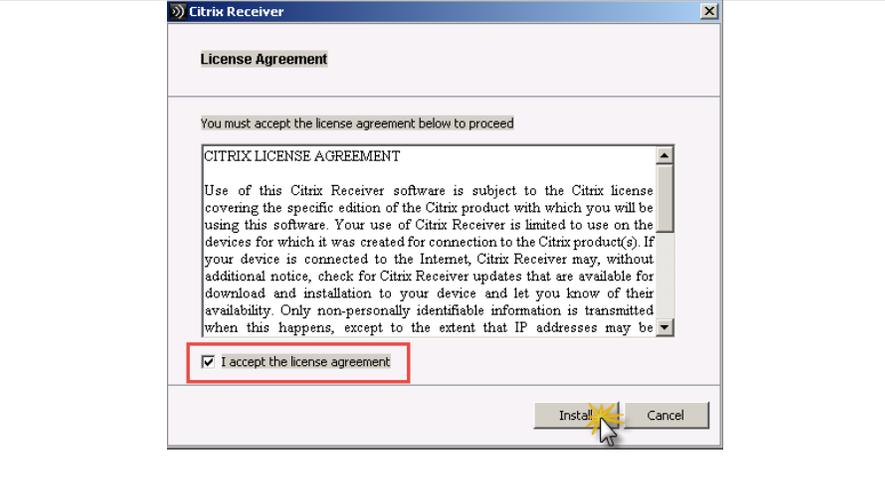
- In order to access the Employee Portal from home using a Mac you need to follow the instructions below and download the *Receiver for Mac* (see Step 6 below) as well as downloading Acrobat Reader and Microsoft Silverlight from the link above.

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 (ICA)</i> .	
5	Click <i>Go</i>	

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Installing Citrix Interface, continued

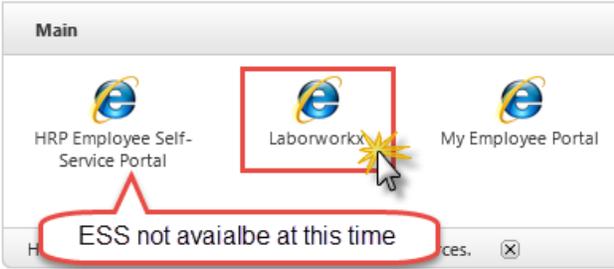
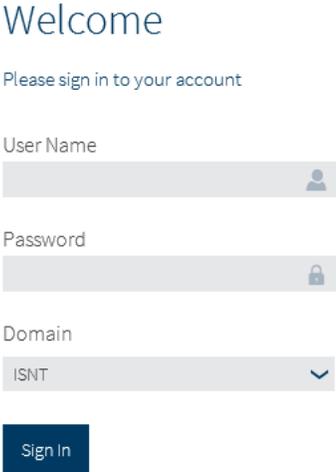
Step	Action	Image
6	<p>Click <i>Download Receiver XXXX for Windows</i>.</p> <p>Note. If you have a Mac choose <i>Receiver for Mac</i></p>	
7	<p>Click <i>Run</i> if this pop-up appears.</p> <p>Result: Set-up box appears</p>	
8	<p>Click <i>Next</i>.</p>	
9	<p>a. Click box to left of statement, "I agree to the terms of the Citrix license agreement".</p> <p>b. Click <i>Install</i>.</p> <p>Result: Progress bar will appear.</p> <p>Note. Install should take less than 5 minutes.</p>	

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Installing Citrix Interface, continued

Step	Action	Image
11	Click <i>Finish</i> .	 A screenshot of the Citrix Receiver application window. The window title bar reads "Citrix Receiver" with a close button. The main content area features the Citrix Receiver logo at the top. Below the logo is a large green checkmark icon. To the right of the checkmark, the text reads "Installed successfully!". Below this, a smaller line of text says "If you received instructions to set up Receiver with your email or a server address, click Add Account." At the bottom of the window, there are two buttons: "Add Account" and "Finish". A mouse cursor is positioned over the "Finish" button, which is highlighted with a yellow starburst effect.

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	<p>Click on <i>DCH Employee Portal</i> on the home page.</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>LaborWorkx</i> icon.</p> <p>Result. LaborWorkx login screen appears-Step 6.</p>	
6	<p>Login to Laborworkx as you do when you are at work.</p>	

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