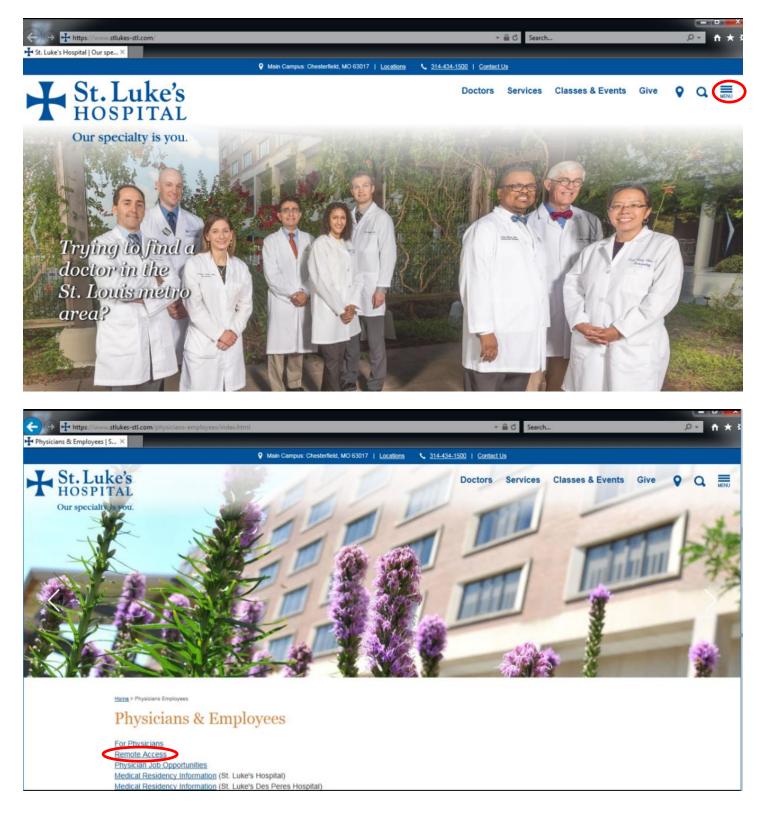
## **REMOTE ACCESS**

### **INSTRUCTIONS:**

Connect to <u>www.stlukes-stl.com</u> – this is St. Luke's EXTERNAL website. Click on Menu, and select Physician & Employees. Click "Remote Access".



Once you click on "Remote Access", you will need to go to "Downloads" to download the appropriate Citrix client for your device IF YOU HAVE NOT ALREADY DONE SO. IF you have already downloaded the client, you can skip this step. [You do not need the Citrix client if you are only accessing WebMail.]

\*\*NOTE - There are separate clients for Windows and Mac. (During the install, it may prompt for you to create an account, just hit cancel.) Once you download the Citrix Receiver, you'll need to reboot.

## Remote Access

Remote Access Instructions for St. Luke's Applications (PDF) 2

#### Citrix

Critical Note for Citrix Users (PDF)

#### Chillix Access Gale

(If you are using internet Explorer 11, stlukes-stl.com will need to be put in Compatibility View Settings (or you'll just receive a black screen with no login box). Open up Internet Explorer, go to Tools, Compatibility View Settings and under "Add this website", type in stlukes-stl.com, click Add and stlukes-stl.com should now appear in the "Websites you've added to Compatibility View".) Uninstall the Citrix Receiver (PDF)

Citrix with Google Chrome (PDF)

Kronos Kronos Employee Self Scheduling

#### Lawson

Lawson Employee Self Service Lawson Helpline: 314-205-6740, M-F 7:30a-4p

#### Fetalink

Fetalink - Quick Reference Guide (PDF) 2

#### CareLearning

#### On-line Education - www.carelearning.com

Your student ID: First 4 letters of your last name, first name initial and the last 4 digits of your St. Luke's employee ID#. (If your employee ID is only 3 digits, use only 3 digits)

#### WebPINS

Physician WebPINS Access (Password Required)

#### Nursing

Nursing Schools (User ID and Password Required)

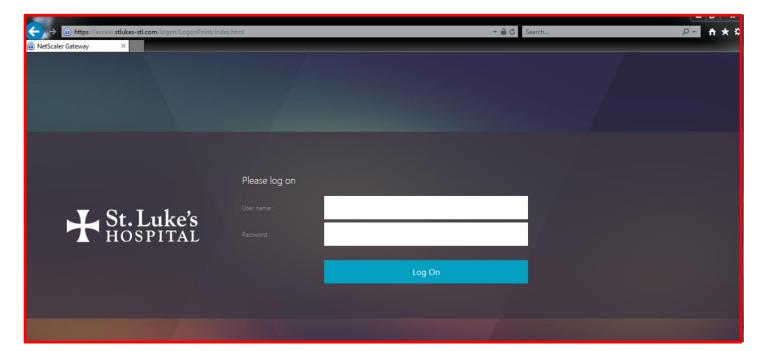
#### E-mail

(Add "slh\" before your user name) Web Enabled E-mail (Password Required)

#### Downloads

Remote Access Downloads

After you've rebooted, go back to Remote Access, click on the "Citrix Access Gateway". A purple screen will come up; log in using your network/Cerner/Lawson userid and password. At the next screen, you should see all of the icons YOU have access to. (Below is just an example.)



← → @ https://access.stlukes-stl.com/Citriv/SLH-Exte © Citrix Receiver ×	rnalWeb/		→ 🔒 🖒 Search	
St. Luke's	DESKTOPS	APPS		
All Categories				Q Search All App
Cerner Non Prod	Cerner Prod			
Cerner Appbar	Cerner Desktop	Cerner Firstnet	Details	Cerner Powerchart
Cerner RevenueCycle	Details Cerner Surginet	EClinicalWorks	Details	Details Fetalink

# Tips/tricks:

Internet Explorer

If you have rights to remote to your pc at work, you will need the Host Name of your pc. If your pc is encrypted (and gets rebooted overnight), you won't be able to remote to it until you or someone else logs into that encryption screen. [REMINDER: Never give YOUR user id and password to anyone.]

If you click on an application and it looks like a file is being downloaded, you may need to add "stlukes.com" to Trusted Sites. [For Windows devices - click on Start, Control Panel, Internet Options, and Security tab. Click on "Trusted Sites", type in stlukes.com and click Add. Hit Close and then Ok to exit.]

Sometimes, you may need to clear browser history. [You can always Google how to do this.] Open up the internet, hold CTRL + Shift + DEL on your keyboard.

Delete Browsing History	Clear browsing data
Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.	Clear the following items from the beginning of time 👻
Temporary Internet files and website files	Browsing history     756 items
Copies of webpages, images, and media that are saved for faster viewing.  Cookies and website data	Download history 1 item
Files or databases stored on your computer by websites to save preferences or improve website performance.	Cached images and files
V History List of websites you have visited.	Cookies and other site data This will sign you out of most websites.
<b>Download History</b> List of files you have downloaded.	Passwords None
Form data Saved information that you have typed into forms.	Autofill form data
Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited.	Hosted app data 6 apps (Cloud Print, Gmail, and 4 more)
Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.	Media licenses You may lose access to protected content from www.netflix.com and some other sites.
About deleting browsing history Delete Cancel	CANCEL CLEAR BROWSING DATA

## Google Chrome

### To remove Citrix Receiver:

Windows pc - click on Start -> Control Panel -> Programs & Features -> Citrix Receiver (and then click Uninstall) Mac – click on Finder -> Citrix Receiver -> Move to Trash